

RF0941

CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS)

DIRECT ACTION DATA FORM

(For awards to U.S. individuals and Third Country Nationals (not FSNs) with a TEC less than or equal to \$25,000, only the shaded items on pages 1-5 of the form need to be completed.)

SECTION 1: GENERAL AWARD INFORMATION (All Actions)

1a. Basic Award Number 674-0302-G-SS-0017	1b. Basic Mod Number 06	1c. Order Number N/A	1d. Order Mod Number N/A
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AWARD NUMBER COMPONENTS [Items 2-6] NOTE: For modifications and orders - these items refer to the Basic Award.

2. Country/Office (Award Prefix) SOUTH AFRICA - 674	3. Project Number 674-0302
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4. Procurement Instrument: Report one of the following codes to identify the type of action. For a work order or a modification to a contract or work order, indicate the category of the basic contract.

<input type="checkbox"/> A - Cooperative Agreement	<input type="checkbox"/> N - Other Federal Schedule Order
<input type="checkbox"/> B - Basic Ordering Agreement (BOA)	<input type="checkbox"/> O - Purchase Order (PO)
<input type="checkbox"/> C - Contract (Other than BOA, DQC, IQC, PO, RC, PSC)	<input type="checkbox"/> P - Participating Agency Service Agreement (PASA)
<input type="checkbox"/> D - Definite Quantity Contract (DQC)	<input type="checkbox"/> Q - Requirements Contract (RC)
<input type="checkbox"/> E - Blanket Purchase Agreement (BPA)	<input type="checkbox"/> R - Resources Support Services Agreement (RSSA)
<input checked="" type="checkbox"/> G - Grant	<input type="checkbox"/> S - Personal Services Contract (PSC)
<input type="checkbox"/> I - Indefinite Quantity Contract (IQC)	<input type="checkbox"/> X - Ribbon PASA
<input type="checkbox"/> M - GSA Schedule Order	<input type="checkbox"/> Z - Ribbon Contract (Buy-In)

5. Participating Agency (PASA/RSSA only)	6. FY of Award FY90
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7. Award Description
GRANT AGREEMENT TO SUPPORT THE BORDER EARLY LEARNING CENTER'S PROGRAM FOR PRESCHOOL TEACHERS.

8. Principal Place of Performance a. A.I.D. Country Code or Name 674 - SOUTH AFRICA	U.S. ONLY <input type="checkbox"/>	b. City ENTERED	c. State	d. Zip Code
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9. Benefiting Country (A.I.D. Country Code or Name)
674 - SOUTH AFRICA

SEP 12 1991

10. Project Officer Cntry Code/Org. Symbol or A.I.D./W Org. Symbol Last Name 674 - SOUTH AFRICA BISGARD	Section 583	MI L
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11. Requirement Received by Procuring Office (MM/DD/YY) N/A	12. Date Award Signed by A.I.D. (MM/DD/YY) 06/19/90	13. Effective Date of Award (MM/DD/YY) 06/01/90	14. Estimated Completion Date (MM/DD/YY) 05/31/93
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BASIC AWARDS ONLY

15a. SIC Code 8299	15b. Is This Vendor a Small Business for the SIC of Award? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Product/Service Code AF14
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BASIC AWARDS AND ORDERS ONLY

17. Procurement Type

<input type="checkbox"/> A - Technical Services To A.I.D.	<input type="checkbox"/> F - Participant Training
<input type="checkbox"/> B - Technical Services to Host Country	<input type="checkbox"/> G - Procurement Service Agent (PSA)
<input type="checkbox"/> C - Commodities	<input type="checkbox"/> H - Research
<input checked="" type="checkbox"/> D - Training Services to A.I.D.	<input type="checkbox"/> I - Architect and Engineering Services
<input type="checkbox"/> E - Training Services to Host Country	<input type="checkbox"/> J - Construction

18. Negotiator (Last, First, MI) BISGARD, JENNIFER L	Country Code & Org. Symbol or A.I.D./W Org. Symbol 674 USA10/SA	Signature <i>Jennifer Bisgard</i>
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19. Contract Officer (Last, First, MI) BARRETT, DENNIS P.	Country Code & Org. Symbol or A.I.D./W Org. Symbol 674 USA10/SA	Signature <i>Dennis Barrett</i>
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CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS) DIRECT ACTION DATA FORM

GENERAL INSTRUCTIONS

Use this data form for reporting all contracts, DQCs, RCs, GSA and other Federal Schedule Orders, POs, PSCs and Ribbon Contracts with a total estimated cost (TEC) greater than \$25,000. Use this form to report all BOAs, BPAs, IQCs, Cooperative Agreements, Grants, PASAs, RSSAs, and Ribbon PASAs, regardless of dollar amount. Use this form to report all awards to U.S. individuals and Third Country Nationals (not FSNs), including PSCs and POs, regardless of the dollar amount. It should also be used to report any orders or modifications to all of the above awards, regardless of the dollar amount of the modification or order. Complete the appropriately labeled sections for different types of awards.

For awards to U.S. individuals and Third Country Nationals (not FSNs) with a TEC less than or equal to \$25,000, only the shaded items on pages 1-5 of the form need to be completed. If the TEC is greater than \$25,000, all of the items pertaining to awards must be completed.

When all parts of this form have been completed send one copy, along with the requirement document(s) and the award to:

CIMS Section
MS/OP/PS/SUP
Room 1472, SA-14
Agency For International Development
Washington, DC 20523-1418

For detailed instructions, consult the Contract Information Management System (CIMS) Data Form Instruction Manual.

SECTION 1 - INSTRUCTIONS

1a. **Basic Award Number:** Enter the award number of the award. For a modification, report the basic award number in block 1a. and the modification number in block 1b. For actions such as IQC delivery orders, report the award number of the basic contract in block 1a. and the order number in block 1c. For a modification to an order, report the basic award number in block 1a., the order number in block 1c. and the order modification number in block 1d.

For item numbers 2 through 6, see the latest version of the Contract Information Bulletin (CIB) on the Uniform Numbering System for A.I.D.-Direct Procurement Documents, for instructions and a list of codes. A list of codes is also provided in the CIMS Data Form Instruction Manual. *NOTE: For modifications or orders these items refer to the basic award.*

2. **Country/Office (Award Prefix):** Report the Country or A.I.D./W Procurement Office Code as specified in the CIB.

3. **Project Number:** Enter the last four digits of the seven-digit project number funding the award. For awards funded by operating expense money or money other than project funds, enter "0000" (zeros).

5. **Participating Agency (PASA/RSSA only):** For PASA/RSSA type actions, report the code of the participating U.S. Government Agency providing services under the agreement. A list of codes is provided in the CIMS Data Form Instruction Manual and in the CIB on Uniform Numbering Systems.

