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International Science and Technology Institute, Inc.

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85943

December 15, 1993

Gary V. Kinney
Chief, FA/OP/B/PCE Branch
Office of Procurement
Room 1504, SA-14
Washington, D.C. 20523-1422

**Subject: TASS Project
PCE-5055-C-00-2061-00
Second Semi-Annual Progress Report for Period 4/1/93 to 9/30/93**

Dear Mr. Kinney:

Attached, is the Second Semi-Annual Progress Report of ISTI's Technical Advisory Support Services (TASS) Project which covers the period (4/1/93 to 9/30/93) in accordance with Section C.4., page 13, of the subject contract. The Report documents all activities and accomplishments and covers the technical and administrative support provided by ISTI to the Agency's University Center.

Section C.4., "Reports and other Deliverables", of our Contract, also calls for a Summary, Financial Statement, updated Implementation Plan and Schedule (Workplan) for the period. These are included as Attachments to the Report.

We have cleared the attached report in draft with project CTO, David Rakes, Chief of the R&D/UC Program Management Division, who approved it for transmission to your office.

Sincerely yours,

Handwritten signature of Nihal W. Goonewardene

Nihal W. Goonewardene
President and CEO

Attachments: a/s

**cc: John R. Eriksson, Director, POL/CDIE, w/attachments
David Rakes, Chief, R&D/UC, Program Management Division**

U.S. and Overseas Offices

Arlington, Virginia • Jakarta, Indonesia • Dakar, Senegal • Guito, Ecuador • Lagos, Nigeria
Bamenda, Cameroon • Colombo and Kandy, Sri Lanka

PL-AGF-510

**U.S. Agency for International Development
Technical Advisory Support Services Contract
(Research & Development/University Center)**

Contract No. PCE-5055-C-00-2061-00

Project Office: R&D/UC, David A. Rakes

SECOND SEMI-ANNUAL PROGRESS REPORT

For Period 4/1/93 to 9/30/93

Submitted by

International Science and Technology Institute, Inc.

Technical Advisory Support Services Project

December 10, 1993

GLOSSARY OF ACRONYMS

BIFADEC	Board for International Food and Agricultural Development and Economic Cooperation
FY	Fiscal Year
GMRS	Grants Management and Reporting System
HEAD	Higher Education and Development
HBCU	Historically Black Colleges and Universities
ISTI	International Science and Technology Institute, Inc.
JCC	Joint Career Corps
NAS	National Academy of Sciences
NRC	National Research Council
PI	Principal Investigator
PSG	Program Support Grant
R&D	Research and Development Bureau
RFA	Request for Application
RGP	Research Grant Program
TASS	Technical Advisory Support Services
UC	University Center
UDLP	University Development Linkages Project
USAID	U.S. Agency for International Development

Semi-Annual Progress Report
TASS Contract No. PCE-5055-C-00-2061-00
April 1, 1993 to September 30, 1993

I. Overview

A total of 382 Task Requests (TRs), were received during the reporting period and carried out for the activities described below in Section II, Contract Purpose. Of the total of 382 TRs received 104 were miscellaneous TRs covering typing/word processing, preparation and/or production of graphics, brochures and booklets, mass mailings, faxing and xeroxing.

Below is a detailed description of the above-mentioned TRs:

TR DESCRIPTION	TRs RECEIVED	TRs REVIEWED	TRs PENDING
<i>Review travel clearance requests:</i>			
PSG travel requests	3	3	0
HBCU/RGP travel requests	6	6	0
UDLP travel requests	74	74	0
BIFADEC travel requests (by meeting)	3	3	0
Per diem/expense reimbursement requests	0	0	0
<i>File attached document(s)</i>	94	93	1
<i>UDLP information packet</i>	68	68	0
<i>UDLP mailing list</i>	10	9	1
<i>HBCU mailing list</i>	8	8	0
<i>Review and prepare technical evaluations of HBCU/ RGP proposals under consideration for FY 93 funding</i>	3	3	0
<i>Review and prepare technical evaluations of HBCU/RGP final reports</i>	5	5	0
<i>Data entry for financial voucher data base</i>	4	4	0
Total	278	276	2

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II. Contract Purpose

The purpose of the Contract continues to be the provision of program support and technical assistance, (technical, logistical and administrative) to the University Center, as called for in the TASS contract, in order that the University Center can carry out its mandate to enable U.S. colleges and universities to develop and structure programs needed by developing countries in order to become more successful and effective collaborators with USAID.

A status report of the list of principal activities which are included in the TASS contract are listed in Section III below.

