

PD-FAI-134

# CONTRACT AMENDMENT



ORIGINAL

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

NEGOTIATED INDIRECT COST RATE AGREEMENT

Date January 20, 1982

SUBJECT: Indirect Cost Rates for Use in Cost Reimbursement Type Agreements With the Agency for International Development (AID)

REFERENCE: AID/IG, Audit Report No. 82-8 dated November 3, 1981.

CONTRACTOR: International Voluntary Services, Inc.  
or 1717 Massachusetts Avenue, NW  
GRANTEE: Washington, DC 20036

PART I - NEGOTIATED INDIRECT COST RATES (%)

Type	Effective Period		Overhead (a)	G & A (b)
	From	Through		
Final	1-1-80	12-31-80	17.71	10.11
Provisional	1-1-81	Until amended	17.71	10.11

Base of Application

- (a) Consists of total direct program costs less extraordinary purchases of project equipment.
- (b) Consists of total direct program costs plus total program services costs.

Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost rate proposal and that such costs are legal obligations of the grantee/contractor; (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs; (3) that similar types of costs have been accorded consistent treatment; and (4) that the information provided by the grantee/contractor which was used as the basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

PART III - SPECIAL TERMS AND CONDITIONS

Pursuant to § 7-3.705 of the Agency for International Development Procurement Regulations (AIDPR), the negotiated indirect cost rates set forth in Part I of this Agreement are incorporated into AID Agreements shown below. This Agreement shall not change any monetary ceiling, obligation, or specific cost allowance or disallowance provided for in the Contracts or Grants listed below or any other Agreement between the parties

<u>Contract/Grant Number</u>	<u>Amendment Number</u>	<u>Project Number</u>
AID/PHA-G-1065	19	932-13-950-042

ACCEPTED:

BY Eric G. Walker

ERIC G. WALKER

Printed or Typed Name

Contractor

Title

Jan 22, 1982

Date

Donald B. Dickie  
Donald B. Dickie

CONTRACTING OFFICER  
Overhead and Special Costs Branch  
Services Operations Division  
Office of Contract Management  
Agency for International Development

MS

DISTRIBUTION:

<u>CM/ROD</u>	<u>CM/COD</u>	<u>CM/SOD</u>	<u>OTHER</u>
AFR	AN	x PDC	x AAG/W
NE	PE		x CM/SD/SUP
LA	OTR		x FM/PAD
IA			

AUG 26 1981

MEMORANDUM

Date: August 26, 1981

TO : Distribution

FROM : CM/SOD, Donald Dickie <sup>10310.</sup>

SUBJECT: Grant No. AID/pha-G-1065 between A.I.D.  
and International Voluntary Services, Inc.

This transmits one copy of a Negotiated Indirect Cost Rate Agreement dated August 7, 1981. This Agreement is also Amendment No. 18 to the subject grant.

The purpose of this Amendment is to establish final and/or provisional indirect cost rates.

If additional copies are required, please contact CM/SOD/OSC.

DISTRIBUTION:

CM/SD/SUP, Mrs. B. Lewis  
CM/SD/SUP, Mrs. Sarah Lewis  
SER/FM/PAD, Mr. P. Amos  
AAG/W, Mr. A. LeBlanc (2 copies)

Contracting Officer, CM/SOD/PDC, E. Thomas

Project Manager, PDC/PVC, W. Holcomb

USAID/\_\_\_\_\_

STAT Section  
AUG 31 1981  
ENTERED

ORIGINAL

NEGOTIATED INDIRECT COST RATE AGREEMENT

Date August 7, 1981

SUBJECT: Indirect Cost Rates for Use in Cost Reimbursement Type Agreements With the Agency for International Development (AID)

REFERENCE: AID/IG Audit Report No. 81-104 dated July 14, 1981.

CONTRACTOR: International Voluntary Services, Inc.  
or  
GRANTEE: 1717 Massachusetts Avenue, N.W.  
Suite 605  
Washington, D.C. 20036

PART I - NEGOTIATED INDIRECT COST RATES (%)

Type	From	Effective Period Through	Overhead	G&A
Final	7-1-77	6-30-78	(a) \$358.58/ man month	---
Final	7-1-78	12-31-79	(a) \$653.60/ man month	--
Provisional	1-1-80	Until amended	(b) 18.0%	(c) 10%

Base of Application

- (a) Direct project man-months of effort
- (b) Total Direct Program Expenses but excluding project equipment costs
- (c) Total cost input but excluding project equipment and G&A costs

Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost rate proposal and that such costs are legal obligations of the grantee/contractor; (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs; (3) that similar types of costs have been accorded consistent treatment; and (4) that the information provided by the grantee/contractor which was used as the basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

PART II - ITEMS NORMALLY TREATED AS DIRECT COSTS

ORIGINAL

PART III - SPECIAL TERMS AND CONDITIONS

Pursuant to § 7-3.705 of the Agency for International Development Procurement Regulations (AIDPR), the negotiated indirect cost rates set forth in Part I of this Agreement are incorporated into AID Agreements shown below. This Agreement shall not change any monetary ceiling, obligation, or specific cost allowance or disallowance provided for in the Contracts or Grants listed below or any other Agreement between the parties.

<u>Contract/Grant Number</u>	<u>Amendment Number</u>	<u>Project Number</u>
AID/PHA-G-1065	18	932-13-950-042
AID/PHA-G-1099	9	932-13-950-066
AID/NE-C-1266	6	279-11-110-030
AID/NESA-G-1176	13	388-010-3-50008
AID/AFR-G-1214	6	650-010-33-60001
AID/AFR-G-1161	8	690-12-410-059
AID/ASIA-C-1154	5	388-11-190-002

ACCEPTED:

BY Eric G. Walker  
ERIC G. WALKER  
 Printed or Typed Name  
Contractor  
 Title  
Aug 24, 1981  
 Date

Donald B. Dickie  
 Donald B. Dickie

CONTRACTING OFFICER  
 Overhead and Special Costs Branch  
 Services Operations Division  
 Office of Contract Management  
 Agency for International Development

rfm

DISTRIBUTION:

- |  |  |  |   |
|--|--|--|---|
| <input checked="" type="checkbox"/> CM/ROD | <input checked="" type="checkbox"/> CM/COD | <input checked="" type="checkbox"/> CM/SOD | <input checked="" type="checkbox"/> OTHER     |
| <input checked="" type="checkbox"/> AFR    | <input checked="" type="checkbox"/> AN     | <input checked="" type="checkbox"/> PDC    | <input checked="" type="checkbox"/> AAG/W     |
| <input checked="" type="checkbox"/> NE     | <input checked="" type="checkbox"/> PE     |  | <input checked="" type="checkbox"/> CM/SD/SUP |
| <input checked="" type="checkbox"/> LA     | <input checked="" type="checkbox"/> OTR    |  | <input checked="" type="checkbox"/> FM/PAD    |
| <input checked="" type="checkbox"/> ASIA   |  |  | <input checked="" type="checkbox"/> PDC/PMS   |
|  |  |  | <input checked="" type="checkbox"/> NE/TECH   |
|  |  |  | <input checked="" type="checkbox"/> AFR/DR    |
|  |  |  | <input checked="" type="checkbox"/> ASIA/BI   |

AUG 31 1981

MEMORANDUM

Date August 26, 1981

TO : Distribution

FROM : CM/SOD, Donald Dickie

SUBJECT: Grant No. AID/pha-G-1065 between A.I.D. and  
International Voluntary Services, Inc.

This transmits one copy of an advance agreement dated July 13, 1981. This Agreement is also amendment No. 17 to the subject grant.

The purpose of this Amendment is the implementation of OMB Circular A-122.

If additional copies are required, please contact CM/SOD/OSC.

DISTRIBUTION:

CM/SD/SUP, Mrs. B. Lewis  
CM/SD/SUP, Mrs. Sarah Lewis  
SER/FM/PAD, Mr. Phil Amos  
RIG/A/W, Mr. A. LeBlanc (2 copies)

Contracting Officer, CM/SOD/PDC, E. Thomas

Project Manager, PDC/PVC, W. Holcomb

USAID/\_\_\_\_\_

STAT Section  
AUG 31 1981  
ENTERED

8

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ADVANCE AGREEMENT ON COST PRINCIPLES

Date July 13, 1981

SUBJECT: Cost Principles for Non-profit Organizations for Use in Contracts, Grants and Cooperative Agreements with the Agency for International Development (AID)

CONTRACTOR: International Voluntary Services, Inc.  
or  
1717 Massachusetts Ave., N.W.  
RECIPIENT: Washington, D.C. 20036

PART I

The acquisition/assistance instruments listed in Part II of this amendment are hereby amended as follows:

- A. The cost principles applicable to this contract/grant/cooperative agreement are set forth in Subpart 1-15.6-Contracts with Nonprofit Organizations of the Federal Procurement Regulations. All references to "Subpart 1-15.2-Contracts with Commercial Organizations" shall be deleted wherever they appear, and in their place reference to "Subpart 1.15-6--Contracts with Nonprofit Organizations" shall be inserted.
- B. Subpart 1-15.6 reserves the sections on bid and proposal costs and independent research and development costs. A.I.D. and the contractor/recipient hereby agree upon the following treatment of these costs, pending such time as the FPR is amended to include them.
  1. Bid and proposal costs. Bid and proposal costs are the immediate costs of preparing bids, proposals, and applications for potential Federal and non-Federal grants, contracts and agreements, including the development of scientific, costs, and other data needed to support the bids, proposals, and applications. Bid and proposal costs of the current accounting period are allowable as indirect costs. Bid and proposal costs of prior accounting periods are unallowable in the current period. In this regard, bid and proposal costs incurred for the preparation of requests for specific projects and programs are acceptable for recovery as indirect costs. However, proposal costs incurred in the attempt to obtain unrestricted funds are to be treated as fund raising and must be included in the organization's direct cost base. Bid and proposal costs do not include independent research and development costs which are covered by paragraph (2) below, or preaward costs covered by Attachment B, Paragraph 33, of OMB Circular A-122. (FPR 1-15.603-2)
  2. Independent research and development costs. Independent research and development is research and development conducted by an organization which is not sponsored by Federal or non-Federal grants, contracts or other agreements. Independent research and development costs must be included in the organization's direct cost base for allocation of its proportionate share of indirect costs. The costs of independent research and development, including its proportionate share of indirect cost, are unallowable under AID agreements.

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C. This amendment is effective on January 1, 1981.

PART II

The changes cited above in Part I of this amendment are incorporated into the A.I.D. Washington issued acquisition/assistance instruments cited below. This amendment does not change any monetary ceiling or obligation provided for in the documents listed below or any other agreement between the parties.

Contract/Grant Cooperative Agreement No.

Amendment No.

AID/pha-G-1065

17

Accepted:

By: Eric G. Walker  
Signature

ERIC G. WALKER  
Printed or Typed Name

Controller  
Title

8/24/81  
Date

Donald B. Dickie  
Donald B. Dickie  
Contracting/Grant Officer  
Overhead and Special Costs Branch  
Services Operations Division  
Office of Contract Management  
Agency for International Development  
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**CONTRACT/GRANT/COOPERATIVE AGREEMENT DATA SHEET**

SER/CM/SD/SUP Action Monitor **MVS**

SER/CM/SD/SUP Action Office **CM/SOD/PDC**

**INSTRUCTIONS:** AID/W - Complete 4 copies of the form. Original SER/CM/SD/SUP Statistical Section Copy; Copy 2 SER/CM/SD/SUP Administrative Copy Copy 3 Contracting Officer's Copy; Copy 4 SER/CM/SD/SUP Admin. (Suspense) Copy.  
**Missions-** Complete 2 copies of the form. Original SER/CM/SD/SUP Statistical Section Copy, and Copy 2 will be retained in the Missions.

**PART IA.**

Contractor/Grantee Name <b>International Voluntary Services</b>			
PIO/T Number <b>932-0042-73-3811902</b>	Appropriation Number <b>72-1111021.6</b>	Allotment Number <b>146-38-099-00-76-11</b>	Project Number
Project Title <b>International Voluntary Services (IVS) Institutional Support Grant</b>			
Amount of this PIO/T <b>\$700,000</b>	Project Manager's Name and Office Symbol <b>PDC/PVC: W.M. Holcomb</b>		Contractor's D-U-N-S Number
Negotiator's Typed Name <b>D. Schult</b>		Signature <i>D. Schult</i>	Date
Contract/Grant Officer's Typed Name <b>E. Thomas</b>		Signature <i>EHT</i>	Date <b>3 Mar 80</b>

**PART IB.**

Contract/Grant Number <b>AID/ PDC-G-1065</b>	Type Order	Order Number	Amendment/Modification Number <b>16</b>	Date PIO/T Received by CM/SD/SUP or Mission Contract Office <b>10/31/80</b>
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**PART II.**

Effective Date of Document <b>10-31-80</b>	Signature Date of Document <b>11-6-80</b>	Estimated Completion Date <b>12-31-81</b>	Contract/Grant funded through (date)
Host Country Institution (University contract ONLY)	Campus Coordinator (University contract ONLY)	Amount Obligated/Deobligated/Subobligated by this Action <b>700,000</b>	Cumulative Obligation thru this Action <b>3,725,000</b>

**PART III.**

Description of Contract/Grant: Please 'X' ONLY ONE item under each heading. IF OTHER, please specify. (Complete both pages 1 and 2). NOTE: Not to be completed for Amendment or Modification Actions.

**M03 - TYPE ACTION**

- 0. Contract/Grant/Cooperative Agreement
- 1. Task Order (BOA)\*
- 2. Work Order (IOC)\*
- 3. Delivery Order (Requirements)\*
- 4. Purchase Order

\*If 1, 2, or 3 have an 'X', complete M12 ONLY.

**M04 - CONTRACT/GRANT TYPE**

- 0. MOA, (BOA, BMA, etc.)
- 1. Fixed Price (Specify: FFP, FPRD, FPEPA, FPI) \_\_\_\_\_
- 2. Cost Reimbursement (Specify: CR, CPFF, CS, CPAF, CPIF) \_\_\_\_\_
- 3. Cooperative Agreement
- 4. Grant - General Support\*
- 5. Grant - Specific Support\*
- 6. Grant - 211(d)\*
- 7. Do Not Use
- 8. IQCs
- 9. Host Country Contract/Grant\*

\*Complete ONLY through M51.