7. **Award Description:** The award description shall consist of a brief one-sentence description of the products or services being procured. The sentence shall start with the phrase "Contractor/Grantee/Recipient shall provide/assist/support..." Fill in the Award Description for all basic Awards, Orders, and modifications to PASA/RSSA awards.

8. **Principal Place of Performance (Country):** Report the A.I.D. country code, if available, or the name of the area where the work for this award will be primarily performed. For products, report the code for the country where the product is manufactured. If the place of performance cannot be determined, report the vendor's billing location.

9. **Benefiting Country:** Report the A.I.D. Country Code, if available, or the name of the country receiving technical assistance from this award.

12. **Date award signed by A.I.D.:** Enter the date on which this action (basic award, order or modification) was signed by A.I.D.

15a. **SIC Code:** Enter the Standard Industrial Classification (SIC) code that best describes the product or service acquired in this basic award. See FAR 19.102 for codes. A short list containing the codes most often used in A.I.D. is also provided in the CIMS Data Form Instruction Manual.

15b. **Small Business (Y/N)?:** Check "Yes" if the vendor is classified as "small" for the SIC of the award.

16. **Product or Service Code:** Enter the Principal Product or Service code that best describes the product or service acquired in the basic award. A short list containing the codes most often used in A.I.D. is provided in the CIMS Data Form Instruction Manual. See the FPDS Product and Service Codes Manual for a complete listing, if necessary.

17. **Procurement Type:** Check the box next to the code which best describes the category of service or commodity being procured under this award.

SECTION 2: DATA REQUIRED FOR SPECIFIC TYPES OF ACTIONS

GRANTS AND COOPERATIVE AGREEMENTS ONLY

20. Grant/Agreement Type

A - Disaster Assistance
 B - American Schools and Hospitals Abroad (ASHA)

C - Other Specific Support Programs
 D - Title XII Authority
 E - Other than A, B, C, or D

21. Total Amount of Non-Federal Funds pledged to this Grant/Agreement

1,100,000

\$ ~~1,100,000~~

GSA & OTHER FEDERAL SCHEDULE ORDERS

22. Schedule Contract Number

23. Name of Federal Agency Awarding Schedule

IQC BASIC ONLY

24. IQC Service Area

25. Minimum

26. Maximum (life of contract)

ORDERS AND CONTRACTS ONLY

27. Advisory & Assistance Services?

Yes

No

BASIC CONTRACTS ONLY

28a. Contract Type

A - Cost-Plus (Fixed Fee)
 B - Firm Fixed Price
 C - Time and Materials
 D - Labor Hour
 E - Cost Sharing

F - Cost (No Fee)
 G - Cost-Plus (Award Fee)
 H - Cost-Plus (Incentive Fee)
 I - Fixed-Price Incentive
 J - Fixed-Price Redetermination

K - Fixed Price with Economic Price Adjustment

28b. If Cost-type Contract, is this a level of effort (term) contract?

Yes

No

29a. Is this a Letter Contract?

Yes

No

29b. Is this a Definition of a Letter Contract?

Yes

No

30. Preference Program

A - No Preference Program or Not Listed
 B - 8(a) Program
 C - Small Business (SB) Set-aside
 D - Sheltered Workshop

E - Tie-bid Preference
 F - Labor Surplus Area (LSA) Set-aside
 G - Combined LSA/SB Set-aside

31. Subject To Labor Statute

A - Walsh-Healey Act, Manufacturer

B - Walsh-Healey Act, Regular Dealer

C - Service Contract Act

D - Davis-Bacon Act

E - Not Subject to the Above (include PSCs)

32. Country of Manufacture/Origin of Services (A.I.D. Country Code or Name)

000 and 935

33. Subcontract Plan Required?

Yes

No

34. Date Solicitation Notice Published in CBD (MM/ID/YY)

N/A

35. Date Solicitation Issued (MM/ID/YY)

N/A

SECTION 2 - INSTRUCTIONS

20. **Grant/Agreement Type:** For Grants and Cooperative Agreements, check the box next to the code which best describes the award. Code C- "Other Specific Support Programs" refers to Chapters 4 and 6 of Handbook 13. Use Code E- "Other than A, B, C, or D," for unusual types which are not covered in codes A, B, C or D.
21. **Total Amount of Non-Federal Funds pledged to this Grant/Agreement:** Enter the total amount of matching (non-federal) funds pledged to this Grant or Cooperative Agreement.
22. **Schedule Contract No:** Enter the schedule contract number assigned by GSA or other Federal Agency which awarded the basic schedule contract. Do not use dashes in the schedule contract number.
23. **Name of Federal Agency Awarding Schedule:** Enter the name of the Federal Agency which awarded the basic schedule contract.
24. **IQC Service Area:** For IQC basic awards, enter the code which best describes the services rendered by the vendor. See listing provided in the CIMS Data Form Instruction Manual.
27. **Advisory & Assistance Services? (Y/N):** Check "Yes" if the award is for advisory and assistance services. See FAR 37.2 for definitions and examples.
- 28a. **Contract Type:** Check the box next to the code for the type of contract. Use code C- "Time and materials" for IQCs. Most PSCs are usually code C or D.
- 28b. **If Cost-Type Contract, is this a level of effort (term) contract? (Y/N):** If this is a Cost-Type Contract, check the box to indicate whether the award is a level of effort or completion. (See FAR 16.308)
Y - Yes, Level of effort (term)
N - No, Completion
30. **Preference Program:** Check the box next to the code which best describes the preference program used in making this award. Check A if no preference program.
31. **Subject to Labor Statute:** Select the Labor Statute which applies to this award by checking the appropriate box. Most A.I.D. contracts, including PSCs, are code E.
32. **Country of Manufacture/Origin of Services (Country Code or Name):** Enter the A.I.D. country code, if available, or the name of the country where the product is manufactured. For services, report the code for the nationality of the vendor. If there are multiple sources, enter the code of the country that supplies the greatest portion.
33. **Subcontract Plan required (Y/N)?:** Check "Yes" if the vendor for this award is required to submit a plan for using small business concerns and small disadvantaged business concerns as subcontractors. (See FAR 19.702(a)).
34. **Date Solicitation Notice Published in CBD:** If applicable, enter the date that a synopsis of the solicitation appeared in the Commerce Business Daily (CBD).