III. Major TASS Contract Team Activities

A. University Development Linkages Project (UDLP)

This project continued to be one of ISTI's major activities through FY 93. The volume of work grew as the third round of competition was completed and 12 additional Cooperative Agreements were added to the 28 Cooperative Agreements signed in rounds one and two of the UDLP. The weekly UC/TASS planning meetings, (which are occasionally attended by representatives from the USAID Office of Procurement and the National Academy of Sciences), continue to assure excellent communications between ISTI and the UC and facilitate the smooth joint cooperation in implementing the UDLP.

The following items summarize the principal elements of ISTI's participation in this important activity:

- **FY 93 Competition Cycle** - received applications; screened them for responsiveness; sent responsive applications to NRC for peer review. Maintained files and computerized listing of all proposals. Kept USAID missions and offices, desk officers and UDLP contacts in regional bureaus apprised of progress of applications. Prepared and disseminated letters of notification to those who submitted applications, indicating whether application was responsive and, if responsive, whether accepted for funding; drafted technical summaries of funded applications; categorized funded applications according to USAID's AC/SI coding scheme. Attachment 4 gives an analysis of the responsive applications for FY93.
- **Orientation Workshop for New Awardees** - helped make all meeting arrangements for the orientation of the new awardees from the third UDLP competition, to be held in October 1993. This included negotiating for use of facilities at the Rosslyn Hyatt Hotel; preparation of the agenda; planning for provision of audio visual equipment and preparation of invitations.

- **First UDLP International Workshop** - helped make all meeting arrangements including identification of a suitable hotel for the meeting schedule for November 1993; prepared and followed-up calls related to invitations; assisted with development of the agenda; recruited consultants to plan, facilitate and prepare proceedings of the workshop.
- **Provision of UDLP Information to the Public** - prepared and updated materials for the information packets including copying. Distributed over 150 UDLP information packets by mail directly to individuals based on phone and written requests to the University Center. Distributed hundreds of additional packets in quantities of 50-125 for distribution by UC personnel at conferences or meetings.
- **Monitoring of Ongoing UDLP Cooperative Agreements** - maintained files on each of the 28 current Cooperative Agreements; established files for each of the 12 new Cooperative Agreements; tracked the receipt of and reviewed annual reports, annual workplans, workplan budgets, implementation plans, quarterly reports, semi-annual expenditure reports and trip reports. Wrote analytical feedback letters to 28 current Cooperative Agreement partners. Reviewed 50 travel requests and maintained a database of all UDLP related international travel. Sent follow-up letters in the case of tardy reports.
- **Mid-term Evaluation** - began initial preparations for first UDLP mid-term evaluation, to take place in the fourth quarter of FY 94.

B. Historically Black Colleges and Universities (HBCU) Program

1. USAID/HBCU Committee

ISTI continues to provide the secretariat for this important committee chaired by David Rakes of the UC--arrange for the monthly meetings, prepare the minutes, distribute them after approval by the UC, and provide for reproduction and distribution of documents needed by the Committee for its work.

ISTI also provided logistical support to the Committee in the organization and planning of the Committee's Program activities to commemorate "National HBCU Week", on September 22, 1993. ISTI also prepared a report on the "HBCU Week" Program activities, which was given to all of the USAID/HBCU Committee members.

2. HBCU Research Grant Program

During the period under review, much of ISTI's activities under the TASS contract were devoted primarily to assisting in processing the 105 HBCU/RGP proposals received from the HBCU principal investigators (PIs). This was by far the largest number of proposals submitted by HBCUs in any one year since the inception of the program in fiscal year 1984. Attachment 1 shows the distribution of the 105 proposals by Universities. Twenty-one of these proposals were eventually funded by the UC. Attachments 2 and 3 show the distribution of the funded grants by Universities and by countries where the research will be carried out.

Major activities included:

- Entering all proposals in ISTI's data base, along with other relevant documentation, such as task request numbers, and correspondence/information concerning status of the proposals, with appropriate deadlines;
- Providing technical reviews of all proposals received, for guidance to UC concerning those proposals recommended for further review by the NAS;
- Participation in an observer capacity, in the NAS panel reviews of the UC-forwarded proposals;
- Participation, in meetings with the UC project officer and his staff, as requested, in discussing the NAS proposal review results and consequent UC decisions to fund or not fund the reviewed proposals;
- Preparation of twenty-one technical summaries of the proposals to be funded;
- Designing Time Line schedule for the RGP;
- Preparation of draft correspondence to the PIs informing them of the actions taken by the UC on the basis of the NAS reviews; and
- In addition, at UC request, suggestions were provided for revision of the HBCU/RGP Guidelines, where necessary, to bring them in concordance with USAID's most recent technical cooperation programming strategies.