**M05 - SELECTION PROCEDURES**

- A. Formally advertised (IFB) (AIDPR 7-2.4 & FPR 1-2.4)
- B. Negotiated Price Competition, General Procedure (RFP) (AIDPR 7-4.56)
- C. A & E (AIDPR 7-4.10)
- D. Ed. Inst. and/or Int'l Research (AIDPR 7-4.57)
- E. Collaborative Assistance (AIDPR 7-4.58)
- F. Predominant Capability (AIDPR 7-3.101-50(b)(3))

- G. Unsolicited Proposal (AIDPR 7-3.101-50(b)(6))
- H. Procurement to be performed by the Contractor in Person (AIDPR 7-3.101-50(b)(7))
- I. Sole Source (AIDPR 7-3.101-50(b)(4))
- J. Impairment of Foreign Policy Objectives (AIDPR 7-3.101-50(b)(7))
- K. 8(a) Selection (FPR 1-1.713-1)
- L. Grant (Handbook 13)
- M. Do Not Use
- N. Cooperative Agreement (Handbook 13)
- O. Small Business Set-Aside (FPR 1-1.706-8)
- P. Overseas Procuring Activities (AIDPR 7-3.101-50(b)(2))

**M06 - TYPE SERVICE**

- A. Training of Participants
- B. Technical Assistance (Program, Project related except A & E Services)
- C. A & E Services
- D. Construction
- E. Research
- F. Technical Services to AID (other than training; usually operating expense)
- G. Training Service for AID
- H. Equipment, Materials, Supplies, Commodities
- I. Translation Service

**M07 - TYPE CONTRACTOR/GRANTEE**

- A. Firm - All profit-making firms (other than A & E)
- B. A & E Firms

- C. Individual (Non-personal service)
- D. Individual (Personal Service)
- E. University/Other Educational Institutions
- F. Non-Profit Organization, Institutions (other than Ed or PVO)
- G. Private Voluntary Organization (PVO)
- H. International Agricultural Research Organization
- I. Public International Organizations (UN Agencies, ICRC World Bank, etc.) (HB 13, Chapter 5)

**M08 - TYPE AWARD**

- A. SB Set-Aside - Awarded to Non-Minority
- B. SB Set-Aside - Awarded to Minority
- C. SB Not Set-Aside - Awarded to Non-Minority
- D. SB Not Set-Aside - Awarded to Minority
- E. 8(a) SBA Awarded to Non-Minority (Women-Owned, Veterans, etc.)
- F. 8(a) SBA Awarded to Minority
- G. Personal Service Contract - Non-Minority
- H. Personal Service Contract - Minority
- I. Individual Non-Personal Service Contract - Non-Minority
- J. Individual Non-Personal Service Contract - Minority
- K. Not Small Business (Univ., Non-Profit, Large Firms) Non-Minority
- L. Not Small Business (Univ., Non-Profit, Large Firms) Minority
- M. U.S. Government

(Continued on Page 2)

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NOV 17 1980

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON D C 20523

NOV 6 1980

FUNDS AVAILABLE	
Date	11/7/80
Project No.	932-2042
Obligation No.	3811902
Object Class	4190
Allotment	14638-099-00-76-11
Amount	\$700,000.00
By (initials)	Durkin
AID/SER/FM/RSD	

Mr. John T. Rigby  
Executive Director  
International Voluntary Services, Inc.  
1717 Massachusetts Avenue, N.W.  
Washington, D.C. 20036

Subject: General Support Grant  
No. AID/pha-G-1065  
Amendment No.16

Dear Mr. Rigby:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the subject Grant is hereby amended to provide an additional sum of Seven Hundred Thousand Dollars (\$700,000) in continuing support of your program to strengthen and upgrade the IVS personnel programming capabilities, place volunteers in priority/<sup>LDC</sup> programs and strengthen capabilities of local LDC institutions, as more fully described in the attachment to this Grant entitled "Program Description". The total cumulative obligation under this Grant is now \$3,725,000.

This Grant amendment is effective as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period October 31, 1980 through December 31, 1981.

This Grant amendment is made to IVS on the condition that funds will continue to be administered in accordance with the terms and conditions as set forth in Attachment A entitled "Program Description", Attachment B, entitled "Standard Provisions", and Attachment C, entitled "Payment Provisions".

The Grant is further amended as follows:

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Attachment A - Program Description, Article IV, Budget

1. Delete "A" in its entirety and substitute the following in lieu thereof:

"A. The following budget is illustrative only:

<u>Illustrative Schedule</u>			
(U.S. \$000)			
<u>General Budget</u>	7/1/74 <u>10/31/80</u>	11/1/80 <u>12/31/81</u>	<u>Total</u>
<u>Personnel Pool</u>			
Field Personnel	\$5,538	\$ 249	\$5,787
Local Expenses	<u>56</u>	<u>120</u>	<u>176</u>
Total	5,594	369	5,963
 <u>Project Pool</u>			
Field Personnel	318		318
Local Costs	31		31
Project Direct Costs	<u>106</u>	<u>143</u>	<u>249</u>
Total	455	143	598
 <u>Other</u>			
Advance/Pre-advance	59		59
Recruiting	163	113	276
Travel (Washington staff)	<u>28</u>	<u>75</u>	<u>103</u>
Total	250	188	438
 Total Costs	 6,299	 700	 6,999
 <u>Funding</u>			
A.T.D. Support Grant	3,025	700	3,725
Private Donations	1,593		1,593
Local Agencies/Institutions	<u>1,681</u>		<u>1,681</u>
	6,299	<u>700</u>	6,999

2. Under "B", delete "\$3,025,000" and substitute in lieu thereof "\$3,725,000".

Please sign all copies of this letter to acknowledge your acceptance of the terms and conditions under which these funds are granted. Please retain one copy for your records, and return all remaining copies to this office, being sure to return all copies marked "Funds Available".

Sincerely yours,

*Edward H. Thomas*

Edward H. Thomas  
Grant Officer  
Services Operations Division  
Office of Contract Management

ACCEPTED:

INTERNATIONAL VOLUNTARY SERVICES, INC.

BY *John T. Rigby*

TYPED NAME: John T. Rigby

TITLE: Executive Director

DATE: November 10, 1980

Fiscal Data

Appropriation	72-1111021.6
Allotment	146-38-099-00-76-11
PIO/T.No.	932-0042-73-3811902
Grant amount	\$700,000

ENTERED

MEMORANDUM

Date: November 4, 1980

TO : Distribution

FROM : <sup>AD/SO</sup> CM/SOD, Donald Dickie

SUBJECT: Grant No. AID/PHA-G-1065 Between A.I.D.  
and International Voluntary Services, Inc.

This transmits one copy of a Negotiated Indirect Cost Rate Agreement dated October 22, 1980. This Agreement is also Amendment No. 15 to the subject grant.

The purpose of this Amendment is to establish final and/or provisional indirect cost rates.

If additional copies are required, please contact CM/SOD/OSC.

DISTRIBUTION:

- CM/SD/SUP, Mrs. B. Lewis
- CM/SD/SUP, Mrs. J. Pellegrino
- SER/FY/PAD, P. Amos
- AAG/W, Mr. A. LeBlanc (2 copies)

Contracting Officer, CM/ SOD/PDC, E. Thomas

Project Manager, PDC/PVC, W. Holcomb

USAID/\_\_\_\_\_

ORIGINAL

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

NEGOTIATED INDIRECT COST RATE AGREEMENT

Date October 22, 1980

SUBJECT: Indirect Cost Rates for Use in Cost Reimbursement Type Agreements With the Agency for International Development (AID)

REFERENCE: IVS Letters dated July 22, 1980 and Negotiations with the Controller, IVS.

CONTRACTOR: International Voluntary Services, Inc. (IVS)  
or  
GRANTEE: 1717 Massachusetts Avenue, N.W.  
Washington, D.C. 20036

PART I - NEGOTIATED INDIRECT COST RATES (%)

Type	Effective Period		Overhead	G & A
	From	Through		
Provisional	7-1-77	6-30-78	(a) \$359/man-month	--
Provisional	7-1-78	12-31-79	(a) \$654/man-month	--
Provisional	1-1-80	12-31-80	(b) 20.0%	(c) 12.0%

Base of Application

- (a)--Direct project man-months of effort
- (b) Total Direct program expense but excluding project equipment costs
- (c)--Total cost input excluding project equipment and G & A costs

Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost rate proposal and that such costs are legal obligations of the grantee/contractor; (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs; (3) that similar types of costs have been accorded consistent treatment; and (4) that the information provided by the grantee/contractor which was used as the basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

16x

PART II - ITEMS NORMALLY TREATED AS DIRECT COSTS

JAN 1980

PART III - SPECIAL TERMS AND CONDITIONS

Pursuant to § 7-3.705 of the Agency for International Development Procurement Regulations (AIDPR), the negotiated indirect cost rates set forth in Part I of this Agreement are incorporated into AID Agreements shown below. This Agreement shall not change any monetary ceiling, obligation, or specific cost allowance or disallowance provided for in the Contracts or Grants listed below or any other Agreement between the parties.

<u>Contract/Grant Number</u>	<u>Amendment Number</u>	<u>Project Number</u>
AID/PHA-G-1065	15	932-13-950-042
AID/PHA-G-1099	8	932-13-950-066
AID/NE-C-1266	5	279-11-110-030
AID/NESA-G-1176	12	388-010-3-50008
AID/AFR-G-1214	5	650-010-33-60001
AID/AFR-G-1161	7	690-12-410-059
AID/ASIA-C-1154	4	388-11-190-002

ACCEPTED:

BY Eric G. Walker

Eric G. Walker

Printed or Typed Name

Controller

Title

Oct. 30, 1980

Date

C.R. Eldridge for

Donald Dickie

CONTRACTING OFFICER  
Overhead and Special Costs Branch  
Services Operations Division  
Office of Contract Management  
Agency for International Development

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DISTRIBUTION:

CM/ROD

X AFR

X NE

LA

X ASIA

CM/COD

AN

PE

OTR

CM/SOD

X PDC

OTHER

X AAG/W

X CM/SD/SUP

X FM/PAD

X PDC/PMS

X NE/TECH

X ASIA/BI

X AFR/DR

CONTRACT/GRANT/COOPERATIVE AGREEMENT DATA SHEET

SER/CM/SD/SUP Action Monitor BC for PAS  
SER/CM/SD/SUP Action Office

INSTRUCTIONS: AID/W - Complete 4 copies of the form. Original SER/CM/SD/SUP Statistical Section Copy; Copy 2 SER/CM/SD/SUP Administrative Copy; Copy 3 Contracting Officer's Copy; Copy 4 SER/CM/SD/SUP Admin. (Suspense) Copy.  
Missions - Complete 2 copies of the form. Original SER/CM/SD/SUP Statistical Section Copy, and Copy 2 will be retained in the Missions.

PART IA.

Contractor/Grantee Name

International Voluntary Service

PIO/T Number 932-0042-733805200	Appropriation Number 72-1101021.6	Allotment Number 046-38-099-00-76-01	Project Number 932-0042
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Project Title

International Voluntary Service Institutional Support Grant

Amount of this PIO/T \$600,000 (Increase)	Project Manager's Name and Office Symbol <del>xxjudy</del> PDC/PVC, Wilbert Holcomb	Contractor's D-U-N-S Number
--	--	-----------------------------

Negotiator's Typed Name <del>Judy Johnson</del> SCUDT	Signature	Date
--	-----------	------

Contract/Grant Officer's Typed Name Mike Snyder	Signature	Date
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PART IB.

Contract/Grant Number AID/PHA-G-1065	Type Order	Order Number	Amendment/Modification Number 14	Date PIO/T Received by CM/SD/SUP or Mission Contract Office
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PART II.

Effective Date of Document 11-1-79	Signature Date of Document 11-1-79	Estimated Completion Date 10-31-80	Contract/Grant funded through (date) 10-31-80
Host Country Institution (University contract ONLY)	Campus Coordinator (University contract ONLY)	Amount Obligated/Deobligated/Subobligated by this Action 600,000	Cumulative Obligation thru this Action 3,025,000

PART III.

Description of Contract/Grant: Please 'X' ONLY ONE item under each heading. IF OTHER, please specify. (Complete both pages 1 and 2). NOTE: Not to be completed for Amendment or Modification Actions.

M03 - TYPE ACTION

- 0. Contract/Grant/Cooperative Agreement
- 1. Task Order (BOA)\*
- 2. Work Order (IQC)\*
- 3. Delivery Order (Requirements)\*
- 4. Purchase Order

\*If 1, 2, or 3 have an 'X', complete M12 ONLY.

M04 - CONTRACT/GRANT TYPE

- 0. MOA, (BOA, BMA, etc.)
- 1. Fixed Price (Specify: FFP, FPRD, FPEPA, FPI) \_\_\_\_\_
- 2. Cost Reimbursement (Specify: CR, CPFF, CS, CPAF, CPIF) \_\_\_\_\_
- 3. Cooperative Agreement
- 4. Grant - General Support\*
- 5. Grant - Specific Support\*
- 6. Grant - 211(d)\*
- 7. Do Not Use
- 8. IQCs
- 9. Host Country Contract/Grant\*

\*Complete ONLY through M 51.

M05 - SELECTION PROCEDURES

- A. Formally advertised (IFB) (AIDPR 7-2.4 & FPR 1-2.4)
- B. Negotiated Price Competition, General Procedure (RFP) (AIDPR 7-4.56)
- C. A & E (AIDPR 7-4.10)
- D. Ed. Inst. and/or Int'l Research (AIDPR 7-4.57)
- E. Collaborative Assistance (AIDPR 7-4.58)
- F. Predominant Capability (AIDPR 7-3.101-50(b)(3))

- G. Unsolicited Proposal (AIDPR 7-3.101-50(b)(6))
- H. Procurement to be Performed by the Contractor in Person (AIDPR 7-3.101-50(b)(1))
- I. Sole Source (AIDPR 7-3.101-50(b)(4))
- J. Impairment of Foreign Policy Objectives (AIDPR 7-3.101-50(b)(7))
- K. 8(a) Selection (FPR 1-1.71-1)
- L. Grant (Handbook 13)
- M. Do Not Use
- N. Cooperative Agreement (Handbook 13)
- O. Small Business Set-Aside (FPR 1-1.706-8)
- P. Overseas Procuring Activities (AIDPR 7-3.101-50(b)(2))

M06 - TYPE SERVICE

- A. Training of Participants
- B. Technical Assistance (Program, Project related except A & E Services)
- C. A & E Services
- D. Construction
- E. Research
- F. Technical Services to AID (other than training; usually operating expense)
- G. Training Service for AID
- H. Equipment, Materials, Supplies, Commodities
- I. Translation Service

M07 - TYPE CONTRACTOR/GRANTEE

- A. Firm - All profit-making firms (other than A & E)
- B. A & E Firms

- C. Individual (Non-personal service)
- D. Individual (Personal Service)
- E. University/Other Educational Institutions
- F. Non-Profit Organization, Institutions (other than Ed or PVO)
- G. Private Voluntary Organization (PVO)
- H. International Agricultural Research Organization
- I. Public International Organizations (UN Agencies, ICRC World Bank, etc.) (HB 13, Chapter 5)

M08 - TYPE AWARD

- A. SB Set-Aside - Awarded to Non-Minority
- B. SB Set-Aside - Awarded to Minority
- C. SB Not Set-Aside - Awarded to Non-Minority
- D. SB Not Set-Aside - Awarded to Minority
- E. 8(a) SBA Awarded to Non-Minority (Women-Owned, Veterans, etc.)
- F. 8(a) SBA Awarded to Minority
- G. Personal Service Contract - Non-Minority
- H. Personal Service Contract - Minority
- I. Individual Non-Personal Service Contract - Non-Minority
- J. Individual Non-Personal Service Contract - Minority
- K. Not Small Business (Univ., Non-Profit, Large Firms) Non-Minority
- L. Not Small Business (Univ., Non-Profit, Large Firms) Minority
- M. U.S. Government

(Continued on Page 2)

18

NOV 16 1979

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

NOV 1 1979

FUNDS AVAILABLE	
Date	11/5/79
Project No.	932-0042
Obligation No.	3805200
Object Class	4190
Allotment	046-38-099-00-7601
Amount	600,000.00
By (initials)	[Signature]
AID SERVICE	

Mr. John T. Rigby  
Executive Director  
INTERNATIONAL VOLUNTARY SERVICES, INC.  
1717 Massachusetts Avenue, NW  
Washington, D.C. 20036

SUBJECT: General Support Grant No.  
AID/pha-G-1065  
Amendment No. 14

Dear Mr. Rigby:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor"), hereby grants to the International Voluntary Services, Inc. (hereinafter referred to as "IVS" or "Grantee"), the sum of Six Hundred Thousand Dollars (\$600,000) in continuing support of a program to strengthen and upgrade the IVS personnel programming capabilities, place volunteers in priority LDC programs and strengthen capabilities of local LDC institutions. The total amount obligated under this Grant is now \$3,025,000.00.