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BASIC CONTRACTS AND NON-COMPETITIVE CONTRACT MODIFICATIONS ONLY

36. CICA Applicability

- | | |
|---|--|
| <input type="checkbox"/> A - CICA Applicable (Include 8(a)) | <input checked="" type="checkbox"/> C - Subject to a Statute other than CICA (use for FAA) |
| <input type="checkbox"/> B - Small Purchase Procedure | <input type="checkbox"/> D - Pre-CICA |

37. Extent Competed

- | | |
|---|--|
| <input type="checkbox"/> A - Competed Action (Include Small Business set-aside) | <input checked="" type="checkbox"/> C - Follow-on to Competed Action |
| <input type="checkbox"/> B - Not Available for Competition (use for sole-source 8(a)) | <input type="checkbox"/> D - Not Competed |

38. Solicitation Procedure

- | | |
|---|--|
| <input type="checkbox"/> A - Full and Open Competition (Sealed Bid) | <input type="checkbox"/> G - Alternate Source (Reduced Cost) |
| <input type="checkbox"/> B - Full and Open Competition (Competitive Proposal) | <input type="checkbox"/> H - Alternate Source (Mobilization) |
| <input type="checkbox"/> C - Full and Open Competition (Combination) | <input type="checkbox"/> J - Alternate Source (Engineering/R&D) |
| <input type="checkbox"/> D - Architect - Engineer | <input checked="" type="checkbox"/> K - Set Aside (Include competitive 8(a)) |
| <input type="checkbox"/> E - Basic Research | <input type="checkbox"/> L - Other Than Full & Open Competition (Include sole-source 8(a), FAA.) |
| <input type="checkbox"/> F - Multiple Award Schedule | |

39. Authority — Other than Full & Open Competition (Complete Only if No. 38 = L)

- | | |
|---|--|
| <input checked="" type="checkbox"/> A - Unique Source | <input type="checkbox"/> J - Mobilization |
| <input type="checkbox"/> B - Follow-on Contract | <input type="checkbox"/> K - Essential R&D Capability |
| <input type="checkbox"/> C - Unsolicited Research Proposal | <input type="checkbox"/> L - International Agreement |
| <input type="checkbox"/> D - Patent/Data Rights | <input type="checkbox"/> M - Authorized by Statute (inc. sole-source 8(a), FAA.) |
| <input type="checkbox"/> E - Utilities | <input type="checkbox"/> N - Authorized Resale |
| <input type="checkbox"/> F - Standardization | <input type="checkbox"/> P - National Security |
| <input type="checkbox"/> G - Only One Source - Other than A-F above | <input type="checkbox"/> Q - Public Interest |
| <input type="checkbox"/> H - Urgency | |

40. A.I.D. Special Authorities — Other than Full & Open Competition (Complete only if No.39 = M)

- | | |
|--|---|
| <input type="checkbox"/> A - Impairment of Foreign Aid Programs: All Personal Services Contracts (PSCs). (See AIDAR 706.302-70) | <input type="checkbox"/> E - Impairment of Foreign Aid Programs: Title XII Selection Procedure-Collaborative Assistance. (See AIDAR 708.302-70) |
| <input type="checkbox"/> B - Impairment of Foreign Aid Programs: Award of \$100,000 or less by an overseas contracting activity. (See AIDAR 706.302-70) | <input type="checkbox"/> F - Disaster Relief (See Handbook 8, Chapter 2) |
| <input type="checkbox"/> C - Impairment of Foreign Aid Programs: Written Determination by Assistant Administrator or Administrator. (see AIDAR 706.302-70) | <input type="checkbox"/> G - None of the Above Special Authorities |
| <input type="checkbox"/> D - Impairment of Foreign Aid Programs: Title XII Selection Procedure-General. (See AIDAR 706.302-70) | |

41. Synopsis of Procurement

- | |
|--|
| <input type="checkbox"/> A - Synopsized prior to award |
| <input checked="" type="checkbox"/> B - Not synopsized due to urgency (use only if No. 39 = H) |
| <input type="checkbox"/> C - Not synopsized for other reason |

42. No. of Offers

43. No. of Offers of Non-U.S. Item(s)

MODIFICATIONS ONLY

44. Modification purpose (Mark all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Incremental Funding | <input type="checkbox"/> Exercise of Option |
| <input type="checkbox"/> Administrative Change | <input type="checkbox"/> Transfer Administrative Responsibility |
| <input type="checkbox"/> Extension of Term | <input type="checkbox"/> Novation Agreement |
| <input type="checkbox"/> New/Revised Scope of Work | <input type="checkbox"/> Termination for Convenience |
| <input type="checkbox"/> Increase in TEC | <input type="checkbox"/> Termination for Default |
| <input type="checkbox"/> Decrease in TEC | Other: _____ |
| <input type="checkbox"/> Overhead Rate Adjustment | _____ |

SECTION 2 - INSTRUCTIONS

For a modification which was non-competitive (i.e., which required a non-competitive justification and was outside of the scope of work of the original contract) complete items 36 thru 43. See FAR 6.302 and 6.303.

36. **CICA Applicability:** Check the box next to the code which describes the applicability of CICA or other statutes to this award. Select code B - "Small Purchase Procedure" if this action is a small purchase pursuant to the procedures in FAR Part 13. Select Code C - "Subject to a Statute other than CICA" if this action is pursuant to the procurement procedures authorized under the Foreign Assistance Act (FAA) for Impairment of Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief. Select code A - "CICA Applicable" for all other procurement actions resulting from a solicitation issued on or after April 1, 1985 and codes B or C do not apply. 8(a) awards are coded as A. Non-competitive modifications are coded as A. Select code D - "Pre-CICA" for new procurements resulting from a solicitation issued prior to April 1, 1985.

37. **Extent Competed:** Check the box next to the code which describes the extent to which this award was competed. Select code A - "Competed Action" for Small Business set-asides and competitive 8(a) awards. Competed actions also include procurements authorized under the Foreign Assistance Act (FAA) for Impairment of Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief, where more than one offer was received. Select Code B - "Not Available for Competition" for sole-source 8(a) awards. Select Code B for procurements authorized under the Foreign Assistance Act (FAA), where only one offer was received.

38. **Solicitation Procedure:** Check the box next to the code which describes the method by which this award was competed. (See FAR Part 6.) Select Code K - "Set-Aside" for small business set-asides and competitive 8(a) awards. Code L - "Other Than Full & Open Competition" includes sole-source 8(a) awards and procurements authorized under the Foreign Assistance Act (FAA) for Impairment of

Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief.

39. **Authority -- Other Than Full & Open Competition:** Complete only if Item No. 38 is equal to "L". For awards exercising other than full and open competition, check the box next to the code which describes the authority by which the award was not fully competed. (See FAR Part 6.) Code M - "Authorized by Statute" includes sole-source 8(a) awards and procurements authorized under the Foreign Assistance Act (FAA) for Impairment of Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief.

40. **A.I.D. Special Authorities -- Other Than Full & Open Competition:** Complete only if Item No. 39 is equal to "M". For those awards authorized by the Foreign Assistance Act (FAA) for other than full and open competition, check the box next to the code which describes the authority. Select Code G - "None of the Above Special Authorities" for sole-source 8(a) awards.

41. **Synopsis of Procurement:** Check the box next to the appropriate code based on the Commerce Business Daily synopsis requirements of FAR 5.2. Code B - "Not synopsized due to urgency" may be used only if item 39 is equal to "H".

43. **No. of Offers of Non-U.S. Item(s):** Enter the number of bidders offering non-U.S. foreign end items worth 51% or more of the contract value. If the contract is exclusively for services, enter "0".