In addition to the above activities ISTI also provided technical assistance to the UC in the monitoring and management of ongoing HBCU research grants by: reviewing 5 final reports submitted by PIs, and reviewing 6 requests for travel from PIs with HBCU research grants.

Finally, it may be noted that, at the request of the UC, the ISTI/H/N Specialist participated in the Morehouse University Medical School "Second Annual Research Symposium on Multidiversity in Health Related Research", June 28-29, 1993. He presented a paper on the subject of "Hypertension Control Research in Primary Health Care". In addition, connected with the Morehouse symposium, ISTI prepared a draft letter for the UC HBCU/RGP project officer to send to Morehouse Medical School, commending their efforts and in other ways, helping to set the stage for the above mentioned symposium.

C. University Center

On July 23, 1993, ISTI transferred Mrs. Valerie Price from the TASS Project office to work as a "Secretary" in the University Center's Program Development Division. This action was in accordance with the terms of our TASS Contract. Mrs. Price will be stationed within the University Center's offices until the end of our current Contract - September 30, 1994.

In addition to the major specific activities mentioned above and the Center's BIFADEC operations cited in the following paragraphs, ISTI has been responsive in helping the Center meet other ongoing and newly developing needs. Examples of this kind of activity include: the Higher Education and Development (HEAD) proposal, Joint Career Corps activity, publication of the UC newsletter "Briefs", and providing assistance in the planning and organization of a conference put on by the USAID/HBCU Committee, during the celebration of "National HBCU Week" - September 20-25, 1993. ISTI stands ready to provide continuing support to the University Center in its new initiatives for FY 94.

D. Joint Career Corps (JCC) Activity

ISTI issued its final report on this activity in early June, which reflected the results of the survey of the Joint Career Corps (JCC) experience. The UC has been examining carefully the JCC program, which has languished in recent years, with a view to reviving it, should the results of the survey be positive. Out of a possible 30 names of past and present JCC members who were identified and contacted, 20 filled out the UC questionnaire prepared for this purpose. Preliminary results have been very positive. Many of the JCC members have gone back to their Universities to become Deans and University Presidents, and many continue to be active in the international field.

ISTI in assisting with this activity:

- Researched the whereabouts of the 30 former Joint Career Corps (JCC) and their USAID supervisors; located 20 of those via telephone, fax and or mail, and conducted a survey of their experiences in the JCC.

- Assimilated the information from the surveys and prepared a Member Survey Report, which included an analysis of the questionnaire, pie-charts visually representing the results of the survey, and the actual replies of the JCC participants.

As the results of the survey were positive and USAID continues to be interested in a JCC type activity, the UC asked ISTI to prepare a follow-on analysis giving recommendations on how to go about reviving the program. It discussed the strengths and weaknesses of the original program, the advantages and pitfalls inherent in reviving the program, and suggested criteria to use and steps to take in reviving the program.

E. Higher Education and Development Project Tasks (HEAD)

During the period 4/1/93 to 9/30/93, the contractor provided support to the HEAD Planning project in a number of ways, namely:

- Produced database of "Fulbright Scholars by Country" - 1987-1993 for Dr. Yukie Tokuyama. The database includes information on 18 countries in Asia and the Near East regions.
- Gathered information on Educational Programs in Asia funded by USAID.
- Participated in several meetings with the Center's Program Development Division regarding designing the "Pilot Networks" and the "Needs Assessment Survey", for the HEAD Planning Project.

F. Logistic and Technical Support for the BIFADEC and the JCORD

- Provided Logistical and technical support for BIFADEC & JCORD - Coordination of Meetings: Assisted with making arrangements for BIFADEC/JCORD meetings. This includes securing meeting facility, setting up room, preparing/copying handouts, preparing tent cards, arranging for a rapporteur and a verbatim note taker, order audio visual equipment, prepare attendance list, prepare mailing labels as needed, and process bills for payment.
- During the period under review ISTI coordinated arrangements for 3 BIFADEC meetings. There were no JCORD meetings during this period.
- ISTI also prepares the Travel Authorizations and helps process them as well as the expense reports of the BIFADEC members, as well as advisors for

BIFADEC. (Note: ISTI will provide similar services and meeting arrangements for J/CORD members when appointed.)

G. Computer, Graphics and Printing Support

The Grants Management and Reporting System, a computerized database of UC grants, cooperative agreements and contracts was maintained and enhanced to meet the evolving needs of the UDLP and HBCU/RGP project managers. Reports were generated to show the status of proposals and applications. The system was also used to track the submittal of periodic quarterly and final reports.

Graphics were produced using CorelDRAWI and Harvard Graphics software to illustrate presentations by UC project managers regarding their programs and to enhance the presentation of materials included in information packets.