This Grant is effective as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period November 1, 1979 through October 31, 1980, as set forth in the Budget.

This Grant is made to IVS on the condition that funds will be administered in accordance with the terms and conditions as set forth in Attachment A, entitled "Program Description",

Attachment B, entitled "Standard Provisions", and Attachment C, entitled "Payment Provisions".

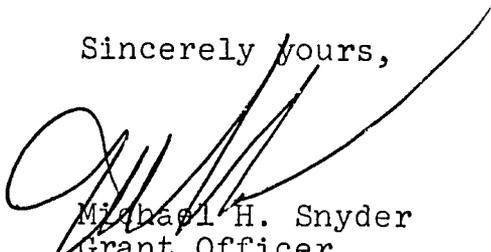
The Grant is further amended as follows:

Attachment A - Program Description, Article IV, Budget

1. Delete the footnote to paragraph "A" in its entirety.
2. Under "B", delete "\$2,425,000" and substitute in lieu thereof "\$3,025,000".

Please sign all copies of this letter to acknowledge your acceptance of the terms and conditions under which these funds are granted. Please retain one copy for your records, and return all remaining copies to this office, being sure to return all copies marked "Funds Available".

Sincerely yours,



Michael H. Snyder  
Grant Officer  
Services Operations Division  
Office of Contract Management

ACCEPTED:

INTERNATIONAL VOLUNTARY SERVICES, INC.

BY: John V. [Signature]

TYPED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: NOV 1979

Fiscal Data

Appropriation:	72-1101021.6
Allotment:	046-38-099- 00-76-01
PIO/T No.:	932-0042-73- 3805200
Grant Amount:	\$500,000.00

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

*Pm - B. Baro*  
*Reg - D. Schmitt*  
*ODC/over/ops*

1 NOV 1978

Mr. John T. Rigby  
Executive Director  
International Voluntary Services, Inc.  
1717 Massachusetts Avenue, N.W.  
Washington, D.C. 20036

FUND  
*o/c 4190*  
*aBell*  
MANAGEMENT

Subject: General Support Grant  
No. AID/oha-G-1065  
Amendment No. 13

Dear Mr. Rigby:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor"), hereby grants to the International Voluntary Services, Inc. (hereinafter referred to as "IVS" or "Grantee"), the sum of Six Hundred Thousand Dollars (\$600,000) in continuing support of a program to strengthen and upgrade the IVS personnel programming capabilities, place volunteers in priority LDC programs and strengthen capabilities of local LDC institutions. The total amount obligated under this Grant is now \$2,425,000.

This Grant is effective as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period November 1, 1978 through October 31, 1979, as set forth in the Budget, as herein amended.

This Grant is made to IVS on the condition that funds will be administered in accordance with the terms and conditions as set forth in Attachment A, entitled "Program Description", Attachment B, entitled "Standard Provisions" and Attachment C, entitled "Payment Provisions".

The Grant is further amended as follows:

Attachment A - Program Description, Article IV, Budget

1. In the footnote to paragraph "A", delete "\$1,825,000" and substitute in lieu thereof "\$2,425,000".

2. Under "B", delete "\$1,825,000" and substitute in lieu thereof "\$2,425,000".

Please sign all copies of this letter to acknowledge your acceptance of the terms and conditions under which these funds are granted. Please retain one copy for your records, and return the remaining copies of this office, being sure to return all copies marked "Funds Available".

Sincerely yours,



Michael H. Snyder  
Grant Officer  
Services Operations Division  
Office of Contract Management

ACCEPTED:

INTERNATIONAL VOLUNTARY SERVICES, INC.

BY John T. Rigby  
TYPED OR PRINTED NAME

John T. Rigby

TITLE

Executive Director

DATE

Nov 9, 1978

Fiscal Data

Appropriation: 72-1191021.6  
Allotment 945-38-099-00-76-91  
PIO/T No. 932-0042-73-3899201  
Grant Amount \$500,000

ORIGINAL

AUG 11 1979

*msg - WS Ho/comb-  
reg - D Schult  
PDC/PJC*

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

24 JUL 1978

Mr. John T. Rigby  
Executive Director  
International Voluntary Services, Inc.  
1717 Massachusetts Avenue, N.W.  
Washington, D.C. 20036

Subject: General Support Grant  
AID/pha-G-1065  
Amendment No. 12

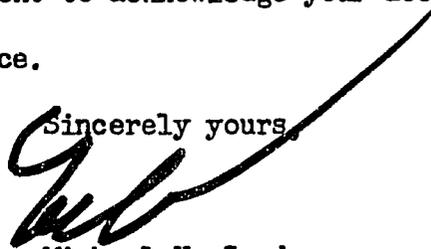
Dear Mr. Rigby:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby amends the subject Grant as follows:

In the second paragraph of Amendment 11 hereto, delete "May 1, 1978" and substitute in lieu thereof "November 1, 1977".

Please sign all copies of this amendment to acknowledge your acceptance thereof. Return seven copies to this office.

Sincerely yours,



Michael H. Snyder  
Grant Officer  
Services Operations Division  
Office of Contract Management

ACCEPTED:  
INTERNATIONAL VOLUNTARY SERVICES, INC.

BY *John T. Rigby*

TYPED NAME JOHN T. RIGBY

TITLE EXECUTIVE DIRECTOR

DATE 25 JULY 78

JAN 24 1978

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

ORIGINAL

*Przymski - W Holcomb  
Key - R Ware  
PDC love*

Mr. W. Anthony Lake  
Executive Director  
IVS, Inc.  
1555 Connecticut Avenue, N.W.  
Washington, D.C. 20036

JAN 11 1978

Subject: General Support Grant  
AID/pha-G-1065  
Amendment No. 10  
PIO/T No. 3289209

Dear Mr. Lake:

Pursuant to the authority contained in the Federal Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as A.I.D. or Grantor), hereby grants to the International Voluntary Services, Inc. (IVS or Grantee), the sum of One Hundred Fifty Thousand Dollars (\$150,000) in continuing support of a program to strengthen and upgrade the IVS personnel programming capabilities, place volunteers in priority LDC programs and strengthen capabilities of local LDC institutions. The total amount obligated under this Grant is now \$1,525,000.

This Grant is effective as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period November 1, 1977, through April 30, 1978.

This Grant is made to IVS on the condition that funds will be administered as set forth in Attachment A, entitled "Program Description", Attachment B, entitled "Standard Provisions" and Attachment C, entitled "Payment Provisions".

The Grant is further amended as follows:

ORIGINAL

24

Article IV, Budget

1. Delete "A" and substitute in lieu thereof, the following:

"A. The following budget is illustrative only:

International Voluntary Services, Inc.

Illustrative Schedule  
(U.S. \$000)

<u>General Budget</u>	<u>7/1/74 -</u> <u>10/31/77</u>	<u>11/1/77 -</u> <u>10/31/78</u>	<u>52 Month</u> <u>Total</u>
<u>Personnel Pool</u>			
Field Personnel	\$2,553	\$ 995	\$3,584
Local Expenses	26	10	36
Total	<u>\$2,579</u>	<u>\$1,005</u>	<u>\$3,584</u>
<u>Project Pool</u>			
Field Personnel	\$ 3	\$ 105	\$ 108
Local Costs	1	10	11
Project Direct Costs	1	35	36
Total	<u>\$ 5</u>	<u>\$ 150</u>	<u>\$ 155</u>
<u>Other</u>			
Advance/Pre-advance	\$ 29	\$ 10	\$ 39
Recruiting	73	30	103
Travel (Wash. Office Staff)	13	5	18
Total	<u>\$ 115</u>	<u>\$ 45</u>	<u>\$ 160</u>
 Total Costs	 <u>\$2,699</u>	 <u>\$1,200</u>	 <u>\$3,899</u>
 <u>Funding</u>			
A.I.D. Support Grant	\$1,225	\$ 600*	\$1,825
Private Donations	693	300	993
Local Agencies/Institutions	781	300	1,081
Total	<u>\$2,699</u>	<u>\$1,200</u>	<u>\$3,899</u>

\*A.I.D. has provided partial funding in the amount of \$300,000. Subject to their availability, additional funds may be granted."

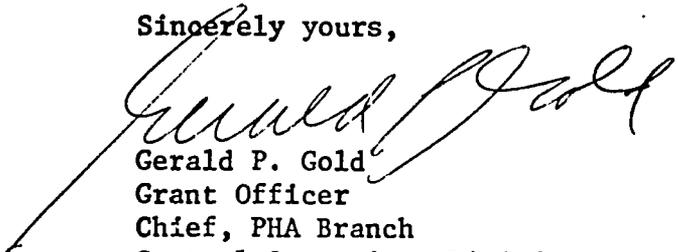
2. Under B, delete "\$1,375,000" and substitute in lieu thereof, "\$1,525,000".

Mr. W. A. Lake  
IVS, Inc.

-3-

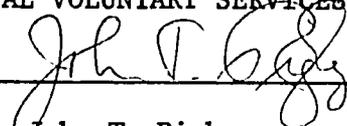
Please sign the original and all copies of this letter to acknowledge your acceptance of the terms and conditions under which these funds are granted. Please retain one copy for your records, and return the original and remaining copies to this office, being sure to return all copies marked "Funds Available".

Sincerely yours,

  
Gerald P. Gold  
Grant Officer  
Chief, PHA Branch  
Central Operations Division  
Office of Contract Management

ACCEPTED:

INTERNATIONAL VOLUNTARY SERVICES, INC.

BY: 

TYPED NAME: John T. Rigby

TITLE: Executive Director

DATE: 12 January 78

267

16 NOV 1977

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

*Program - W Holcomb  
neg - S Bailey  
OHA/PVZ*

NOV 10 1977

Mr. W. Anthony Lake  
Executive Director  
IVS, Inc.  
1555 Connecticut Avenue, N.W.  
Washington, D.C. 20036

ORIGINAL

Subject: General Support Grant  
AID/pha-G-1065  
Amendment No. 9  
PIO/T. 3269219

Dear Mr. Lake:

Pursuant to the authority contained in the Federal Assistance Act of 1961, as amended, A.I.D. hereby grants to the International Voluntary Services, Inc. (IVS or Grantee) the sum of \$150,000 in continuing support of a program to strengthen and upgrade the IVS personnel programming capabilities, place volunteers in priority LDC programs and strengthen capabilities of local LDC institutions. The total amount obligated under the Grant is now \$1,375,000.

This Grant is effective as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period November 1, 1977, through January 31, 1978.

This Grant is made to IVS on the condition that funds will be administered as set forth in Attachment A "Program Description", Attachment B "Standard Provisions" and Attachment C "Payment Provisions".

The Grant is further amended as follows:

Approp. No. 72-1181021-6  
Allot. No. 846-32-099-00-26-81  
Obl. No. 3289209... Obl. Cl. 4190  
Amount \$ 150,000.00  
Proj. No. 932-0042-53

ORIGINAL

By *[Signature]* Date 11/14/77

29

ARTICLE IV, BUDGET

1. Delete "A" and substitute in lieu thereof, the following:

"A. The following budget is illustrative only:

INTERNATIONAL VOLUNTARY SERVICES, INC.  
Illustrative Schedule  
(US \$ 000)

<u>GENERAL BUDGET</u>	<u>7/1/74- 10/31/77</u>	<u>11/1/77- 1/31/78</u>	<u>49-month Total</u>
<u>Personnel Pool</u>			
Field Personnel	\$2,553	\$348	\$2,901
Local Expenses	26	4	30
Total	<u>\$2,579</u>	<u>\$352</u>	<u>\$2,931</u>
<u>Project Pool</u>			
Field Personnel	\$ 3	\$ 37	\$ 40
Local Costs	1	3	4
Project Direct Costs	1	12	13
Total	<u>\$ 5</u>	<u>\$ 52</u>	<u>\$ 57</u>
<u>Other</u>			
Advance/Pre-advance	\$ 29	\$ 4	\$ 33
Recruiting	73	10	83
Travel (Wash. Office Staff)	13	2	15
Total	<u>\$ 115</u>	<u>\$ 16</u>	<u>\$ 131</u>
Total Costs	<u>\$2,699</u>	<u>\$420</u>	<u>\$3,119</u>
<u>Funding</u>			
AID Support Grant	\$1,225	\$150	\$1,375
Private Donations	693	120	813
Local Agencies/Institutions	<u>781</u>	<u>150</u>	<u>931</u>
	<u>\$2,699</u>	<u>\$420</u>	<u>\$3,119</u>

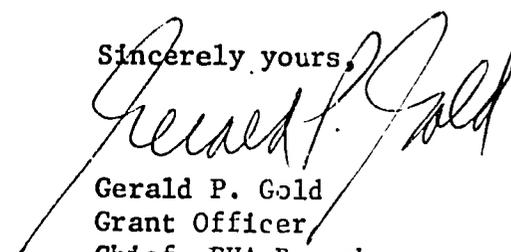
2. Under B, delete "\$1,225,000" and substitute in lieu thereof "\$1,375,000".

Mr. W. A. Lake  
IVS, Inc.

-2-

Please sign the original and all copies of this letter to acknowledge your acceptance of the terms and conditions under which these funds are granted. Please retain one copy for your records, and return the original and remaining copies to this office, being sure to return all copies marked "Funds Available".

Sincerely yours,

  
Gerald P. Gold  
Grant Officer  
Chief, PHA Branch  
Central Operations Division  
Office of Contract Management

ACCEPTED:

IVS, INC.