44. **Modification Purpose (Mark all that apply):** If this action is a Modification to a Basic Award or a Modification to an Order, check all of the Modification Purposes that apply to this action. If the purpose is other than those listed on the form, check "Other" and provide a brief description.

SECTION 3: VENDOR INFORMATION (All Actions)

45. Prime Vendor: (Full Name and Address)

BORDER EARLY LEARNING CENTER
50 Albany Road
EAST LONDON, 5201
R. of South AFRICA

46. DUNS or CEC Number

N/A

47. Taxpayer ID No. (TIN)

N/A

BASIC AWARDS AND NOVATIONS ONLY

48. Economic Sector

A - Private
 B - International Public Sector

C - Federal Government
 D - State/Local Government

49. Business Organization Type

A - Corporation
 B - Individual
 C - University or College
 D - Historically Black College or University
 E - Educational Organization other than University or College
 F - International Center
 G - Research Organization other than International Center

H - Voluntary Organization
 I - Foundation
 J - Hospital
 K - Partnership
 L - Proprietorship
 M - Sheltered Workshop
 Z - Other

50. For Profit?

Yes

No

51. U.S. Nationality? (If U.S. Nationality, then answer Items 52-53)

Yes

No

52. Ownership Type (Complete only if Item No. 51 = Yes)

A - Asian-Indian American
 B - Asian-Pacific American
 C - Black American
 D - Hispanic American

E - Native American
 F - Other Minority
 Z - Non-Minority

53. Woman/Woman-Owned?
 (Complete only if Item No. 51 = Yes)

Yes

No

54. If the Vendor is an individual who is not a U.S. Citizen, is he/she a Green Card holder?

Yes

No

55. If U.S. University, Host Country Counterpart Institution:

56a. Common Parent Organization (tax purposes)

Yes

No

56c. DUNS or CEC Number

56b. Parent Vendor (Full Name)

56d. Taxpayer ID No. (TIN)

57a. Joint Venture?

Yes

No

57b. Participant Vendor (Full Name)

57c. DUNS or CEC No.

57d. Taxpayer ID No. (TIN)

SECTION 3 - INSTRUCTIONS

45. **Prime Vendor:** Record the vendor's full name and address in the space provided. For U.S. Universities include participating School/Center/Institute. For PASA/RSSAs include participating Agency and Department. For individuals, record the name as last, first and middle initial.
46. **DUNS or CEC No.:** Enter the 9-digit Dun & Bradstreet number or Contractor Establishment Code for the vendor of this action.
47. **Taxpayer ID No. (TIN):** Enter the 9-digit Taxpayer Identification Number used by the IRS for the vendor of this action. (Note: for individuals, the TIN is the individual's Social Security Number.) Foreign vendors which do not do business in the U.S. do not have a TIN. See FAR 4.9.
48. **Economic Sector:** Check the box next to the code which best applies to the sector in which the vendor of this action participates.
49. **Business Organization Type:** Check the box next to the code which best describes the vendor of this action.
50. **For Profit (Y/N)?:** Check "Yes" if the vendor is a profit organization. Check "No" if the vendor is a non-profit organization. (Even if a non-profit organization charges a fee, it is still considered to be non-profit).
51. **U.S. Nationality (Y/N)?:** Check "Yes" if the vendor is a U.S. citizen; is a corporation or partnership organized under the laws of the U.S.; is a U.S.- controlled foreign corporation (per 957 et seq. of the U.S. Internal Revenue Service Code); or is a joint venture consisting entirely of individuals, corporations, or partnerships falling into one of the three foregoing categories.
52. **Ownership Type:** Complete only if Item No. 51 is equal to "Yes". If the vendor is a firm or individual of U.S. Nationality, check the box next to the code which best describes the ownership type of the vendor of this action.
53. **Woman/Woman-Owned (Y/N)?:** Complete only if Item No. 51 is equal to "Yes". If the vendor is a firm or individual of U.S. Nationality, indicate whether or not the vendor is a woman or woman-owned. A woman-owned business is a business that is at least 51% owned, controlled, and operated by women who are U.S. citizens.
54. **If the Vendor is an Individual who is not a U.S. Citizen, is he/she a Green Card holder? (Y/N):** Answer "Yes" if the individual has a green card, even if they are not currently residing in the U.S.
55. **Host Country Counterpart Institution:** If the vendor is a U.S. University, enter the name of the host-country institution receiving technical assistance.
- 56a. **Common Parent Organization (Tax Purposes):** Answer "Yes" if the firm is a member of an affiliated group of corporations that files Federal Income Tax returns on a consolidated basis. If "Yes", complete Items 56b. - 56d. related to the parent firm.
- 56c. **Common Parent DUNS or CEC No.:** Enter the 9-digit Dun & Bradstreet number or Contractor Establishment Code for the common parent (tax filing) organization.
- 56d. **Common Parent Taxpayer ID Number (TIN):** Enter the 9-digit Taxpayer Identification Number used by the IRS for the common parent organization. See FAR 4.9.
- 57a. **Joint Venture?:** Answer "Yes" if the awardee is a joint venture. If "yes", complete Items 57b, 57c and 57d for each participant in the joint venture.
- 57c. **Participant DUNS or CEC No.:** Enter the 9-digit Dun & Bradstreet number or Contractor Establishment Code for each joint venture participant.
- 57d. **Participant Taxpayer ID Number (TIN):** Enter the 9-digit Taxpayer Identification Number used by the IRS for each joint venture participant.

SECTION 4 - INSTRUCTIONS

NOTE: All financial information must be in U.S. dollars or U.S. dollar equivalents. All local currency amounts must be converted to the U.S. dollar equivalent. "U.S. dollar equivalent" is the dollar value of the local currency at the time of the action signature.

58a. Previous Total Estimated Cost (TEC): Enter the total estimated cost to be incurred during the expected life of this award, as of the previous action.

58b. Total Estimated Cost (TEC): (Increase/Decrease) This Action: Enter the amount of change in the total estimated cost as a result of this action. Use a minus sign to indicate a decrease. If there is no change, enter "0".

58c. Current Total Estimated Cost (TEC): Enter the current total estimated cost to be incurred during the expected life of this award.

59a. Budget Plan Code (BPC): Enter each Budget Plan Code associated with this action.

59b. Project Number: Enter the Project Number associated with each BPC.

59c. Amount Obligated/Deobligated (This Action): Enter the obligation amount associated with each BPC. Use a minus sign to indicate a deobligation.

59d. Funds Type: Enter the Funds Type Code associated with each BPC. "USD" = U.S. Dollars. "USL" = U.S. Owned Local Currency.

59e. TOTAL Obligation/Deobligation: Enter the sum of all BPC amounts found in Item 59.c. Use a minus sign to indicate a deobligation.