Brochures were produced or updated for both the UDLP and HBCU/RGP utilizing Pagemaker desktop publishing software. A special report of the BIFADEC was prepared, as well as the April-June edition of the "BIFADEC/University Center Briefs" newsletter, also using Pagemaker.

H. Conference Coordination

ISTI provided technical and logistical assistance to the UC towards planning/coordination for the following conferences/workshops:

1. UDLP International Workshop - Scheduled to be held in Quintana-Roo, Yucatan, Mexico, but subsequently changed to Arlington, Texas, November 16-19, 1993 at the Arlington Marriott.
2. UDLP Orientation Workshop for FY93 Awardees, Arlington, Virginia, October 24-25, 1993 at the Hyatt Arlington.
3. HBCU Research Grant Program Orientation Workshop for FY93 Grant Awardees, Crystal City, Virginia, December 2-3, 1993 at the Courtyard Marriott.

The major activities carried out in preparation for these conferences were:

- a. Assists the UC with selection of the hotel site. In the case of the UDLP International Workshop, this was a major undertaking, as the workshop was changed from Quintana-Roo, Yucatan, Mexico to Arlington, Texas.
- b. ISTI's Conference Coordinator conducted site visits of hotels which helped determine the suitability for a conference/workshop at the facility.

A written report was submitted to the UC along with a recommendation of a hotel selection.

- c. Identified and mailed appropriate workshop materials to participants in advance of the workshop, as well as any follow-up materials, such as a revised attendance lists, along with other requested materials.
- d. At the request of the UC, ISTI negotiated appropriate contracts for hotel rooms, meeting facilities, audio visuals, etc.
- e. Assisted the UC in the development of the Agenda and other logistics for the conference/workshops.

IV. Summary/Conclusions

On June 1, 1993, Vince Brown resigned his position as Director of the TASS Project. Collin Weir, (former Deputy Director), replaced Vince Brown as Director, and Byron Bahl, (a new ISTI employee), replaced Collin as the Deputy Director of TASS.

ISTI continues to enjoy the opportunity to serve the University Center in providing technical, administrative and logistic services. It is invigorated in its work by the leadership, guidance and team spirit that exists in working with its University Center counterparts. It is perhaps useful to note that the contract continues to be implemented in a very flexible manner, so as to accommodate numerous tasks which could not have been predicted by the client at the beginning of the contract.

Modification No. 1 to our TASS Contract, which was signed on 8/25/93, is an important addition, since it removed a serious funding constraint, and provided the necessary funds to allow us to fully implement all the provisions under the TASS Contract.

During the period covered by this report, there have been few significant constraints to the implementation of project tasks and the achievement of project objectives, despite an appreciable increase in work volume due to the cumulative effect of UDLP entering into round 3. The total number of task requests received by ISTI during the period 4/1/93 to 9/30/93 was 382. This compares favorably to the 405 requests processed by ISTI during the first six months of the contract year.

B. Financial

On August 25, 1993, ISTI's Contract was amended. A copy of the Modification is attached (Attachment 5). The total amount of the contract budget is now \$1,876,944, with \$1,654,115 obligated. As of 9/30/93 a total of \$876,205 has been vouchered

(Attachment 6). This represents 47% of the total contract budget and 53% of the total amount obligated.

With the signing of the amendment of the TASS Contract, no financial problems are now foreseen which would prevent ISTI from fully executing all of the provisions under this contract.