BY:   
\_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: Nov 11, 1977



# ORIGINAL

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

## NEGOTIATED INDIRECT COST RATE AGREEMENT

Date: September 9, 1977

SUBJECT: Indirect Cost Rates for Use in Cost Reimbursement Type Agreements With the Agency for International Development (AID)

REFERENCE: IVS letter dated August 22, 1977

INSTITUTION: International Voluntary Services, Inc.  
or  
1717 Massachusetts Avenue  
OTHER Washington, D.C. 20036

### PART I - NEGOTIATED INDIRECT COST RATES (%):

<u>Type</u>	<u>Effective Period</u> <u>From</u>	<u>Thru</u>	<u>Overhead Rate</u>
Provisional	7-1-76	6-30-77	\$366.55 Per Man-Month
Provisional	7-1-77	Until Amended	\$350.00 Per Man-Month

Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost rate proposal and that such costs are legal obligations of the grantee/contractor, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, (3) that similar types of costs have been accorded consistent treatment, and (4) that the information provided by the grantee/contractor which was used as the basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

#### Base of Application:

Direct project man-months of effort.

SEE PART III FOR APPLICATION OF THESE RATES TO AID AGREEMENTS.

ORIGINAL

PART II - ITEMS NORMALLY TREATED AS DIRECT COSTS:

CM/SD/SUP

CONTRACT/AMEND LOGGED IN \_\_\_\_\_

(DATE-INITIALS)

CONTRACT/AMEND CODED \_\_\_\_\_

(DATE-INITIALS)

CONTRACT/AMEND INPUT COORS 11/13/77 *ew*

(DATE-INITIALS)

PART III - SPECIAL TERMS AND CONDITIONS:

Pursuant to § 7-3.705 of the Agency For International Development Procurement Regulations (AIDPR), the negotiated indirect cost rates set forth in Part I of this Agreement are incorporated into All Agreements shown below. This Agreement shall not change any monetary ceiling, obligation, or specific cost allowance or disallowance provided for in the Contracts or Grants listed below or any other Agreement between the parties.

<u>Contract/Grant No.</u>	<u>Amendment No.</u>	<u>Project Number</u>
AID/pha-G-1065	8	932-13-950-042
AID/pha-G-1099	5	932-13-950-066
AID/pha-G-1140	3	932-13-950-088
AID/afn-G-1161	6	690-12-410-059
AID/afn-G-1214	3	650-010-33-60001
AID/asia-C-1154	3	388-11-190-002
AID/nesa-G-1176	7	388-010-3-50008
AID/ne-C-1266	2	279-11-110-030

ACCEPTED:

BY

*John T. Higby*

PRINTED OR TYPED NAME

Executive Director

TITLE

September 13, 1977

DATE

*Donald B. Dickie*

Donald B. Dickie

CONTRACTING OFFICER

Overhead and Special Costs Branch

Special Operations Division

Office of Contract Management

Agency for International Development

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X SER/FM/RSD

X ROD/DR

X ASIA/TD

DBD

23 MAY 1977

Mrs. Booker

MEMORANDUM

ORIGINAL

May 19, 1977

TO : Distribution

FROM : CM/SOD, Donald B. Dickie

SUBJECT: Grant No. AID/pha-G-1065 between A.I.D. and International Voluntary Services, Inc.

This transmits one copy of a Negotiated Indirect Cost Rate Agreement dated May 9, 1977. This Agreement is also Amendment No. 7 to the subject Grant.

The purpose of this Amendment is to establish final and/or provisional indirect cost rates.

If additional copies are required, please contact CM/SOD/OSC.

DISTRIBUTION

- CM/SD/SUP, Mrs. G. Booker
CM/SD/SUP, Mrs. E. Amis
CM/SD/SUP, Mr. G. Nell
SER/FM, Mr. W. McKeel
AG/AUD, Mr. B. Abshire (2 copies)

Contracting Officer, CM/ COD/PHA, Mr. G. Gold

Project Manager, PHA/PVC, Mr. S. Bergen

USAID/

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

NEGOTIATED INDIRECT COST RATE AGREEMENT

Date: May 9, 1977

SUBJECT: Indirect Cost Rates for Use in Cost Reimbursement Type Agreements With the Agency for International Development (AID)

REFERENCE: DCAA Audit Report No. 6221-03-7-0357 dated March 1, 1977

INSTITUTION International Voluntary Services, Inc.  
or 1717 Massachusetts Avenue  
OTHER Washington, D.C. 20036

PART I -- NEGOTIATED INDIRECT COST RATES (%):

Type	Effective Period		Overhead Rate
	From	To	
Final	7-1-75	6-30-76	\$389.52 Per Man-Month
Provisional	7-1-76	Until Amended	\$285.00 Per Man-Month

Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost rate proposal and that such costs are legal obligations of the grantee/contractor, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, (3) that similar types of costs have been accorded consistent treatment, and (4) that the information provided by the grantee/contractor which was used as the basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

Base of Application:

Direct project man-months of effort.

SEE PART III FOR APPLICATION OF THESE RATES TO AID AGREEMENTS.

**PART II - ITEMS NORMALLY TREATED AS DIRECT COSTS:**

**PART III - SPECIAL TERMS AND CONDITIONS:**

Pursuant to § 7-3.705 of the Agency For International Development Procurement Regulations (AIDPR), the negotiated indirect cost rates set forth in Part I of this Agreement are incorporated into AID Agreements shown below. This Agreement shall not change any monetary ceiling, obligation, or specific cost allowance or disallowance provided for in the Contracts or Grants listed below or any other Agreement between the parties.

<u>Contract/Grant No.</u>	<u>Amendment No.</u>	<u>Project Number</u>
AID/pha-G-73-1	9	388-000-3-6226339
✓ AID/pha-G-1065	7	932-13-950-042
AID/pha-G-1099	4	932-13-950-066
AID/pha-G-1140	2	932-13-950-088
AID/afr-G-1161	5	690-12-410-059
AID/afr-G-1214	2	650-010-33-60001
AID/asia-C-1056	7	279-11-130-018
AID/asia-C-1154	2	388-11-190-002
AID/nesa-G-1176	5	388-010-3-50008

ACCEPTED:

BY *X*

*John T. Rigby*

International Voluntary  
Services, Inc.

John T. Rigby

PRINTED OR TYPED NAME

Executive Director

TITLE

16 May 77

DATE

*Donald B. Dickie*

Donald B. Dickie

CONTRACTING OFFICER

Overhead and Special Costs Branch

Special Operations Division

Office of Contract Management

Agency for International Development

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	LA		OTR
X	ASIA		ITA

**OTHER**

X	AG/AUD		
X	CM/SD/SUP		
X	SER/FM/CSD	X	SER/FM/RSD
X	PIA/PVC	X	ROD/DR
X	ASIA/SA	X	AFR/ESA
X	NESA/TECH	X	ASIA/TD

DPE

~~ORIGINAL~~

MEMORANDUM

January 31, 1977

TO : Distribution

FROM : CM/SOD, <sup>Rebel</sup> Donald B. Dickie

SUBJECT: Grant \_\_\_\_\_ No. AID/pha-G-1065 between A.I.D. and the International Voluntary Services, Inc.

This transmits one copy of a Negotiated Indirect Cost Rate Agreement dated January 19, 1977. This Agreement is also Amendment No. 6 to the subject Grant.

The purpose of this Amendment is to establish final and/or provisional indirect cost rates.

If additional copies are required, please contact CM/SOD/OSC.

DISTRIBUTION

- CM/SD/SUP, Mrs. G. Booker
- CM/SD/SUP, Mrs. E. Amis
- CM/SD/SUP, Mrs. E. Cordaro
- SER/FM, Mr. W. McKeel
- AG/AUD, Mr. B. Abshire (2 copies)

Contracting Officer, CM/ COD/PHA, Mr. G. Gold

Project Manager, PHA/PVC, Mr. W. Holcomb

USAID/ \_\_\_\_\_

NEGOTIATED INDIRECT COST RATE AGREEMENT

Date: January 19, 1977

SUBJECT: Indirect Cost Rates for Use in Cost Reimbursement Type Agreements With the Agency for International Development (AID)

REFERENCE: IVS Letter dated January 5, 1977

INSTITUTION: International Voluntary Services, Inc.  
or 1555 Connecticut Avenue, N.W.  
OTHER Washington, D.C. 20036

PART I - NEGOTIATED INDIRECT COST RATES (%):

<u>Type</u>	<u>Effective Period</u>		<u>Rate</u>	<u>Designation</u>
	<u>From</u>	<u>Thru</u>		
Provisional	7-1-75	6-30-76	\$389.52 per Man-Month	Overhead
Provisional	7-1-76	Until Amended	\$285.00 per Man-Month	Overhead

Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost rate proposal and that such costs are legal obligations of the grantee/contractor, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, (3) that similar types of costs have been accorded consistent treatment, and (4) that the information provided by the grantee/contractor which was used as the basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

Base of Application:

Direct project man-months of effort.

SEE PART III FOR APPLICATION OF THESE RATES TO AID AGREEMENTS.

**PART II - ITEMS NORMALLY TREATED AS DIRECT COSTS:**

**PART III - SPECIAL TERMS AND CONDITIONS:**

Pursuant to § 7-3.705 of the Agency For International Development Procurement Regulations (AIDPR), the negotiated indirect cost rates set forth in Part I of this Agreement are incorporated into AID Agreements shown below. This Agreement shall not change any monetary ceiling, obligation, or specific cost allowance or disallowance provided for in the Contracts or Grants listed below or any other Agreement between the parties.

<u>Contract/Grant No.</u>	<u>Amendment No.</u>	<u>Project Number</u>
AID/pha-G-1099	3	932-13-950-066
AID/afr-G-1161	3	690-059-3-50051
AID/asia-C-1056	6	279-11-130-018
AID/CM/pha-G-73-1	8	388-000-3-6233046
AID/afr-G-1214	1	650-010-33-60001
AID/pha-G-1140	1	932-13-950-088
AID/asia-C-1154	1	388-11-199-002
✓ AID/pha-G-1065	6	932-13-950-042
AID/nesa-G-1176	4	388-010-3-50008
AID/ne-C-1266	1	279-11-110-030

ACCEPTED:

BY John T. Rigby  
 \_\_\_\_\_  
 John T. Rigby  
 \_\_\_\_\_  
 PRINTED OR TYPED NAME  
 Executive Director  
 \_\_\_\_\_  
 TITLE  
 20 January 1977  
 \_\_\_\_\_  
 DATE

Donald Dickie  
 Donald Dickie  
 \_\_\_\_\_  
 CONTRACTING OFFICER  
 Overhead and Special Costs Branch  
 Special Operations Division  
 Office of Contract Management  
 Agency for International Development

DISTRIBUTION:	<u>CM/ROD</u>	<u>CM/COD</u>	<u>OTHER</u>
X	AFR	TAB	X AG/AUD X NESA/PSD
X	NE	X PHA	X CM/SD/SUP X ASIA/SA <span style="border: 1px solid black; padding: 2px;">DBD</span>
	LA	OTR	X SER/FM/ CSD X AFR/ESA
X	ASIA	ITA	X SER/FM/RSD X ASIA/TD
			X PHA/PVC X AFR/DR X NE/TECH

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

29 JAN 1977

PHH/PVC/OPNS  
Jag 12/29 - S. Brown  
Jag - S. Bailey

ORIGINAL

29 DEC 1976

Mr. W. Anthony Lake  
Executive Director  
IVS, Inc.  
1555 Connecticut Avenue, N.W.  
Washington, D.C. 20036

Subject: General Support Grant No.  
AID/pha-G-1065  
Amendment No. 5  
PIO/T 932-13-950-042-73-3269217

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development hereby grants to International Voluntary Services, Inc. (IVS or Grantee) the sum of Three Hundred and Fifty Thousand Dollars (\$350,000) to support a program to strengthen and upgrade the IVS personnel programming capabilities, place volunteers in priority LDC programs and strengthen capabilities of local LDC institutions. The total amount obligated under this grant is now \$1,225,000.

The grant is effective as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period January 1, 1977 through October 31, 1977.

The Grant is made to IVS, Inc. on the condition that funds will be administered as described in your proposal and in accordance with the terms and conditions as set forth in Attachment A "Program Description" Attachment B "Standard Provisions" and Attachment C "Payment Provisions".

ORIGINAL

This Grant is further amended as follows:

ARTICLE IV, BUDGET.

1. Delete "A" and substitute in lieu thereof the following:

"A. The following budget is illustrative only:

(1) General Budget - Pool Countries (\$000)

	(30 months) 7/1/74 - <u>12/31/76</u>	(10 months) 1/1/77 - <u>10/31/77</u>	(40 months) <u>Totals</u>
Field Personnel	\$1,384.2	\$1,000.0	\$2,384.2
Advance & Pre-Advance	15.3	10.0	25.3
Recruiting	40.8	25.0	65.8
Local Expense	13.9	10.0	23.9
Travel (Washington Staff)	<u>6.0</u>	<u>5.0</u>	<u>11.0</u>
	<u>\$1,460.2</u>	<u>\$1,050.0</u>	<u>\$2,510.2</u>

(2) Funding

AID Support Grant	\$ 875.0	\$ 350.0	\$1,225.0
Private Donations	184.4	403.0	587.4
Local Agencies/Institutions	<u>400.8</u>	<u>297.0</u>	<u>697.8</u>
	\$1,460.2	\$1,050.0	\$2,510.2"

2. Under B, delete "\$875,000" and substitute in lieu thereof "\$1,225,000".

Please sign the original and all copies in this letter to acknowledge your acceptance of the terms and conditions under which these funds are granted.

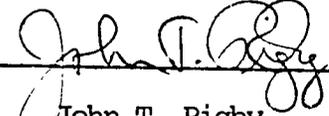
• Please retain one copy for your records, and return the original and remaining copies, being sure to return all copies marked "Funds Available".

Sincerely yours,



John H. Pittenger  
Grant Officer  
Chief, PHA Branch (Acting)  
Central Operations Division  
Office of Contract Management

ACCEPTED:  
INTERNATIONAL VOLUNTARY SERVICES, INC.

BY:  \_\_\_\_\_

TYPED NAME: John T. Rigby

TITLE: Executive Director

DATE: January 18, 1977

22 SEP 1976 Mrs. Booker

ORIGINAL

MEMORANDUM

September 21, 1976

TO : Distribution

FROM : CM/SOD, <sup>10310</sup> Donald B. Dickie

SUBJECT: Grant \_\_\_\_\_ No. AID/pha-G-1065 between A.I.D.  
and the International Voluntary Services, Inc.

This transmits one copy of a Negotiated Indirect Cost Rate Agreement dated September 13, 1976. This Agreement is also Amendment No. 4 to the subject Grant.

The purpose of this Amendment is to establish final and/or provisional indirect cost rates.

If additional copies are required, please contact CM/SOD/OSC.