61a. Incrementally Funded (Y/N)?: An award which is not fully funded but will be funded in increments. The award states the amount presently available for payment by the government and allotted to the award, and the period of performance it is estimated the allotted amount will cover.

ACTION MEMORANDUM FOR THE DIRECTOR, USAID/SOUTH AFRICA

FROM:  Denny F. Robertson, Acting Supervisory Project Development Officer

SUBJECT: South Africa Educational Support and Training Project (674-0302); BELC Agreement 674-0302-G-SS-0017-00.

I. Problem: Your approval is required to obligate US\$250,000 of FY 1990 funds under the Educational Support and Training Project (674-0302) through a grant agreement with the Border Early Learning Center, as described herein.

II. Authority: Pursuant to Redelegation of Authority No. 452, the Director, USAID/SA, has authority to authorize and execute grants with indigenous non-governmental organizations (NGOs) in an amount not to exceed \$5 million.

III. Background: The purpose of all Agreements funded under the Educational Support and Training Project (ESAT) is to support indigenous, nongovernmental initiatives which promote educational planning efforts and/or test improved models for basic education for disadvantaged South Africans victimized by the apartheid education system. In so doing, it is hoped to provide a foundation for and assist in defining the requirements of a nonracial education system in a post-apartheid South Africa.

IV. Discussion: Based upon discussions and contacts with a wide range of community leaders and educators, USAID has received and reviewed numerous unsolicited proposals from educational organizations throughout the country for activities which far exceed the FY 1990 ESAT budget. Based on the Mission's review of these proposals, an Agreement with BELC is recommended.

Regionally, this grant is quite important, as it ensures that ESAT resources are devoted to work in the Transkei and Ciskei. While we have one other activity based in East London, the focus of the sponsored activity is not on the Transkei/Ciskei but in the townships near Queenstown and East London.

Negotiations with BELC took place in three phases; in phase one USAID visited BELC to discuss their unsolicited proposal in which they requested approximately \$300,000; in phase two USAID queried the size of the budget, salaries, rationale for line-items such as vehicle (as well as an articulated travel and vehicle policy) and asked for more precise figures; in phase three, BELC provided a "best and final" budget of approximately \$250,000 which OPMD accepted (see the fax dated 14 March, 1990). Based on a Mission policy decision not to fund vehicles, OPMD went back to BELC to ask for alternative use of funds, their response, dated June 12, 1990, requests

equipment, furniture and reimbursement of travel based on AA rates per kilometer. OPMD is satisfied that the proposed salary costs are on par with equivalent NGO salary costs. Based on similar grants in the ESAT portfolio, BELC's experience to date, OPMD judges that adequate care has been taken in ascertaining the validity of operating and travel costs specified in the proposal. Budget escalation was based upon the recommended inflation and exchange rates provided by the Program Office in December 1989.

This Agreement, planned in the November 1989 ESAT Action Plan, is fully consistent with both the ESAT Project Paper and the Education Sector Strategy's emphasis on the community-based, innovative pre-school education. The ESAT evaluation team used its recommended criteria to judge the players in the preschool sector. Based on this criteria, BELC was rated as the strongest performer (although in fairness, Grassroots, ELRU, TREE and Entokozweni were not far behind). Thus it received the highest points for internal organizational strength; capacity to deliver; constituency politics (grassroots support, elite direction and personal patronage) and impact strategy.

This Agreement obligates US\$250,000 to the Border Early Learning Center which brings total FY90 obligations to \$2,261,387 and total ESAT obligations to date (FY86 to present) to \$9,900,347 within the authorized total obligation level of \$19.5 million. The expiration date of May 31, 1993 is well within the ESAT PACD of September 24, 1996.

V. Issues - Through the development of this Agreement, the following issues have been identified and resolved as presented below:

A. Financial Management Capability - On January 30, 1990 a financial review concluded that BELC's financial management systems are adequate for the receipt, handling and accounting of AID funds. It added a caveat, however, stating that if the organization were to grow, more formal computerized procedures and a full-time accountant would be necessary. Based on this recommendation, and the proposal from BELC, salaries for an accountant and bookkeeper, as well as the computerization of the finances are included in the attached Agreement.

B. Noncompetitive Justification - Although competition is to be encouraged in the award of grants and cooperative agreements to NGOs (Handbook 13, Chapter 2B), Chapter 2B3a permits exceptions to competition where the proposal "is not solicited by AID" and where the proposal is "unique, innovative, or proprietary and acceptance would be fair, reasonable, and would represent appropriate use of AID funds to support or stimulate a public purpose". BELC has submitted an unsolicited proposal, and it is the determination of OPMD that the activity is "unique" as it is the only preschool association working in the Border, Ciskei and Transkei regions of the Cape and therefore is one of the few forces countering apartheid education in this huge area. Because this activity is consistent with USAID program objectives and is so unique, acceptance of the BELC proposal would be fair and reasonable and would represent appropriate use of USAID funds.

C. Implementation Issues - The following implementation issues were raised and resolved, as described below.

1. Conditions - Not applicable.

2. Payment Verification and Section 611(a) Requirements - As required by Section 611(a), adequate technical and financial planning undergird the proposed Agreement. Such planning is evidenced by the Agreement program itself, as described in Attachment 2 of the proposed Agreement, which contains a detailed methodology for implementing Agreement activities and attaining specified Agreement outputs.

Payment verification requirements for BELC are satisfied by: (a) the specification of financial management and reporting procedures in the proposed Agreement; (b) the certification by the USAID EXO/Controller of the recipient organization's ability to handle initial Agreement disbursements; and (c) provision in the proposed Agreement for periodic audits of use of Agreement funds.

3. PVO Registration Determination - BELC does not qualify as a Private Voluntary Organization, as defined in AID Handbook 3, Appendix 4C and State 402756, because it is an educational institution and does not possess tax exempt status.

4. Key Policy and Implementation Issues - This Agreement presents no unusual policy or implementation issues.

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

6. Selection of Grant as Assistance Instrument - It is the determination of OFMD that, in accordance with Handbook 13, Chapter 2, a grant is the appropriate assistance mode to be utilized, as AID is not procuring goods or services and does not require a substantial degree of operational control or involvement in project implementation. The attached document in, in form and substance, a grant as defined by AID. However, for AID's internal purposes and to standardize project documentation, it is called an Agreement.

7. Financial, Technical and Management Capability - It is OPMD's determination that the subject organization possesses suitable policies to ensure adequate management of USAID funds supplied under this Agreement. A Financial Review has been conducted which certifies that BELC possesses adequate accounting systems, books and records for the administration of this Agreement.

VI. Recommendation: It is recommended that, pursuant to your authority under Redlegation of Authority No. 452, you: (1) approve noncompetitive selection in accordance with the justification provided above; (2) authorize the proposed Agreement to Border Early Learning Center by signing below; and (3) execute said Agreement, as attached, by signing on the appropriate page and line as indicated.