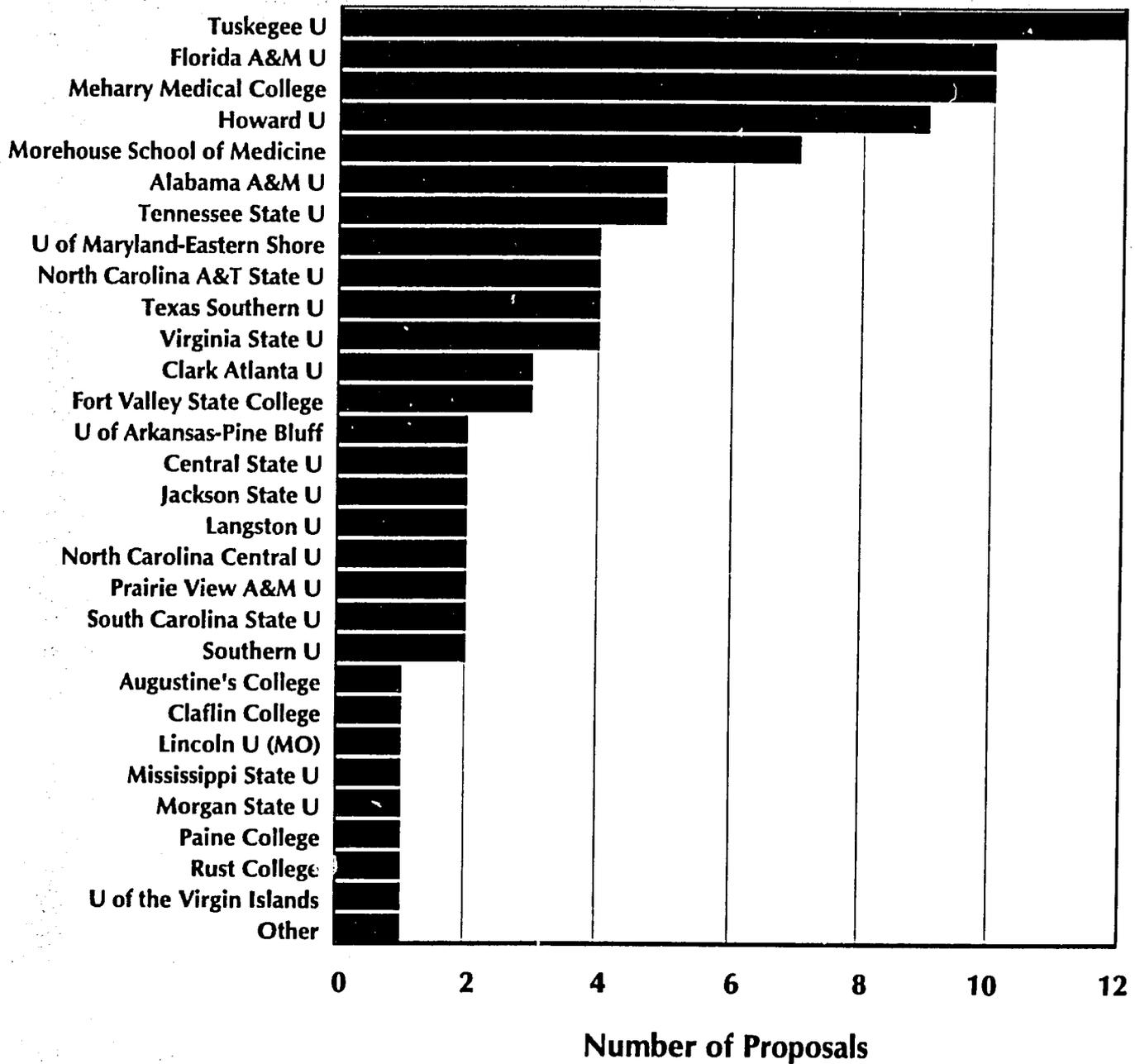
Attachment 7 contains the Summary Financial budget which projects the anticipated expenditures through the end of the contract, i.e. September 29, 1994.