DISTRIBUTION

- CM/SD/SUP, Mrs. G. Booker
- CM/SD/SUP, Mrs. E. Amis
- CM/SD/SUP, Mr. D. F. Sutton
- SER/FM, Mr. W. McKeel
- AG/AUD, Mr. B. Abshire (2 copies)

Contracting Officer, CM/COD/PHA, Mr. G. Gold

Project Manager, PHA/PVC, Mr. W. Holcomb

USAID/\_\_\_\_\_

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

NEGOTIATED INDIRECT COST RATE AGREEMENT

Date: September 13, 1976

SUBJECT Indirect Cost Rates for Use in Cost Reimbursement Type Agreements With the Agency for International Development (A.I.D.)

REFERENCE AG/AUD Audit Report No. 76-421, dated August 12, 1976

INSTITUTION: International Voluntary Services, Inc.  
or 1555 Connecticut Avenue, N.W.  
OTHER Washington, D.C. 20036

PART I - NEGOTIATED INDIRECT COST RATES:

<u>Type</u>	<u>Effective Period</u> <u>From</u>	<u>Thru</u>	<u>Rate</u>	<u>Designation</u>
Final	7-1-72	6-30-73	\$279.91 per Man-Month	Overhead
Final	7-1-73	6-30-74	\$251.84 per Man-Month	Overhead
Final	7-1-74	6-30-75	\$305.87 per Man-Month	Overhead
Provisional	7-1-75	Until Amended	\$315.00 per Man-Month	Overhead

Base of Application:

Direct project man-months of effort.

Unless otherwise indicated, the above rates are provisional after the latest date shown for each rate designation, until amended.

\* SEE PART III FOR APPLICATION OF THESE RATES TO A.I.D. AGREEMENTS.

45

**PART III - SPECIAL TERMS AND CONDITIONS:**

Pursuant to 17-3.705 of the Agency for International Development Procurement Regulations (AIDPR), the negotiated indirect cost rates set forth in Part I of this Agreement are incorporated into A.I.D. agreements as follows:

<u>Contract/Grant No.</u>	<u>Amendment No.</u>	<u>Project No.</u>
AID/ea-89	18	433-11-690-064
AID/CM/pha-G-73-1	7	388-000-3-6233046
AID/pha-G-1056	5	279-11-130-018
AID/pha-G-1065	4	932-13-950-042

ACCEPTED International Voluntary Services, Inc.

BY John T. Rigby  
 John T. Rigby

PRINTED OR TYPED NAME  
 Executive Director (acting)

14 September 1976

DATE

Donald B. Dickie  
 Donald B. Dickie

CONTRACTING OFFICER  
 Overhead and Special Costs  
 Branch  
 Special Operations Division  
 Office of Contract Management  
 Agency for International Development

DISTRIBUTION.	CM/ROD	X	CM/COD
	AFR		TAB
	NE		PHA
	LA		OTR
X	ASIA		

OTHER	
X	AG/AUD
X	CM/SD/SUP
X	SER/PM/CSD X SER/PM/ISS
X	ASIA/TD X ASIA/SA
X	PHA/PVC

DSD

7 JUN 1976

*IVS Received May 24, 1976*

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

*Program - Malcom  
PHA/PVC  
neg. L. Kelly*

**ORIGINAL**

**MAY 20 1976**

Mr. W. Anthony Lake  
Executive Director  
IVS, Inc.  
1555 Connecticut Avenue, N.W.  
Washington, D.C. 20036

Subject: General Support Grant No.  
AID/pha-G-1065  
Amendment No. 3

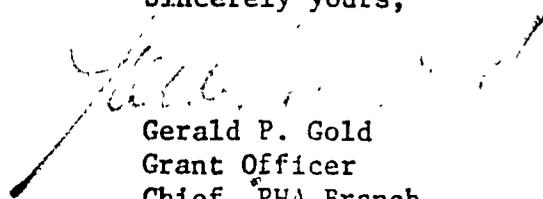
Dear Mr. Lake:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the subject grant, as amended, is hereby further amended as follows:

1. Attachment B, Standard Provisions. Add "s. Negotiated Overhead Rates (Oct. 1974)" attached hereto.

Please sign the original and seven (7) copies of this Amendment No. 3 to acknowledge your acceptance thereof. Return the original and six (6) copies to this office.

Sincerely yours,



Gerald P. Gold  
Grant Officer  
Chief, PHA Branch  
Central Operations Division  
Office of Contract Management

ACCEPTED:

~~XXXXXX~~ International Voluntary Services, Inc.

BY: *WAK*

TYPED NAME: WAKLake

TITLE: Executive Director

DATE: 6/2/76

**ORIGINAL**

s. Negotiated Overhead Rates (Oct. 1974)

Pursuant to the provisions of this clause set forth below an overhead rate shall be established for each of the Grantee's accounting periods during the term of this Grant. Pending establishment of a final rate for the initial period beginning 7-1-75 until amended, provisional payments shall be made at the rate of \$315, per direct project man month of effort.

(1) The Grantee, as soon as possible but not later than ninety (90) days after the close of each of his accounting periods during the term of this Grant, shall submit to the Grant Officer with copies to the Overhead and Special Cost Branch, Support Division, Office of Contract Management, AID, Washington, D.C. and to the Office of the Auditor General, AID, Washington, D.C., a proposed final rate or rates for the period, together with supporting cost data. Negotiation of final overhead rates by the Grantee and the Grant Officer shall be undertaken as promptly as practicable after receipt of the Grantee's proposal.

(2) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with Support 1-15.2 (Principles and Procedures for Use in Cost-Reimbursement Type Supply and Research Contracts with Commercial Organizations) of the Federal Procurement Regulations\* as in effect on the date of this Grant.

(3) The results of each negotiation shall be set forth in a written overhead rate agreement executed by both parties. Such agreement shall specify (1) the agreed final rates, (2) the bases to which the rates apply, and (3) the periods for which the rates apply. The overhead rate agreement shall not change any monetary ceiling, Grant obligation, or specific cost allowance or disallowance provided for in this Grant.

(4) Pending establishment of final overhead rates for any period, the Grantee shall be reimbursed either at negotiated provisional rates as provided above or at billing rates acceptable to the Grant Officer, subject to appropriate adjustment when the final rates for that period are established. To prevent substantial over or under payment, the provisional or billing rates may, at the request of either party, be revised by mutual agreement, either retroactively or prospectively. Any such revision of negotiated provisional rates provided in this clause shall be set forth in a modification to this Grant.

[\*If this grant is made to a university the applicable cost principles are "Federal Management Circular 73-8 (Cost Principles for Educational Institutions)"]

*Code*  
**ORIGINAL**

MEMORANDUM

March 23, 1976

TO : Distribution

FROM : CM/SOD/OSC, F. J. Moncada *Attn: Mr. Lee for*

SUBJECT: Grant NO. AID/pha-G-1065 between A.I.D. and  
the International Voluntary Services, Inc.

This transmits one copy of a Negotiated Indirect Cost Rate Agreement dated March 16, 1976. This Agreement is also Amendment No. 2 to the subject Grant.

The purpose of this Amendment is to establish final and/or provisional indirect cost rates.

If additional copies are required, please contact CM/SOD/OSC.

DISTRIBUTION:

- CM/SD/SUP, Mrs. G. Booker
- CM/SD/SUP, Mrs. E. Amis
- CM/SD/SUP, Mr. D.F. Sutton
- SER/PM, Mr. W. McKeel
- AG/AUD, Mr. B. Abshire (2 copies)

Contracting Officer, CM /COD/PHA, Mr. G. Gold

Project Manager, PHA/PVC, Mr. W. Holcomb

USAID/\_\_\_\_\_

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

NEGOTIATED INDIRECT COST RATE AGREEMENT

Date: March 16, 1976

SUBJECT : Indirect Cost Rates for Use in Cost Reimbursement Type Agreements With the Agency for International Development (A.I.D.)

REFERENCE : IVS Letter dated February 19, 1976

INSTITUTION : International Voluntary Services, Inc.

or 1555 Connecticut Avenue, N.W.

OTHER Washington, D.C. 20036

PART I - NEGOTIATED INDIRECT COST RATES:

<u>Type</u>	<u>Effective Period</u> <u>From</u>	<u>Thru</u>	<u>Rate</u>	<u>Designation</u>
Provisional	7-1-74	6-30-75	\$305 per man-month	Overhead
Provisional	7-1-75	Until Amended	315 per man-month	Overhead

Base of Application:

Direct project man-months of effort.

Unless otherwise indicated, the above rates are provisional after the latest date shown for each rate designation, until amended.

\* SEE PART III FOR APPLICATION OF THESE RATES TO A.I.D. AGREEMENTS.

48x

**PART II - ITEMS NORMALLY TREATED AS DIRECT COSTS:**

~~CM/SD/SUP~~

~~CONTRACT/AMEND LOGGED IN \_\_\_\_\_ (DATE-INITIALS)~~

~~CONTRACT/AMEND CODED \_\_\_\_\_ (DATE-INITIALS)~~

~~CONTRACT/AMEND INPUT COORDS. 8/1/77 CKB \_\_\_\_\_ (DATE-INITIALS)~~

**PART III - SPECIAL TERMS AND CONDITIONS:**

Pursuant to 57-3.705 of the Agency for International Development Procurement Regulations (AIDPR), the negotiated indirect cost rates set forth in Part I of this Agreement are incorporated into A.I.D. agreements as follows:

<u>Contract/Grant No.</u>	<u>Amendment No.</u>	<u>Project Number</u>
AID/ea-89	17	439-11-690-064
AID/asia-C-1056	4	279-11-130-018
AID/nesa-G-1176	3	388-010-3-50008
AID/afr-G-1161	1	690-059-3-50051
AID/CM/pha-G-73-1	6	388-000-3-6233046
✓ AID/pha-G-1065	2	932-13-950-042
AID/pha-G-1099	1	932-13-950-066

ACCEPTED:

*William A. K. Lake*

**William A. K. Lake**

PRINTED OR TYPED NAME

**Executive Director**

TITLE

152 13 1976

DATE

*Francis J. Moncada*

**Francis J. Moncada**

CONTRACTING OFFICER

Overhead and Special Costs

Branch

Special Operations Division

Office of Contract Management

Agency for International Development

DISTRIBUTION:	CM/ROD		CM/COD		OTHER	
	AFR	NE	TAB	PHA	AG/AUD	SER/FM/CSD
	X		X	OTR	X	EA/TD
	X	ASIA			X	ASIA/SA
					X	PHA/PVC

*coded  
TAS*

*Holcomb  
Pha/PVC  
Kelly*

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

20 JAN 1978

ORIGINAL

Mr. W. Anthony Lake  
Executive Director  
IVS, Inc.  
1555 Connecticut Avenue, N.W.  
Washington, D.C. 20036

~~DEO 9-1-1975~~

Subject: General Support Grant No.  
AID/pha-G-1065  
Amendment No. 1  
PIO/T 932-13-950-042-73-3269217

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency For International Development hereby grants to International Voluntary Services, Inc. (IVS or Grantee) the sum of Three Hundred and Fifty Thousand Dollars (\$350,000) to support a program to strengthen and upgrade the IVS personnel programming capabilities, place volunteers in priority LDC programs and strengthen capabilities of local LDC institutions. The total amount obligated under this grant is now \$875,000.

The grant is effective as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period January 1 through December 31, 1976.

The Grant is made to IVS, Inc. on the condition that funds will be administered as described in your proposal and in accordance with the terms and conditions as set forth in Attachment A "Program Description" Attachment B "Standard Provisions" and Attachment C "Payment Provisions".

ORIGINAL

The grant is amended as follows:

1. ARTICLE IV, BUDGET. Delete "A" and substitute in lieu thereof the following:

A. "A. The following budget is illustrative only:

(1) General Budget - Pool Countries

	(18 months) 7/1/74 - 12/31/75	(12 months) 1/1/76 - 12/31/76	(30 months) <u>Totals</u>
Field Personnel	\$907,600	\$1,177,900	\$2,085,500
Advance & Pre-Advance	15,000	8,000	23,000
Recruiting	28,900	32,500	61,400
Local Expense	8,000	13,000	21,000
Travel (Washington Staff)	<u>2,000</u>	<u>7,000</u>	<u>9,000</u>
	<u>\$961,500</u>	<u>\$1,238,400</u>	<u>\$2,199,900</u>

(2) Funding

AID Support Grant	\$524,500	\$ 350,500	\$ 875,000
Private Donations	-	483,100	483,100
Local Agencies/Institutions	<u>437,000</u>	<u>404,800</u>	<u>841,800</u>
Total	<u>\$961,500</u>	<u>\$1,238,400</u>	<u>\$2,199,900</u>

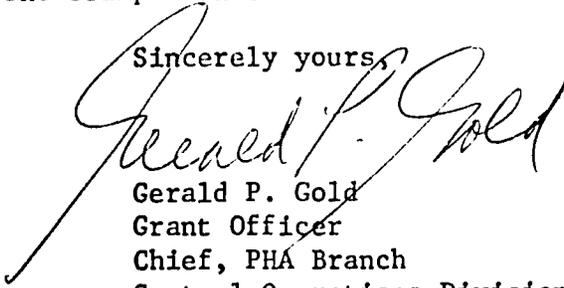
B. Under B. delete "\$525,000" and in lieu thereof substitute "\$875,000".

2. Delete the "TERMS AND CONDITIONS" (Attachment B) in their entirety including the "INDEX" thereto and substitute in lieu thereof "ATTACHMENT B" entitled "Standard Provisions" attached hereto.

3. Change "Appendix I" entitled "Federal Reserve Letter of Credit" to "Attachment C" attached hereto.

Please sign the original and seven (7) copies of this letter to acknowledge your acceptance of the conditions under which these funds have been granted. Please return the original and six (6) copies of this letter to the Office of Contract Management, making sure the copy you retain does not contain the stamp "Funds Available".

Sincerely yours,



Gerald P. Gold  
Grant Officer  
Chief, PHA Branch  
Central Operations Division  
Office of Contract Management

ACCEPTED:

IVS, INC.

BY: Anthony Lake

TYPED NAME: Anthony Lake

TITLE: Executive Director

DATE: December 31, 1975

## STANDARD PROVISIONS

### a. Allowable Costs (Oct. 1974)

Only those costs shall be attributed to this Grant which are reasonable, allocable, and allowable in accordance with the terms of this Grant and Subpart 15.2 of the Federal Procurement Regulations (FPR) (Principles and Procedures for use in Cost Reimbursement Type Supply and Research Contracts with Commercial Organizations) in effect on the date of this Grant.\*

\*If this Grant is made to a university, the applicable cost principles are contained in Federal Management Circular 73-8 (Cost Principles for Educational Institutions).