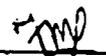
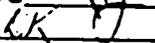
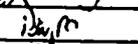
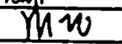
Approve 
Dennis P. Barrett
Director, USAID/SA

Disapprove _____

Date _____

Drafted: JBisgard:PDO:0118I

Clearance:

FMangera:A/PROG 
DKeene:RLA 
RBarrett:ACCT 
MVanDoren:CONT 
JWeber:AD on leave



Embassy of the United States of America

June 19, 1990

Office of Development Affairs

**Ms. Margaret Irvine, Director
Border Early Learning Center
50 Albany St.
East London, 5201**

**Subject: Educational Support and Training Project (674-0302);
Border Early Learning Center Agreement
674-0302-G-SS-0017-00**

Dear Ms. Irvine,

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter "USAID") hereby enters into this Agreement with the Border Early Learning Center (hereinafter "the Recipient" or "BELC"), and obligates the sum of US \$250,000 (two hundred and fifty thousand United States Dollars) to provide support for a program described in Attachment No. 1, entitled "Schedule", and Attachment No. 2, entitled "Program Description", of this Agreement.

This Agreement is effective and obligation is made as of the date of this letter. The Agreement and obligation shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning June 1, 1990 and ending May 31, 1993.

This Agreement is entered into with BELC on condition that the funds will be administered in accordance with the terms and conditions set forth in Attachment 1, "the Schedule", Attachment 2, "Program Description", and Attachment 3, "Standard Provisions". This letter, and the three attachments just described, which have been agreed to by your organization, constitutes the Agreement.

Please sign the original and copy of this letter, and return the original to USAID/Pretoria.

Sincerely,



Dennis P. Barrett
Counselor for Development Affairs

ACKNOWLEDGED AND ACCEPTED



By: Ms. Margaret Irvine
Title: Director



By: Mr. Wellington Henge
Title: Vice-Chair Management Committee

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

FISCAL DATA:

Agreement No: 674-0302-G-SS-0017-00

Project No: 674-0302

Recipient: Border Early Learning Center

Appropriation: 72-1101014

BPC: GSSA-90-21674-KG13

Reservation Control No: B900087

Amount: \$250,000

Drafted: JBisgard ^{AB} PDO: 0118I

Clearances:

Denny Robertson, NSPDC ^{DL}

~~Mark Johnson, SPDO on leave~~

Farooq Mangera, A/Program Officer ^{FM}

Donald Keene, RLA ^{DK}

Mel VanDoren, Controller ^{MW}

~~Janice Weber, Assistant Director on leave~~

Funds Available:

R. M. Barrett

Date: 06/18/90

Rosemary Barrett, ACCT

ATTACHMENT NO. 1

SCHEDULE

I. OVERVIEW OF AGREEMENT

Funds under this Agreement are to assist the expansion of Border Early Learning Center. This includes the upgrading of BELC administrative, outreach and networking capabilities, as well as expansion of activities in Zwelitsha in the Ciskei, Umtata (Masikhule) in the Transkei and support of a unique farm school project in Queenstown.

II. PERIOD OF AGREEMENT

The effective date of this Agreement is June 1, 1990. The expiration date is May 31, 1993, meaning that no USAID funds under this Agreement shall be applicable to goods not furnished or services not performed for the program by this date.

III. AGREEMENT FUNDING AND PAYMENT

USAID hereby obligates the sum of \$250,000 for purposes of this Agreement.

IV. FINANCIAL MANAGEMENT

A. The Border Early Learning Center shall be responsible for accounting for all funds provided under this Agreement.

B. USAID funds shall not be commingled with other BELC owned or controlled funds. BELC shall deposit all USAID cash advances in a separate bank account and shall make all disbursements for goods and services from this account.

C. Each request for reimbursement shall be identified by the appropriate grant number and shall be accompanied by a report in the following format:

USAID CASH ADVANCE STATUS REPORT
Border Early Learning Center Agreement
674-0302-G-SS-0017-00

A. Period covered by this report:

From (Month, day, year) _____
To (Month, day, year) _____

Period covered by next report:

From (Month, day, year) _____
To (Month, day, year) _____

B. Cash Advance and Needs:

1. Cash advance on hand at the beginning of this reporting period R _____
2. USAID check advances received during this reporting period R _____
3. Interest¹ earned on cash advance during this reporting period R _____
4. GROSS cash advance available during this reporting period (add lines 1,2+3) R _____
5. LESS, interest remitted to USAID during this reporting period R _____
6. NET cash advance available during this reporting period R _____
7. Total disbursements² during this reporting period R _____

¹ If BELC places USAID monies in an interest bearing account, the interest must, by U.S. law, be returned to USAID to be returned to the U.S. Treasury. USAID encourages BELC to place the funds in a non-interest bearing account.

² BELC shall submit a cumulative detailed report of disbursements by budget line item quarterly. Each report will include (a) a summary sheet listing, in a format compatible with the budget, the purpose and amount of all (individual) expenses incurred with a sub-total for each budget line-item and a grand total; and (b) copies of paid invoices (not proforma invoices), checks, or other documentary evidence showing that funds were expended and the payee received such funds; e.g. an invoice stamped "paid", a cancelled check, a payroll sheet signed by the employee.

8. Amount of cash advances available at the end of this reporting period (line 6 minus line 7)

R _____

9. Projected disbursements ³ for the next reporting period

R _____

10. Additional cash advance requested for the next reporting period (line 9 minus line 8)

R _____

11. Total interest earned on cash advance from the start of the grant to the end of this reporting period, but not remitted to USAID

R _____

12. Total cash advances to subgrantees, if any, as of the end of this reporting period

R _____

³ BELC shall attach a Summary, by budget line-item, of its projected disbursements for the next reporting period.

C. Certification

The undersigned hereby certifies: (1) that the amount in paragraph B.9 above represents the best estimate of funds needed for the disbursements to be incurred over the period described, (2) that appropriate refund or credit to the Agreement will be made in the event of a disallowance in accordance with the terms of the Agreement, (3) that appropriate refund or credit to the Agreement will be made in the event funds are not expended, and (4) that any interest accrued on the funds made available herein will be refunded to USAID.

Date _____

By _____

Title _____

Attachments:

1. Disbursement Report
2. Summary of Projected Disbursements

V. FINANCIAL PLAN

A. The Illustrative Financial Plan for this Agreement is set forth below. Revisions of this Plan shall be made in accordance with Standard Provision 4 of this Agreement, located in Attachment 3 and entitled "Revision of Agreement Budget".