ATTACHMENT 1

**1993 HBCU Research Grant Proposals
Applicant Institutions**

1993 HBCU Research Grant Proposals

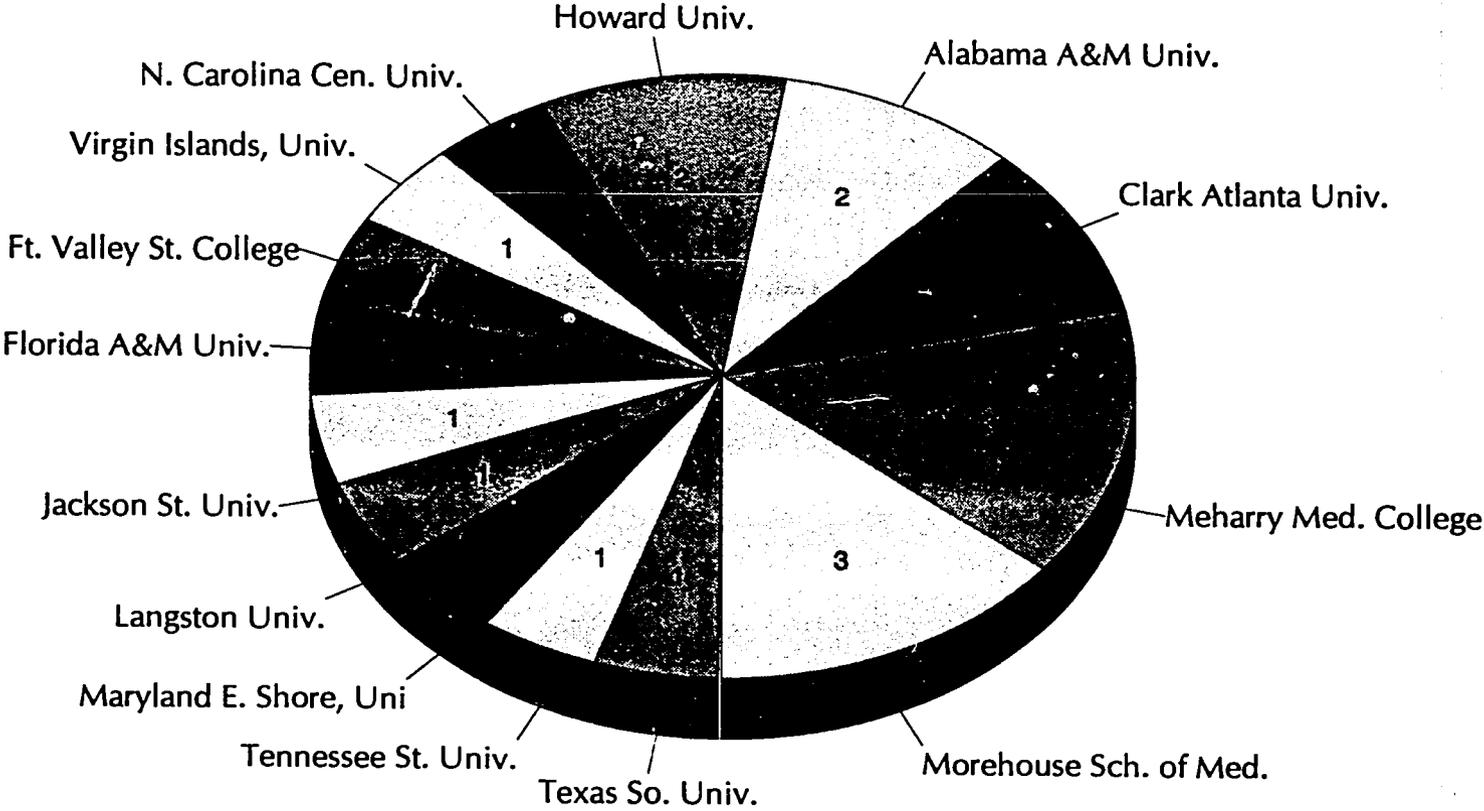
Applicant Institutions



ATTACHMENT 2
1993 HBCU Research Grant Projects
Recipient Universiites

HBCU Research Grant Projects

Recipient Universities



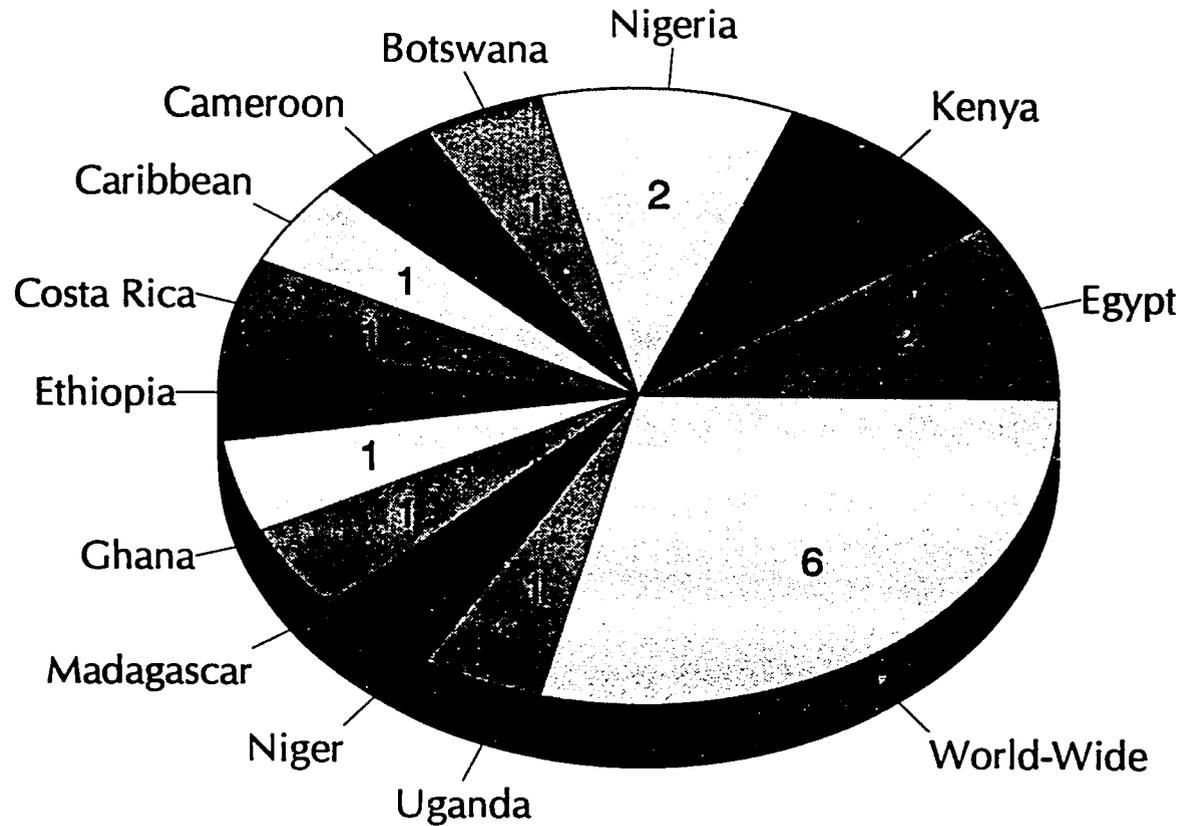
13
1993 Funded Projects (21 Total)