### b. Accounting, Audit, and Records (Oct. 1974)

The Grantee shall submit to the Grant Officer an annual financial statement certified by an independent public accountant. Financial records covering all phases of the Grantee's program, including documentation to support entries on the account records and to substantiate expenditures, shall be maintained in accordance with accounting principles generally accepted in the U.S. and consistently applied, and shall be available for examination by personnel authorized by AID. All such financial records shall be maintained for at least three years after final disbursement of funds under this Grant. The AID Auditor General and the Comptroller General or their duly authorized representatives reserve the right to conduct an audit of the Grantee's books and records to determine whether the Grantee organization has expended its funds in accordance with the terms and conditions of this Grant. The Grantee agrees to make available any further information requested by AID with respect to any questions arising as a result of the audit.

### c. Refunds (Oct. 1974)

(1) If use of the Grant funds results in accrual of interest to the Grantee or to any other person to whom grantee makes such funds available in carrying out the purposes of this Grant, Grantee shall refund to AID an amount equivalent to the amount of interest accrued.

(2) Funds obligated hereunder, but not disbursed to the Grantee at the time the Grant expires or is terminated, shall revert to AID except for funds encumbered by the Grantee by a legally binding transaction applicable to this Grant. Any funds disbursed to but not expended by the Grantee and in the custody of the Grantee at the time of expiration or termination of the Grant shall be refunded to AID.

(3) If, at the end of the period supported by this Grant, and the end of each subsequent period if the Grant is extended, AID determines that the Grantee has not expended an amount equal to the amount provided and received under this Grant during such period for costs properly attributable to this Grant in accordance with its terms and conditions, then the Grantee will refund to AID the difference between such amount of funds provided and received and such amount expended for costs properly attributable to this Grant.

d. Ineligible Countries (Oct. 1974)

Unless otherwise approved by the Grant Officer, no Grant funds will be attributed to costs incurred in countries ineligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

e. Equal Opportunity (Oct. 1974)

With regard to the employment of persons in the U.S. under this Grant, Grantee agrees to take all reasonable steps to ensure equality of opportunity in its employment practices without regard to race, religion, sex, color, or national origin of such persons; and that, in accordance with Title VI of the Civil Rights Act of 1964, when work is performed in the U.S. no person shall, on the grounds of race, religion, sex, color, or national origin, be excluded from participation, be denied benefits, or be subjected to discrimination. In addition, the Grantee agrees to comply, in accordance with its written assurance of compliance, with the provisions of Part 209 of Chapter II, Title 22 of the Code of Federal Regulations, entitled "Non-Discrimination in Federally Assisted Programs of the Agency for International Development - Effectuation of Title VI of the Civil Rights Act of 1964."

f. Termination (Oct. 1974)

This grant may be terminated in whole or from time to time in part, by the Grant Officer upon written notice to the Grantee whenever for any reason he shall determine that such termination is in the best interest of the Government. Upon receipt of and in accordance with such notice, the Grantee shall forthwith take appropriate action to minimize all expenditures and obligations financed by this Grant and shall cancel such obligations whenever possible. Except as provided below, no further reimbursement shall be made after the effective date of termination, and the Grantee shall, within thirty (30) calendar days after the effective date of such termination, repay to the Grantor all unexpended portions of funds theretofore paid by the Grantor to the Grantee which are not otherwise obligated by a legally binding transaction applicable to this Grant. Should the funds paid by the Grantor to the Grantee prior to the effective date of the termination of this Grant be insufficient to cover

the Grantee's obligations pursuant to the aforementioned legally binding transaction, the Grantee may submit to the Grantor within ninety (90) calendar days after the effective date of such termination a written claim covering such obligations and, subject to the limitations contained in this Grant, the Grantor shall determine the amount or amounts to be paid by the Grantor to the Grantee under such claim.

g. Officials Not To Benefit (Oct. 1974)

No member of or delegate to Congress or resident commissioner shall be admitted to any share or part of this Grant or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this Grant if made with a corporation for its general benefit.

h. Covenant Against Contingent Fees (Oct. 1974)

The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this Grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Grantee for the purpose of securing business. For breach or violation of this warranty, AID shall have the right to cancel this Grant without liability or in its discretion to deduct from the Grant amount, or otherwise recover, the full amount of each commission, percentage, brokerage, or contingent fee.

i. Amendment (Oct. 1974)

The Grant Agreement may be amended by formal modifications to the basic grant document or by means of an exchange of letters between the AID Grant Officer and an appropriate official of the Grantee.

j. Grant Agreement (Oct. 1974)

The letter to the Grantee signed by the Grant Officer, the Purpose and Implementation of Grant, the Standard Provisions, and the Payment Provisions, all of which have been reviewed and agreed to by the Grantee, constitute the Grant Agreement.

k. Notices (Oct. 1974)

Any notice given by any of the parties hereunder, shall be sufficient only if in writing and delivered in person or sent by telegraph, cable, registered or regular mail as follows:

TO THE: Cognizant AID Grant Officer

TO GRANTEE: At Grantee's address shown in this Grant, or to such other address as either of such parties shall designate by notice given as herein required. Notices shall be effective when delivered in accordance with this clause or on the effective date of the notice, whichever is later.

1. Procurement of Equipment, Vehicles, Supplies, Materials, and Services.

(1) Except as may be specifically approved or directed in advance by the Grant Officer, or as provided in paragraphs (2), or (3), or (4) below, all equipment, vehicles, materials, supplies, and services, the costs of which are to be attributed to this Grant and which will be financed with United States dollars, shall be purchased in and shipped from the United States. In addition, for any U.S. purchase transaction in excess of \$2,500, the Grantee shall notify the seller that the item(s) must be of U.S. source and production and comply with the componentry limitations and other requirements applicable to suppliers under AID Regulation 1; and that the supplier must execute and furnish Form AID 282 "Suppliers Certificate and Agreement with the Agency for International Development."

(2) Exceptions to the foregoing are as follows (for Title X Grants only):

Grantee may permit a subgrantee (or the Grantee on his behalf) to procure commodities already in its country (with the exception of contraceptives, drug products, pharmaceuticals, and motor vehicles) in an amount not exceeding a total cost of \$5,000 per subgrantee per annum without regard to limitations, rules, and procedures applicable to commodity transactions financed by AID. Such commodities shall not be considered "already in its country" within the meaning of the aforementioned exception if the commodities have been imported or otherwise brought into the country at the request of the Grantee or subgrantee. A subgrantee's own country for this purpose shall in no event include any of the following: Australia, Austria, Belgium, Canada, Denmark, France, Germany, Spain, Italy, Japan, Luxembourg, Monaco, Netherlands, New Zealand, Norway, South Africa, Sweden, Switzerland and United Kingdom. The Grantee shall take all reasonable precautions to ensure that the subgrantee does not procure any commodity which has as its country of origin any of the following countries: Albania, Bulgaria, China (Mainland and other Communist-controlled areas), including Manchuria, Inner Monogolia, the provinces of Tsinghai and Sikang, Sinkiang, Tibet, and former Kwantung Leased Territory, the present Port Arthur Naval Base Areas, and Liaoning Province, Cuba, the German Democratic Republic, Hungary, North Korea, North Vietnam, Outer Mongolia, Poland, Rumania, and the Union of Soviet Socialist Republics.

(3) Printed or audio visual teaching materials may, to the extent necessary, be purchased outside the United States when:

(a) Effective use of the materials depends on their being in the local language, and

(b) Other funds including U.S. owned and controlled local currencies are not readily available for procurement of such material.

The order of preference as to countries in which such purchases outside the United States are made shall be:

- 1 The AID receiving country.
- 2 Countries falling within AID Geographic Code 901.
- 3 Other countries falling within AID Geographic Code 899.

AID Geographic Codes are defined in AIDPR 7-6.5201.1.

(4) Procurements in the country in which an activity is being undertaken, and which are less than \$2,500, and are for materials (regularly available and normally sold on the local market) which are to be consumed or expended during the period of this grant, are exempt from the conditions of Paragraph (1) above, provided that the origin of such materials and supplies and the component parts thereof is a free world country as described in AID Geographic Code 935.

(5) All international air shipments made by the Grantee, the costs of which are to be attributed to this Grant, shall be made on U.S. flag carriers unless shipment would, in the judgement of the Grantee, be delayed an unreasonable time awaiting a U.S. carrier, either at the point of origin or transshipment, provided that the Grantee certifies to the facts in the documents retained as part of his Grant records for post audit by AID. All international ocean shipment made by the Grantee, the costs of which are to be attributed to this Grant, shall be made on U.S. flag vessels. Where U.S. flag vessels are not available, or their use would result in a significant delay, the Grantee may obtain a release from this requirement from the Transportation Support Division, Office of Commodity Management, AID, Washington, D.C. 20523, as appropriate, giving the basis for the request.

(6) The Grantee shall obtain competition to the maximum extent possible for any procurement the cost of which is to be attributed to this Grant. Procurement by the Grantee without consideration of more than one source must be approved by the Grant Officer. In no event will any procurement be on a cost-plus-a-percentage-of-cost basis. The Grantee shall take all reasonable steps necessary to insure that subgrantees procuring in accordance with Paragraph (2) obtain competition to the extent possible. In addition to the foregoing, for purchases made in the United States, the cost of which is to be attributed to this Grant, the Grantee shall comply with the following requirements: To permit AID in accordance with the Small Business Provisions of the Mutual Security Act, to give United States Small Business firms an opportunity to participate in supplying commodities and services procured under this Grant, the Grantee, shall, to the maximum extent possible, provide the following information to the Office of Small Business, AID, Washington, D.C. 20523 at least 45 days prior to placing any order or contract in excess of Five Thousand (\$5,000) Dollars, except where a shorter time is requested of, and granted by the Office of Small Business:

(a) Brief general description and quantity of commodities or services.

(b) Closing date for receiving quotations or bids.

(c) Address where invitations or specifications may be obtained.

(7) Funds provided under this Grant shall not be used to procure any commodity or commodity-related services furnished by any supplier whose name appears on the List of Ineligible Suppliers under AID Regulation 8, "Suppliers of Commodities and Commodity-Related Services Ineligible for AID Financing," published monthly by AID. Grantee agrees to review said list prior to undertaking any procurement the cost of which is to be attributed to this Grant. AID will provide Grantee with this list.

m. Salaries (Oct. 1974)

All salaries, wages, fees, and stipends, the costs of which will be attributed to this Grant, shall be paid in accordance with the Grantee's usual policy and practice as reviewed and approved in writing by the Grant Officer. In the absence of an approved policy, costs of salaries, wages, fees, and stipends shall be attributed to this Grant in accordance with Subpart 7-15.205-6 of the Agency for International Development Procurement Regulations (AIDPR).

n. International Travel and Allowances (Oct. 1974)

International travel and allowances, the costs of which are to be attributed to this Grant, shall be undertaken in accordance with the policy and practice of the Grantee, as reviewed and approved by the Grant Officer. In the absence of an approved policy, the Grantee shall follow the regulations contained in the Federal Travel Regulations (FTR).

o. Excess or Near-Excess Foreign Currency (Oct. 1974)

All expenditures of the Grantee in excess or near excess currency countries, including per diem (subsistence) expenses, which will be attributed to this Grant, shall be funded from U.S.-owned foreign currency, unless otherwise authorized in writing by the Grant Officer. The conversion of U.S. dollars for foreign currencies shall be made by the Grantee either through the U.S. Treasury Department in Washington, D.C., the U.S. Disbursing Officer, U.S. Embassy, or the USAID Mission Controller, unless otherwise authorized in writing by the Grant Officer.

p. Subordinate Agreements (Oct. 1974)

The placement of subordinate agreements, (e.g. leases, options, etc.) grants, or contracts with other organizations, firms, or institutions; and the provisions of such subordinate agreements are subject to prior written consent of the Grant Officer if they will result in costs which will be attributed to this Grant. In no event shall any such subordinate agreement, grant, or contract be on a cost-plus-a-percentage-of-cost basis. Subordinate contractors (including suppliers) shall be selected on a competitive basis to the maximum practicable extent consistent with the obligations and requirements of this Grant.

q. Subgrantee Audit and Records (Oct. 1974)

(1) The Grantee shall require subgrantees to maintain books, records, documents and other evidence and accounting procedures and practices sufficient to reflect properly that any funds provided by the Grantee were expended exclusively for the purposes of the subgrant. Such records shall be maintained for three years following the expiration of the subgrant.

(2) The Grantee shall ensure that after each twelve months of a subgrant an audit is conducted on the subgrantee's records by an independent public accountant with a national certification similar or equivalent to a certified public accountant. If the Grantee determines that an audit is not possible or feasible he shall submit to the Grant Officer the reasons why such audit is not possible or feasible, and present for the approval of the Grant Officer alternatives which will achieve the objective set forth in this General Provision. The Grantee shall include in each subgrant hereunder a clause by which the Grantee asserts the right to audit if the independent audit does not take place or is unacceptable. The Grantee shall also require that the subgrantee shall make available any further information as requested by the Grantee with respect to questions concerning the audit. The report of independent audit shall be submitted to the Grantee and retained by him in accordance with the General Provision entitled "Accounting, Audit, and Records."

(3) The purpose of the audit shall be to determine the propriety and necessity of the subgrantee's expenditures in terms of the purposes for which the funds were made available, and to determine the adequacy of the subgrantee's financial management.

r. Title To and Use of Property (Oct. 1974)

Title to all property purchased with funds to be attributed to this Grant shall vest in the Grantee, subject to the following conditions:

(1) The Grantee shall not, under any Government contract or subcontract thereunder, or any Government grant, charge for any commodities, depreciation, amortization, or use of any property title to which remains in the Grantee under the clause.

(2) The Grantee agrees to use and maintain the property for the purposes of the Grant.

(3) With respect to items having an acquisition cost of \$1,000 or more, title to which vests in the Grantee, the Grantee agrees:

(a) to report such items to the Grant Officer from time to time as they are acquired and to maintain a control system which will permit their ready identification and location.

(b) to transfer title to any such items to the Government in accordance with any written request therefor issued by the Grant Officer at any time prior to final payment under the Grant.

Exceptions to this clause will be as approved by the Grant Officer.

FEDERAL RESERVE LETTER OF CREDIT  
FOR ADVANCE PAYMENT (APR. 1975)

(a) AID shall open a Federal Reserve Letter of Credit in favor of the Grantee in the amount of \$ 350,000 (for amending existing grants, add the word "remaining" here) available for obligation under this grant against which the Grantee may present payment vouchers. The amount drawn by the Grantee during any calendar ~~month~~ <sup>quarter</sup> of this grant shall not exceed \$ 100,000 without the prior written authorization of the Grant officer. The amount of the payment voucher shall not be in an amount less than \$10,000 nor more than \$1,000,000 but within the specific dollar ceiling on (monthly or quarterly) withdrawals.

(b) In no event shall the accumulated total of all such payment vouchers exceed the amount of the Federal Reserve Letter of Credit.