ILLUSTRATIVE BUDGET
(South African Rands)

<u>Line-Items</u>	<u>SAR</u>
BORDER EARLY LEARNING CENTER	
1. Administration	146,200
2. Networking	94,950
3. Outreach	44,000
ZWELITSHA EARLY LEARNING CENTER	
1. Running Costs	15,000
2. Coordinator	31,800
MASIKHULE EARLY LEARNING CENTER	
1. Administration	179,550
2. Field-work	104,800
3. Equipment	30,000
QUEENSTOWN EARLY LEARNING CENTER (FARM SCHOOL PROJECT)	
1. Field-worker	45,700
2. Farm Outreach	33,000
	<hr/>
	725,000

B. Level of Assistance - The total estimated cost of the Agreement in the above Plan has been calculated by taking the amounts required by BELC in South African Rands and then converting those from the 1990 obligated amount of \$250,000 at a variety of projected exchange rates. The U.S. Dollar obligation of \$250,000, and not the Rand equivalent, constitutes the binding level of USAID assistance. Should changes in the exchange rate result in fewer South African Rands being available than budgeted for, BELC must finance the shortfall since the U.S. dollar amount prevails.

The Grantee may deviate from any individual cost line in the above Plan by up to 15%. However, any deviation in excess of 15%, or any increase in the Rand total of the Grant, requires prior written approval by the Mission Director of A.I.D.

VI. REPORTING

BELC will submit semi-annual progress reports and a final report in a format to be agreed to by the Parties at a later date.

VII. OVERHEAD RATE

Not Applicable.

VIII. TITLE OF PROPERTY

Title to all property purchased under this Agreement shall vest in the Recipient in accordance with the terms of Attachment 3, Additional Standard Provision 19, entitled "Title to and Use of Property".

IX. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for all procurement with AID funds under the Agreement is the United States, Republic of South Africa and countries included in AID Geographic Code 941 meaning that all goods and services financed by this Agreement shall have, with respect to goods, their source and origin and, with respect to services, their nationality in the United States, the Republic of South Africa or in countries included in AID Geographic Code 941 (see attached list of countries in Geographic Code 941).

X. LOCAL COST FINANCING

It is hereby specified that the amount of U.S. dollars authorized to be used for local cost financing is the entire amount obligated under this Agreement.

XI. SPECIAL PROVISIONS

1. Procurement

(a) Scope. This provision is applicable to the extent that local cost financing is otherwise authorized by the Agreement. It does not require procurement in South Africa where off-shore procurement could otherwise occur.

(b) Policy. In the procurement of goods and services in South Africa, the Recipient shall, to the maximum extent practicable, award contracts to individuals or organizations which are disadvantaged by apartheid and which are responsive and appropriate providers of goods and services.

(c) Definitions. Individuals and organizations disadvantaged by apartheid shall mean (1) South African individuals of black, "colored" or Asian descent whose principal place of business is in the Republic of South Africa; and (2) private partnerships or commercial firms which are incorporated in or organized under the laws of the Republic of South Africa, whose principal place of business is in the Republic of South Africa, and which are more than 50 percent beneficially owned by South African persons of black, "colored" or Asian descent. The Republic of South Africa includes the so-called "independent" and "self-governing" homelands.

2. Except as provided in Section B.1. above, all procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, free and open competition.

3. BELC shall continue efforts to identify a variety of funding organizations and to avoid, wherever possible, dependence on any one organization for funding.

4. BELC staff salary levels will continue to be established by BELC's Board of Management in accordance with salary levels for comparable positions in similar non-profit, community-based organizations.

5. Each year BELC will provide USAID with a detailed illustrative budget and action plan for that year. (The proposal for this Agreement will serve for purposes of year one.)

6. BELC will continue to adhere to its stated travel policy in its proposal. Specifically, the policy stated: "[Allowable] expenses would include: economy class airfares or alternatively refund of transport costs in private vehicles at current AA rates: two star hotel accommodation, dinner and bed & breakfast at the hotel; possible hire of economy range vehicle and honorarium (approximately R25)." [Page 4 of Proposal submitted 13 March, 1990]

XII. STANDARD PROVISIONS

The Standard Provisions applicable to this Agreement are contained in Attachment 3, Standard Provisions.

Attachment 2

Program Description

I. SUMMARY

This Agreement supports the expansion of the Border Early Learning Center into the Ciskei (Zwelitsha) and the Transkei (Umtata, referred to as the Masikhule Center below) and into Farm Schools in the northern Border Region (Queenstown). To enable BELC to effectively expand into these areas, the Agreement funds additional administration, outreach and networking efforts at BELC in East London.

II. BACKGROUND

A. Educational Support and Training Project

This Agreement is financed under USAID's Educational Support and Training Project (ESAT). The purpose of ESAT is to support indigenous, nongovernmental initiatives which demonstrate improved models for basic education for disadvantaged South Africans and confront the waste of human resources victimized by the apartheid education system. Based on extensive consultations with educationists, community leaders, parents, students, and non-governmental organizations, priority is given to projects which: help disadvantaged South Africans cope with and overcome the inadequacies of apartheid education; are nonracial yet affirm black culture and history; promote community involvement in education; or provide a foundation for nonracial education in a post-apartheid South Africa.

B. Border Early Learning Center

The East London and Border Association for Early Childhood Educare was established in 1938. Constituted as a body to promote the needs of all young children irrespective of color, race or creed, it was affiliated to the South African Association of Early Childhood Educare (SAAECE). In 1979, the International Year of the Child, a public meeting was held in East London and the Early Learning Center was established as the Region's on-going project to commemorate this occasion..

The Association spent from 1979 to 1981 surveying existing educare facilities and community needs. Based on the results, which showed a tremendous need for training and resources, the Border Early Learning Center (BELC) was established. Beginning with only two staff members, the following objectives were developed:

1. To promote the interest of children irrespective of race or creed;
2. To encourage community and parent involvement in the education and care of their children and to act as a catalyst and coordinator for further development;

3. To provide in-service training for educare personnel;
4. To stimulate educational programs through a support service providing resources and field-workers; and
5. To establish programs to encourage high quality child care in response to requests from both rural and urban areas.

BELC soon established a reputation for doing excellent work and the community requests for assistance increased dramatically. In 1989, BELC was employing 29 staff members and had established a center in Queenstown, and begun establishing a center in Zwelitsha in the Ciskei.

To illustrate the effectiveness of its programs, between 1987 and 1989, BELC assisted over 200 preschools, trained 472 teachers and thus impacted on the lives of nearly 15,000 children.

To reach more distant areas, BELC is gradually developing a decentralized structure. Early Learning Centers are started by BELC to cater for local educare centers' training and resource needs. To empower those centers, BELC begins with a three year commitment to assist in administration, personnel training and fund-raising. At the end of three years, the regional center is almost wholly independent (with perhaps the exception of audits) and will raise all needed funds themselves.

III. PROBLEM

Throughout the world there is a growing understanding, both morally and academically, of the importance of a caring and stimulating environment for children under age five. Without such a facility, disadvantaged children enter school with limited language ability, a low level of curiosity and a lack of experience in coping with the type of intellectual problems which often arise in the classroom.