ATTACHMENT 3

**1993 HBCU Research Grant Projects
LDCs Where Projects are Located**

HBCU Research Grant Projects

LDCs Where Projects Are Located



1993 Funded Projects (21 Total)

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ATTACHMENT 4

**Analysis of 58 Responsive Applications
University Development Linkages Project, FY 1993**

ANALYSIS OF 58 RESPONSIVE APPLICATIONS

UNIVERSITY DEVELOPMENT LINKAGES PROJECT, FY 1993

U.S. REGION OF APPLICANTS		
REGION	NUMBER OF APPLICATIONS	PERCENT OF TOTAL
North Central	13	22.4%
Northeast	11	19.0%
South	23	39.6%
West	11	19.0%
Total	58	100.0%

USAID REGIONS		
REGION	NUMBER OF APPLICATIONS	PERCENT OF TOTAL
AFR	15	25.9%
ASIA	23	39.6%
NE	5	8.6%
LAC	15	25.9%
Multiple Regions	0	0.0%
TOTAL	58	100.0%

INSTITUTIONAL INVOLVEMENT					
CATEGORY	NUMBER OF INSTITUTIONS			NUMBER OF APPLICATIONS	
	LEAD IN AT LEAST ONE APP	PARTICIPATING ROLE ONLY	TOTAL INVOLVED	NUMBER OF APPLICATIONS	PERCENT OF TOTAL
HBCU	9	11	20	18	31.0%
Land Grant	28	6	34	28	48.3%
Community Colleges	3	20	23	4	6.9%

KEY TO ACRONYMS:

HBCU - Historically Black Colleges and Universities
 USIHE - United States Institutions of Higher Education
 DCIHE - Developing Country Institutions of Higher Education

AFR - Africa
 NE - Near East
 LAC - Latin America, Caribbean

ATTACHMENT 5
Contract Modification No. 1

2. AMENDMENT/MODIFICATION NO. ONE (01)
 3. EFFECTIVE DATE See Block 16C
 4. REQUISITION/PURCHASE REQ. NO. 936-5055-3692539
 5. PROJECT NO. (If applicable)
 6. ISSUED BY Agency for International Development
 CODE Office of Procurement
 OP/B/PCE
 Washington, D.C. 20523-1422
 7. ADMINISTERED BY (If other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
 The International Science and Technology Institute (ISTI)
 1129 20th Street, N.W.
 Washington, D.C. 20036
 TIN: 52-1085528
 DUNS: 091341131
 9A. AMENDMENT OF SOLICITATION NO.
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. X PCE-5055-C-00-2061-00
 10B. DATED (SEE ITEM 13) September 18, 1992
 CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) SEE PAGE 2

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

14. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
 B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
 X FAA of 1961, as amended, and E.O. 12163 and 11223
 D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 4 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCP section headings, including solicitation/contract subject matter where feasible.)

This contract is amended as follows:

(continued on page 2)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Nihal W. Goonewardene President & CEO
 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)
 15C. DATE SIGNED 8/25/93
 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) GARY V. KINNEY Chief, OP/B/PCE
 16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)
 16C. DATE SIGNED

Under Section "B.3. TOTAL ESTIMATED COST, FIXED FEE", delete parts a. and b. in their entirety and substitute the following in lieu thereof:

"a. The total estimated cost of this contract, exclusive of the fixed fee is \$1,758,261. The fixed fee is \$118,683. The total estimated cost plus fixed fee is \$1,876,944.

b. The funds presently available and obligated under this contract are limited to \$1,654,115, and the Contractor shall not exceed this amount unless approved in writing by the Contracting Officer as provided in the clause of this contract entitled "Limitation of Funds." It is estimated that the amount currently obligated will be sufficient to fund this contract through May 31, 1994."