(c) If at any time, the Grant officer determines the Grantee has presented payment vouchers in excess of the amount or amounts allowable in (a) and (b) above, the Grant officer may: (1) cause the Federal Reserve Letter of Credit to be suspended or revoked; or (2) direct the Grantee to withhold submission of payment vouchers until such time as, in the judgment of the grant officer, an appropriate level of actual, necessary and allowable expenditures has occurred or will occur under this grant; and/or (3) request the Grantee to repay to AID the amount of such excess. Upon receipt of the Grant officer's request for repayment of excess advance payments, the Grantee shall promptly comply with such request.

(d) Procedure for Grantee.

(1) After arranging with a commercial bank of its choice for operation under this arrangement and obtaining the name and address of the Federal Reserve Bank or branch serving the commercial bank, the Grantee shall deliver three originals of Standard Form 1194, "Authorized Signature Card for Payment Vouchers on Letters of Credit" signed by those official(s) authorized to sign payment vouchers against the Federal Reserve Letter of Credit and by an official of the Institution who has authorized them to sign.

(2) Upon execution of the grant, the Grantee shall receive one certified copy of the Federal Reserve Letter of Credit.

(3) The Grantee shall confirm with his commercial bank that the Federal Reserve Letter of Credit has been opened and is available if funds are needed.

(4) To receive payment, the Grantee shall:

(i) Periodically, although normally not during the last five days of the month, prepare payment vouchers (Form TUS 5401) in an original and three copies.

(ii) Have the original and two copies of the voucher signed by the authorized official(s) whose signature(s) appear on the Standard Form 1194.

(iii) Present the original, duplicate, and triplicate copy of the Form TUS 5401 to his commercial bank.

(e) Retain the quadruplicate copy of the voucher.

(5) Each drawdown should be initiated at approximately the same time that checks are issued by the organization in payment of program liabilities including those for allowable indirect costs, and in an amount approximately equal to the Federal share of such payments. Therefore, there is no necessity for the recipient organization to maintain balances of Federal cash other than the small balance necessary to provide for an element of bank float.

(6) A report of expenditures is prepared and submitted to the Office of Financial Management, within thirty days of disbursement. This report, submitted on Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personal", and supported by certifications, listing of withdrawals, and documentation as required, itemizes expenditures made, identifying funds expended by line item of the approved budget and/or category supporting the agreement.

(7) The report of expenditures on Standard Form 1034 is reviewed against the grant provisions, and any disbursement improper under the grant is disallowed. The Grantee is notified of the reason for the disallowance and is directed to adjust the next periodic report of expenditures to reflect the disallowance and to reduce its next payment voucher against the Federal Reserve Letter of Credit by the amount of the disallowance.

(8) Simultaneously with the submission of the report of expenditures, the Grantee submits to the Controller a status report on the Federal Reserve Letter of Credit as of the close of the period covered by the report of expenditures. The report is prepared in the following format:

Status of Funding Report

Federal Reserve Letter of Credit (FRLC)

No. \_\_\_\_\_

66

Period from \_\_\_\_\_ through \_\_\_\_\_

A. Letter of Credit Position

1. Current amount of FRLC (including amendments) through reporting period \$ \_\_\_\_\_
2. Payment Vouchers on Letter of Credit presented (Form TUS 5401):
  - a. Credited prior to reporting period \$ \_\_\_\_\_
  - b. Credited during reporting period via TUS 5401 Voucher Nos. \_\_\_\_\_ through \_\_\_\_\_ inclusive \$ \_\_\_\_\_
  - c. Presented but not credited during report via TUS 5401's numbered \_\_\_\_\_ through \_\_\_\_\_ inclusive \$ \_\_\_\_\_
3. Total of all Payment Vouchers against FRLC credited or presented \$ \_\_\_\_\_
4. Balance of FRLC not drawn or requested this reporting period \$ \_\_\_\_\_

B. Cash Position

1. Cash on hand at beginning of period \$ \_\_\_\_\_
2. Plus: cash drawn during period \$ \_\_\_\_\_
3. Plus: refunds, rebates or other amounts received, to the extent allocable to disbursements charged against this FRLC \$ \_\_\_\_\_
4. Total cash available (sum of 1, 2, and 3) \$ \_\_\_\_\_
5. Less: disbursements during period \$ \_\_\_\_\_
6. Balance of cash on hand at close of reporting period \$ \_\_\_\_\_
7. Estimated number of days requirements covered by balance on hand (Item 6 above)  
Days: \_\_\_\_\_
8. Advances to subgrantees \$ \_\_\_\_\_ (included in B. 6 above)

(f) Refund of Excess Funds

(1) If all costs have been settled under the grant and the Grantee fails to comply with the grant officer's request for repayment of excess Federal Reserve Letter of Credit funds, the Government shall have the right, on other grants held with the Grantee, to withhold payment of Federal Reserve Letter of Credit or other advances and/or withhold reimbursements due the Grantee in the amount of the excess being held by the Grantee.

(2) If the Grantee is still holding excess Federal Reserve Letter of Credit funds on a grant under which the work has been completed or terminated but all costs have not been settled, the Grantee agrees to:

(i) Provide within 30 days after requested to do so by the grant officer, a breakdown of the dollar amounts which have not been settled between the Government and the Grantee (The grant officer will assume no costs are in dispute if the Grantee fails to reply within 30 days.);

(ii) Upon written request of the grant officer, return to the Government the sum of dollars, if any, which represents the difference between (1) the Grantee's maximum position on claimed costs which have not been reimbursed and (2) the total amount of unexpended funds which have been advanced under the grant and

(iii) If the Grantee fails to comply with the contracting officer's request for repayment of excess Federal Reserve Letter of Credit funds, the Government shall have the right, on other grants held with the Grantee to withhold payment of Federal Reserve Letter of Credit or other advances and/or withhold reimbursements due the Grantee in the amount of the excess being held by the Grantee.

# CONTRACT

*J. G. ... - PAID ...*  
*...*  
*...*

**DEPARTMENT OF STATE**  
**AGENCY FOR INTERNATIONAL DEVELOPMENT**  
WASHINGTON, D.C. 20523

JUN 27 1974

Mr. W. Anthony Lake  
Executive Director  
International Voluntary Services, Inc.  
1555 Connecticut Avenue, N.W.  
Washington, D.C. 20036

Subject: Grant No. AID/pha-G-1065  
PIO/T 932-13-950-042-73-3245026

Dear Mr. Lake:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (A.I.D.) hereby grants to International Voluntary Services, Inc. (IVS or Grantee) the sum of Five Hundred and Twenty-Five Thousand Dollars (\$525,000) to support a program to strengthen and upgrade the IVS personnel programming capabilities, place volunteers in priority LDC programs and strengthen capabilities of local LDC institutions.

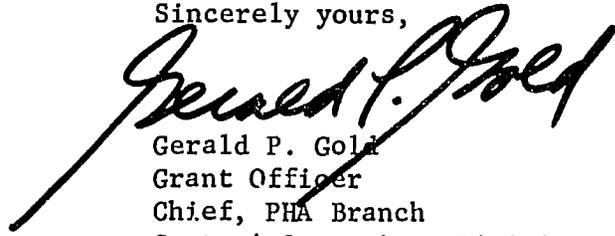
The grant is effective on the date of signature by the Grant Officer and shall apply to costs incurred during the period set forth in the Budget (Attachment A,) and the Term of Grant (Attachment B).

The Grant is made on condition that the funds be expended in accordance with the Program Description (ATTACHMENT A) and the Terms and Conditions (ATTACHMENT B), both of which are attached hereto and made a part hereof.

EXHIBIT	
Appron. No.	72-11X1027
Alloct. No.	<del>2245026</del> 424-32-011-40-76-41
Obj. No.	3245026
Amount	525,000
Proj. No.	932-13-950-042
By	M.H.
Date	6/30/74

Please acknowledge receipt of this grant by signing in the space provided below and returning the original and five (5) copies to this office. Please return all copies stamped "Funds Available".

Sincerely yours,



Gerald P. Gold  
Grant Officer  
Chief, PHA Branch  
Central Operations Division  
Office of Contract Management

ACKNOWLEDGED:

BY: William A. K. Lake

TYPED NAME: William A. K. Lake

TITLE: Executive Director

DATE: July 11, 1974

PROGRAM DESCRIPTION

I. OBJECTIVES

The objective of this grant is to provide funding support to IVS to strengthen and upgrade its personnel programming capabilities, place volunteers in priority LDC programs and strengthen capacities of local LDC institutions to act effectively on critical economic and social conditions adversely affecting the lives of people in LDCs. It is expected that IVS will expand its personnel programming from largely a one-region operation (Indochina) to regions world-wide (Asia, Africa and Latin America). Under a previous A.I.D. grant IVS personnel made three exploration trips to a total of 25 countries in Asia, Africa and Latin America and received verbal requests for about 250 IVS volunteers. Of this number 88 positions have been identified as firm.

II. WORK SCOPE

A. This grant will support the costs for staffing and maintaining approximately 80 volunteer and staff positions in 10 countries. Attached hereto, as Attachment C, entitled "Illustrative Proposed Assignment Schedules", is the list of proposed country assignments for staff and volunteers. This schedule is illustrative only and the Grantee is not bound by the time schedule or country assignments. Any significant deviations from this schedule shall be made in consultation with the AID technical office, PHA/PVC.

B. IVS volunteers in their assigned positions in the host countries will provide: (a) on-the-job training; (b) advisory services; (c) training programs for middle and lower level technicians; and (d) skilled manpower needs.

C. The grant will provide funds for home office administration and backstopping as well as for placement of volunteers and staff.

D. To effectively administer this program IVS (a) will strengthen its organizational capacity through cooperation with international organizations, through further private contributions, and through further cooperation with A.I.D. and other U.S. Government agencies; (b) will increase staff-level personnel in the field; (c) will upgrade the planning, implementation and evaluation capabilities of the Washington and field staff through participation in A.I.D. sponsored "Project Design and Management" courses and through periodic consultation with the AID/PVC project officer.

### III. REPORTS

A. Program reports shall be submitted on a quarterly basis, commencing 90 days after signature of the grant. Each report will be due within 90 days of the end of the quarter being reported. The reports will include:

1. Progress reports on the assignment of volunteers and staff, utilizing the format of Attachment C;
2. Success in recruiting the type of technicians required; and
3. Actual progress of volunteers toward achieving the project outputs in Paragraph C above.

### IV. BUDGET

A. The following budget is illustrative only: 7/1/74 - 12/31/75

Field Project Costs	\$962,425
Pre-Field Project Costs	<u>\$ 87,575</u>
TOTAL	\$1,050,000

B. The total A.I.D. contribution to the above budget is \$525,000.

C. No A.I.D. funds shall be used for fund raising.

D. The above budget is based on A.I.D. support, private support and local support. Grantee shall report to A.I.D. at the end of the grant period actual expenditures and contributions of each.

## INDEX

### TERMS AND CONDITIONS

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TERMS AND CONDITIONS

I. GRANT TERM

This grant is to cover allowable costs incurred by the Grantee during the period July 1, 1974 through December 31, 1975.

II. ALLOWABLE COSTS AND PAYMENT

A. Payment shall be made in accordance with Appendix I of these Terms and Conditions.

B. The Grantee shall be reimbursed for costs incurred in the implementation of the Grant Program that are determined by the Grant Officer to be allowable in accordance with:

1. The terms of this grant.
2. Subpart 15.2 of the Federal Procurement Regulations (Principals and Procedures for use in Cost Reimbursement Type Supply and Research Contracts with Commercial Organizations) in effect on the date of this Grant.

III. REFUNDS

A. All funds provided by this grant which, upon expiration of the grant period or termination of the grant, have not been expended; except for funds obligated by a legally binding transaction for the purposes of Program Description, shall be refunded to A.I.D. by the Grantee.

B. To the extent that the Grantee expends funds provided by this Grant for purposes determined by A.I.D. not to be in accordance with the terms of this Grant, Grantee will refund to A.I.D. an amount equivalent to such unallowable expenditures.

IV. SALARIES AND WAGES

All salaries, wages, fees and stipends paid from funds provided by this Grant shall be in accordance with the Grantee's usual policy and practice. Any deviation from Grantee's policy shall be documented and such documentation shall be retained as part of the Grant records.

V. TRAVEL AND TRANSPORTATION

A. The Grantee shall be reimbursed for actual transportation costs and travel allowance of travelers under this grant in accordance with the established practices of the Grantee for travel within the United States and international travel provided that:

1. such transportation costs will not be reimbursed in an amount greater than the cost of less-than-first-class travel, unless the use of such accommodations will result in unreasonable delay or increased costs;

2. such travel allowances will not exceed the rate and basis for computation of such rates as provided in the Government Travel Regulations, as from time to time amended;

3. all travel will be accomplished by the most direct and expeditious route;

4. all international air travel, the cost of which is attributable to this grant, shall be made on U.S. flag carriers to the extent available. Exceptions to this rule will be allowed in the following situations provided that the Grantee certifies to the facts in the documents retained as part of his records:

a. where a flight by a U.S. flag carrier is not scheduled to arrive in time for the conduct of official business;

b. where a flight by a U.S. flag carrier is scheduled but does not have accommodations available when reservations are sought;

c. where the departure time, routing, or other features of a U.S. flag carrier would interfere with or prevent the satisfactory performance of official business;

d. where a scheduled flight by a U.S. flag carrier is delayed because of weather, mechanical or other conditions to such an extent that use of a non-U.S. flag carrier is in the U.S. Government's interest;

e. where the appropriate class of accommodations is available on both U.S. flag carrier and non-U.S. flag carrier, but the use of U.S. flag carriers will result in higher total U.S. dollar costs to the Grant due to additional subsistence or other expenses; and

f. where the appropriate class of accommodations is available only on a non-U.S. flag carrier and the cost of transportation and related subsistence is less than the cost of available accommodations of another class on a U.S. flag carrier and related subsistence expense.

5. all international air shipments made hereunder shall be made on U.S. flag carriers unless shipment would, in the Grantee's judgment, be delayed an unreasonable time awaiting a

U.S. flag carrier either at point of origin or transshipment; provided, however, that Grantee certifies to the facts and such certification is retained as part of the Grant records for audit by A.I.D. and/or the Comptroller General of the United States.

6. all international ocean transportation of persons and goods which is to be reimbursed in U.S. dollars under this Grant shall be by U.S. flag vessels to the extent that they are available. With respect to the transportation of goods, where U.S. flag vessels are not available, or their use would result in a significant delay, the Grantee may obtain a release, in advance, from this requirement from the Resources Transportation Division, Agency for International Development, Washington, D. C. 20523, giving the basis for the request.

#### VI. PROCUREMENT

A. No motor vehicle shall be procured with A.I.D. funds. Except as may be specifically approved or directed in advance by the Grant Officer, the source of any procurement financed hereunder shall be the United States and any equipment, materials or supplies attributable to this Grant shall have been mined, grown, or, through manufacturing, processing, or assembly, produced in the United States. In addition, a produced commodity procured in any transaction will not be eligible for financing if (i) it contains components from countries other than Free World Countries and (ii) the percentage of permissible componentry composition exceeds 50% of the commodity price.