The Carnegie sponsored report, Uprooting Poverty, showed that while many black parents would like formal preschooling for their children, few have access to quality childcare. Meanwhile, the movement away from the extended family towards a more nuclear model reduces the opportunity for care by an older relative, and the option of pulling an older child out of school is undesirable. This high level of demand is causing unemployed women throughout the country to open creches and home educare centers at any location available. These women lack the necessary skills and resources to create a stimulating and healthy setting. Thus, rather than benefiting, children suffer from nutritionally poor food, unhygienic conditions and little or no intellectual stimulation.

The South African Government has neither made provision for pre-primary education, nor set basic standards for black South Africans. This lack of State involvement provides educationists with a unique opportunity to develop non-racial strategies in education. Rather than working to break down existing apartheid structures, these institutions which can demonstrate the potential for a non-racial education system at all levels.

There are few organizations able to truly demonstrate this potential and the Border Early Learning Center is certainly one of the key actors in the field. Its work in non-racial pre-primary education is already regarded as some of the best in the country.

IV. PURPOSE

The purpose of this Agreement is to support and strengthen the Border Early Learning Center's program to upgrade the early education and care of disadvantaged preschool children. This Agreement will allow BELC to continue and expand its training and outreach programs in the Ciskei, Transkei and Border regions of the Cape.

V. PROGRAM DESCRIPTION

The Program Description has been broken down into the following Components:

A. BORDER EARLY LEARNING CENTER:

The Border Early Learning Center is the headquarters of activities throughout the Border region. Due to the large number of requests from remote areas, BELC began establishing centers to cater for difficult-to-reach areas. These centers have resources and training expertise, but still rely on BELC in East London for training of trainers, advanced training and administration (particularly in finance). Based on an assessment of their needs this Agreement provides the following for BELC headquarters:

1. Financial Management and Administration

Previously, the bookkeeping was handled by the Deputy Director for Administration with advice and oversight provided by a professional accountant on BELC's Board of Trustees. The trustees feel that it is now time to have a professional accountant at the Center, a point echoed by the USAID-sponsored financial review. Therefore, this Agreement provides funds to employ an accountant and a bookkeeper. Funds are also available to computerize the books.

2. Networking:

Networking and the sharing of ideas is a priority for BELC. Funds are provided:

To produce brochures and newsletters and to fund the part-time salary of a Xhosa typist, allowing BELC better ability to communicate in the region;

To fund guest speakers (travel and honoraria) to discuss specific topics relevant to BELC's training and community development programs;

To cover telephone/fax expenses (50% of these expenses are attributed to Networking, the other 50% will come out of training and shop budgets);

To finance conference expenses. In year one, the funds will be utilized to send 18 delegates to the SAAECE July 1990 Symposium. Although this line-item is primarily intended for domestic conferences, it is possible that funds could be used for international conferences. However, such usage of funds would require prior approval by USAID and provision of the international itinerary prior to departure.

3. Outreach:

This line-item funds necessary travel by BELC staff, particularly to the remote areas where BELC is assisting the community in starting centers. Funds will cover the transport costs (based on a log of official mileage and current AA rates per kilometer) and accommodation.

B. ZWELITSHA EARLY LEARNING CENTER (ZELC)

Zwelitsha is an area in the Ciskei made up of several villages; which in reality is a nice name for "resettlement" areas. There are few economic opportunities, therefore the area is characterized by migrant parents, leaving children with relatives. Malnutrition and suppression of community activities also characterize this area.

Over the past four years, a strong network of community preschools has been established in the Zwelitsha region and a large number of educare teachers have been trained. In order to support the Center's efforts and promote further growth, funds are provided to establish a small resource center in Zwelitsha and, from year two of this Agreement, to fund the salary of a Coordinator.

C. MASIKHULE EARLY LEARNING CENTER

BELC was recently requested by the community in the Transkei for assistance in setting up a center to respond to the need for educare training and resources in Umtata. Called the Masikhule E.L.C., the Catholic Development Center has offered it quarters and BELC has begun training some of its personnel. To ensure that this center gets off the ground, USAID will be the primary donor. Funds are provided for the salaries of the Coordinator, Administrative Assistant, Field-work Coordinator, and, in year two, a field-worker.

In addition, funds will be utilized to contribute to operating expenses and to purchase office equipment and furniture. Equipment will include a word processor, photocopier, fax, and audio-visual equipment.

D. QUEENSTOWN EARLY LEARNING CENTER (FARM SCHOOL PROJECT)

In 1989, BELC and the Independent Teacher Enrichment Center (ITEC) hired a researcher to examine the needs of farm schools and to explore, through consultation and visits to farm school projects throughout South Africa, an appropriate means of working in these overwhelmingly disadvantaged communities. Based on her research and subsequent growing awareness of the poor quality of education on farms, a pilot project has been developed. Based at the Queenstown E.L.C., this Agreement will fund the salary of the farms school early educare field-worker and associated outreach expenses.

VI. ILLUSTRATIVE FINANCIAL PLAN

The following financial tables are provided in support of the Agreement Financial Plan found in Attachment 1, Section V, which is the binding plan for purposes of the Agreement.

**Illustrative Financial Plan
SAR**

<u>Line Item</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
BORDER EAST LONDON E.L.C.				
1. ADMINISTRATION				
A. Accountant (1)	30,000	33,750	37,900	101,650
B. Bookkeeper	10,500	11,800	13,250	35,550
C. Computer System	5,000	2,000	2,000	9,000
2. NETWORKING				
A. Brochures	5,000	5,000	5,000	15,000
B. Guest Speakers	3,000	3,000	3,000	9,000
C. Phone/Fax (2)	3,000	4,000	5,000	12,000
D. Xhosa Typist	10,350	11,600	13,000	34,950
E. Conferences	9,000	5,000	10,000	24,000
3. OUTREACH				
A. Monitoring	13,000	15,000	16,000	44,000
ZWELITSHA E.L.C.				
1. Running Costs	5,000	5,000	5,000	15,000
2. Coordinator	0	15,000	16,800	31,800
MASIKHULE E.L.C.				
1. ADMINISTRATION				
A. Coordinator	30,000	33,750	37,900	101,650
B. Admin Asst/Secretary	15,000	16,900	19,000	50,900
C. Running Costs	8,000	9,000	10,000	27,000
2. FIELD-WORK				
A. Coordinator	22,500	25,300	28,400	76,200
B. Field-worker	0	13,500	15,100	28,600
C. Furniture/Equipment	30,000	0	0	30,000
QUEENSTOWN E.L.C. (FARM SCHOOL PROJECT)				
1. Field-worker	13,500	15,200	17,000	45,700
2. Farm Outreach	10,000	11,500	11,500	33,000
TOTAL	232,850	231,300	260,850	725,000

Notes:

1. Salary escalation is based upon the USAID suggested inflation rates of 12.8% and 12.3% for years 2 and 3 respectively.

2. 50% of phone/fax will be attributed to Networking (USAID grant) 10% to the shop and 40% to the training budget.