B. Procurements outside of the United States which are less than \$2500, and are for materials, regularly available and normally sold on the local market, which are to be consumed or expended in the performance of this grant, are exempt from A. above. (except the vehicle provision).

ARTICLE VII - SUBORDINATE AGREEMENTS

Subordinate agreements, grants, or contracts must be placed with U.S. organizations, firms or institutions unless otherwise approved in writing by the Grant Officer and such placement is subject to the prior written consent of the Grant Officer. In no event shall any such subordinate agreement, grant, or contract be on a cost-plus-a-percentage-of-cost basis. Subordinate contractors (including suppliers) shall be selected on a competitive basis to the maximum practicable extent consistent with the obligations and requirements of this Grant. The term "Subordinate Agreement" excludes purchase orders not exceeding \$2500 with regard to "prior written consent of the Grant Officer."

ARTICLE VIII - EXAMINATION OF RECORDS

A. The Grantee shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this grant. The foregoing constitute "records" for the purpose of this clause.

B. The Grantee agrees that the Auditor General, A.I.D., and the Comptroller General of the United States or any of their duly authorized representatives shall, until expiration of 3 years after final payment under this grant, or of the time periods for the particular records specified in Part 1-20 (41 CFR Part 1-20), whichever expires earlier, have access to and the right to examine any directly pertinent books, documents, papers, and records involving transactions related to this grant.

C. The Grantee further agrees to include in all its subordinate agreements hereunder a provision to the effect that the subordinate contractor agrees that the Auditor General, A.I.D., and the Comptroller General of the United States or any of their duly authorized representatives shall, until expiration of 3 years after final payment under the subordinate agreement, or of the time specified in Part 1-20 (41 CFR Part 1-20), whichever expires earlier, have access to and the right to examine any directly pertinent books, documents, papers, and records of such subordinate contractor, involving transactions related to the subordinate agreement. The term "subordinate agreement" as used in this clause excludes (1) purchase orders not exceeding \$2,500 and (2) subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

ARTICLE IX - TERMINATION

This grant may be terminated at any time, in whole or in part, by the Grant Officer upon written notice to the Grantee, whenever for any reason he shall determine that such termination is in the best interest of the Government. Upon receipt of and

in accordance with such notice, the Grantee shall forthwith take appropriate action to minimize all expenditures and obligations financed by this Grant, and shall cancel such obligations whenever possible. Except as provided below, no reimbursement shall be made to the Grantee for costs incurred after receipt of such notice.

Within ninety (90) days after the effective date of such notice of termination, the Grantee shall submit his final claim for reimbursement of costs incurred for obligations which were in effect but could not be cancelled as of the effective date of such termination. Subject to the limitations contained in the grant, the A.I.D. Grant Officer shall determine the amount or amounts to be paid by A.I.D. to the Grantee for such claim.

ARTICLE X - OFFICIALS NOT TO BENEFIT

No member or delegate to the Congress or resident Commissioner shall be admitted to any share or part of the grant or to any benefit that may arise therefrom.

ARTICLE XI - COVENANT AGAINST CONTINGENT FEES

The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this Grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except bona fide employees or bona fide established commercial or selling agencies maintained by the Grantee for the purpose of securing business. For breach or violation of this warranty, A.I.D. shall have the right to cancel this Grant without liability or, in its discretion, to deduct from the grant amount, or otherwise recover the full

amount, of each commission, percentage, brokerage, or contingent fee.

XII. EQUAL OPPORTUNITY EMPLOYMENT

With regard to the employment of persons in the U.S. under this grant, Grantee agrees to take all reasonable steps to insure equality of opportunity in its employment practices without regard to race, religion, sex, color or national origin of such persons and that, in accordance with Title VI of the Civil Rights Act of 1964 when work funded by this grant is performed in the U.S., no person shall, on the grounds of race, religion, sex, color or national origin, be excluded from participation, be denied benefits, or be subjected to discrimination. In addition, the Grantee agrees to comply in accordance with its written assurance of compliance, with the provisions of Part 209 of Chapter II, Title 22 of the Code of Federal Regulations, entitled "Non-Discrimination in Federally Assisted Programs of the Agency for International Development - Effectuation of Title VI of the Civil Rights Act of 1964." The Grantee shall include the first sentence of this clause, in any subordinate agreement, contract, or grant placed hereunder.

ARTICLE XIII - NOTICES

Any notice given by any of the parties hereunder shall be sufficient only if in writing and delivered in person or sent by telegraph, cable, or mail as follows:

TO A.I.D.:

Grant Officer (Naming the Grant Officer who  
executes this grant)

PHA Branch  
Central Operations Division  
Office of Contract Management  
Agency for International Development  
Washington, D. C. 20523

TO GRANTEE:

The address as shown on the Cover Letter of this grant.

ARTICLE XIV - INELIGIBLE COUNTRIES

In no event may costs be attributed to this grant for the support of any project in a country to which assistance under the Foreign Assistance Act is prohibited.

ARTICLE XV - UTILIZATION OF EXCESS OR NEAR EXCESS FOREIGN CURRENCIES

Full utilization of excess and near excess foreign currencies is an objective of the U.S. Government. The U.S. Treasury Department maintains a list of those countries for which it holds currencies excess to its needs.

All expenses of the Grantee in excess or near excess currency countries, including per diem (subsistence) expenses, to be reimbursed under this grant shall be funded from U.S.-owned foreign currency, unless otherwise authorized in writing by the Grant Officer. The conversion of U.S. dollars for foreign currencies shall be made by the Grantee either through the U.S. Treasury Department in Washington, D.C., the U.S. Disbursing Officer, U.S. Embassy, or the USAID Mission Controller.

Travel to, through, or from excess or near excess currency countries shall be funded from U.S.-owned foreign currency if such travel is to be reimbursed under this grant, unless otherwise authorized in writing by the Grant Officer. The Grantee shall coordinate all plans for travel to, through, or from excess currency countries with the A.I.D. Travel and Transportation Division which will issue the necessary airline tickets when appropriate.

The use of said U.S.-owned foreign currencies will constitute a dollar charge to this grant.

## FEDERAL RESERVE LETTER OF CREDIT FOR ADVANCE PAYMENT

1. A.I.D. shall open a Federal Reserve Letter of Credit in the amount of this grant, against which the Grantee may present payment vouchers. The amount of the payment voucher shall not be less than \$10,000 nor more than \$1,000,000, nor may the amount drawn down, including unexpended amounts previously drawn down, exceed by more than \$10,000, the anticipated amount of expenditures for the following 7 days.

2. In no event shall the accumulated total of all such payment vouchers exceed the amount of the Federal Reserve Letter of Credit.

3. If at any time, the Grant Officer determines that the Grantee has presented payment vouchers in excess of the amount or amounts allowable in 1 and 2 above, the Grant Officer may: (a) cause the Federal Reserve Letter of Credit to be suspended or revoked; or (b) direct the Grantee to withhold submission of payment vouchers until such time as, in the judgment of the Grant Officer, an appropriate level of actual, necessary and allowable expenditures has occurred or will occur under this Grant, and/or (c) request the Grantee to repay to A.I.D. the amount of such excess. Upon receipt of the Grant Officer's request for repayment of excess advance payments, the Grantee shall promptly contact the Grant Officer to make suitable arrangements for the repayment of such excess funds.

4. Procedure for Grantee

a. After arranging with a commercial bank of its choice for operation under this Letter of Credit and obtaining the name and address of the Federal Reserve Bank or branch serving the commercial bank, the Grantee shall deliver, to the Grant Officer, 3 originals of Standard Form 1194, "Authorized Signature Card for Payment Vouchers on Letters of Credit" signed by those official(s) authorized to sign payment vouchers against the Federal Reserve Letter of Credit and by an official of the Grantee who has authorized them to sign.

b. Upon execution of the Grant, the Grantee shall receive one certified copy of the Federal Reserve Letter of Credit.

c. The Grantee shall confirm with his commercial bank that the Federal Reserve Letter of Credit has been opened and is available if funds are needed.

d. To receive payment, the Grantee shall:

(1) Periodically, although normally not during the last five days of the month, prepare payment vouchers (Form TUS 5401) in an original and three copies.

(2) Have the original and two copies of the voucher signed by the authorized official(s) whose signature(s) appear on the Standard Form 1194.

(3) Present the original, duplicate and triplicate copy of the Form TUS 5401 to his commercial bank.

(4) Retain the quadruplicate copy of the voucher.

e. After the first payment voucher (Form TUS 5401) has been processed, succeeding payment vouchers shall not be presented until the existing balance of previous payments has been expended or are insufficient to meet current needs.

f. In preparing the payment voucher, the Grantee shall assign a voucher number in numerical sequence beginning with 1 and continuing in sequence on all subsequent payment vouchers submitted under the Federal Reserve Letter of Credit.

g. A report of expenditures shall be prepared and submitted not less than quarterly to the Office of Financial Management, FM/CSD, A.I.D. Washington, D.C. 20523. This report shall be submitted to the Office of Financial Management, FM/CSD, A.I.D. Washington, D.C. 20523.

submitted on Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personnel" shall be supported by a fiscal report, in three (3) copies, which shall include certification signed by an authorized representative of the Grantee, in substantially the same form as below:

<u>Category</u>	(As set forth in Attachment C)	<u>Budget Amount</u>	<u>Total Expenditures To Date</u>	<u>Expenditures This Period</u>
XXXX		XXXX	XXXX	XXXX
XXXX		XXXX	XXXX	<u>XXXX</u>
			Total	XXXX

"The undersigned hereby certifies: (1) that payment of the sum claimed under the cited grant is proper and due and that appropriate refund to A.I.D. will be made promptly upon request of A.I.D. in the event of disallowance of costs not reimbursable under the terms of the grant; and  
(2) that information on the fiscal report is correct and such detailed supporting information as the cognizant A.I.D. Controller or Grant Officer may require will be furnished promptly to A.I.D. on request.

BY \_\_\_\_\_  
TITLE \_\_\_\_\_ DATE \_\_\_\_\_"

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h. The report of expenditures on Standard Form 1034 is reviewed against the Grant provisions, and any improper disbursement is disallowed. The Grantee is notified of the reason for the disallowance and is directed to adjust the next periodic report of expenditures to reflect the disallowance and to reduce its next payment voucher against the Federal Reserve Letter of Credit by the amount of the disallowance.

i. Simultaneously with the submission of the report on expenditures, the Grantee submits to the Office of Financial Management a status report on the Federal Reserve Letter of Credit as of the close of the period covered by the report of expenditures. The report is prepared in the following format:

Federal Reserve Letter of Credit No. \_\_\_\_\_

1. Total Amount of Federal Reserve Letter of Credit	\$ _____
2. Payment Vouchers presented against Federal Reserve Letter of Credit	
a. Previously drawn	\$ _____
b. Drawn this period, TUS 5401 Nos. _____ through _____, inclusive.	\$ _____
c. Total drawn	\$ _____
3. Vouchers submitted not paid TUS 5401 # _____ through # _____	\$ _____
Balance FRLC available	\$ _____
4. Status of Cash Drawn from FRLC	
Cash on hand beginning of period	\$ _____
Cash drawn during period	\$ _____
Total Available Cash	\$ _____
Cash disbursed during period	\$ _____
Cash balance on hand at close of period	\$ _____

## 5. Refund of Excess Funds

(a) If all costs have been settled under the Grant and the Grantee fails to comply with the Grant Officer's request for repayment of excess Federal Reserve Letter of Credit funds, the Government shall have the right, on other contracts held with the Grantee, to withhold payment of Federal Reserve Letter of Credit or other advances and/or withhold reimbursements due the Grantee in the amount of the excess being held by the Grantee.

(b) If the Grantee is still holding excess Federal Reserve Letter of Credit funds on a grant, contract or similar instrument under which the work has been completed or terminated but all costs have not been settled, the Grantee agrees to:

(1) Provide within 30 days after requested to do so by the Grant Officer, a breakdown of the dollar amounts which have not been settled between the Government and the Grantee. (The Grant Officer will assume no costs are in dispute if the Grantee fails to reply within 30 days).

(2) Upon written request of the Grant Officer, return to the Government the sum of dollars, if any, which represents the difference between (1) the Grantee's maximum position on claimed costs which have not been reimbursed and (2) the total amount of unexpended funds which have been advanced under the Grant; and

(3) If the Grantee fails to comply with the Grant Officer's request for repayment of excess Federal Reserve Letter of Credit funds, the Government shall have the right, or other contracts, grants or similar agreements held with the Grantee, to withhold payment of Federal Reserve Letter of Credit or other advances and/or withhold reimbursements due the Grantee in the amount of the excess being held by the Grantee.

S - field staff  
V - volunteers

International Voluntary Services, Inc.

May 1974

Does not include Bangladesh & Laos programs, or other programs not funded by this grant.

Illustrative Proposed Assignment Schedule

		7/74 to 9/74 add	10/74 to 12/74 add	1/75- 6/75 add	7/75- 12/75 add	1/76- 12/76
	S V	S V	S V	S V	S V	S V
Algeria	1 14 <sup>a</sup>	1 24+10 V	1 24 -	1 24	1 24 -	1 24
Colombia	0 2	0 2 -	0 2 -	0 3+1 V	0 3 -	0 3
Honduras	0 5	0 5 -	0 9+4 V	1 <sup>c</sup> 12+3 V +1 S	1 12 -	1 12
Indonesia	0 1	0 4+3 V	0 6+2 V	0 9+3 V	0 9 -	0 9
Malaysia	0 1	0 1 -	0 1 -	0 1 -	0 1 -	0 1
Malawi	0 0	1 0+1 S	1 8+8 V	1 12+4 V	1 12 -	1 12
Sudan	0 4	0 4 -	0 4 -	0 4 -	0 4 -	0 4
Tanzania	0 2	1 2+1 S	1 4+2 V	1 9+5 V	1 9 -	1 9
Zaire	0 0	0 0 0 0	0 0 -	0 0 -	0 0 -	0 0
Zimbabwe or Tanzania	0 0	0 0 0 0	0 0 -	1 0+1 S	1 0 -	1 0
	1 20	+2 S 3 22+13 V	3 50+16 V	+2 S 5 75+16 V	5 75 -	5 75
Summary add's		2 S 13 V	2 S 29 V	4 S 15 V		

- Notes: a) Decline from 24 in 6/74. Part of the Algerian program expenses are picked up by CU, and perhaps, Peace Corps. AID funds themselves need not be spent in Algeria.  
 b) Decline from 1 in 6/74.  
 c) Responsible also for Colombia and Honduras.  
 d) Assumes that program exploration justifies a program in one or the other. Or, if neither, in Sudan. This shows a field staff person without volunteers. The assumption is that volunteers would be supported by other funds. If no such funds are available, no staff person would be sent, and grant funds would not be spent on (1 2/3) volunteers elsewhere.  
 e) Does not include AID contract personnel. (One in 7/74; perhaps 3-5 by end of FY 75).

ATTACHMENT C

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