Under Section "B.4. BUDGET" delete part "b. Itemized Budget" in its entirety and substitute the following in lieu thereof:

"b. Itemized Budget

<u>Category</u>	<u>Amount</u>
Salaries and Wages	\$ 572,354
Fringe Benefits	199,353
Overhead	359,405
Consultants	107,763
Subcontracts	- 0 -
Travel & Per Diem	76,521
Other Direct Costs	<u>146,530</u>
Subtotal	\$1,561,926
G&A	<u>196,335</u>
Total Estimated Cost	\$1,758,261
Fixed Fee	<u>118,683</u>
Total Est. Cost Plus Fixed Fee	\$1,876,944

Under Section "C.3. STATEMENT OF WORK", part "E. Other Program Related Activities", delete the phrase "through the A.I.D. travel office contractor."

Under Section "F.5. PERSONNEL REQUIREMENTS" delete part a. under "PROJECT STAFFING - KEY PERSONNEL" and substitute the following in lieu thereof:

"a. The key personnel which the Contractor shall furnish for the performance of this contract are as follows: All of these positions are full time except the Health Program Specialist.

<u>Name</u>	<u>Position Title</u>
Collin C. Weir	1. Project Coordinator/Program Manager
Byron Bahl	2. Agricultural Program Specialist
Julius S. Prince	3. Health Program Specialist
Mark E. Reynolds	4. Data Programmer"

Under Section "G.4. FUNDS FOR THIS CONTRACT ARE CHARGEABLE AS FOLLOWS" add the following:

"PIO/T No.	936-5055-3692539
Appropriation:	72-1131021.1
Allotment:	341-36-099-00-20-31
Budget Plan Code:	DDVA-93-16900-KG11
Amount:	\$696,115"

All other terms and conditions of this contract except, as herein amended, remain the same.

ATTACHMENT 6
Financial Voucher Report

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SUMMARY FINANCIAL REPORT
AGENCY FOR INTERNATIONAL DEVELOPMENT
TECHNICAL ADVISORY SERVICES SUPPORT PROJECT
CONTRACT NO. PCE-5055-C-00-2061-00
PERIOD COVERING: OCTOBER 1, 1992 TO SEPTEMBER 30, 1993

ATTACHMENT 6

COST CATEGORY	VOUCHERS 1 thru 4	VOUCHERS 5 thru 10	VOUCHERS 11 thru 16	VOUCHERS 17 thru 21	BILLED thru 9/30/93	CONTRACT BUDGET	BALANCE REMAINING
Salaries & Wages	\$74,978.64	\$73,881.11	\$91,589.43	\$82,594.12	\$323,043.30	\$672,354.00	\$349,310.70
Fringe Benefits	22,231.17	21,905.75	27,156.27	24,489.15	95,782.34	199,353.00	103,570.66
Overhead	40,079.60	39,492.93	48,958.85	44,150.43	172,681.81	359,405.00	186,723.19
Travel & Transportation	21,320.69	9,281.44	1,110.25	1,995.15	33,707.53	76,521.00	42,813.47
Consultants	5,517.50	9,437.50	14,771.04	5,095.37	34,821.41	107,763.00	72,941.59
Other Direct Costs	13,494.88	17,514.29	24,545.64	13,556.11	69,110.92	146,530.00	77,419.08
G & A	22,327.15	21,559.19	26,162.13	21,605.36	91,653.83	196,335.00	104,681.17
Subtotal	\$199,949.63	\$193,072.21	\$234,293.61	\$193,485.69	\$820,801.14	\$1,758,261.00	\$937,459.86
Fixed Fee @ 6.75%	13,496.61	13,032.38	15,814.82	13,060.28	55,404.09	118,683.00	63,278.91
Total Costs + Fixed Fee	\$213,446.24	\$206,104.59	\$250,108.43	\$206,545.97	\$876,205.23	\$1,876,944.00	\$1,000,738.77

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ATTACHMENT 7
Summary Financial Report

SUMMARY FINANCIAL REPORT
CONTRACT No. PCE-5055-C-00-2061-00
OCTOBER 1, 1993 TO SEPTEMBER 30, 1994

SUMMARY FINANCIAL REPORT AND PROJECTIONS (as of 10/1/93)

Category	Amended Contract Budget	Actual \$ 10/1/92 to 9/30/93	1st Qtr FY94	2nd Qtr FY94	3rd Qtr FY94	4th Qtr FY94	Total Expended for FY94	Total Actual + Projected
Salaries and Wages	\$672,354.00	\$323,043.00	\$87,327.00	\$87,327.00	\$87,327.00	\$87,327.00	\$349,308.00	\$672,354.00
Fringe Benefits	\$199,353.00	\$95,782.00	\$25,893.00	\$25,893.00	\$25,893.00	\$25,892.00	\$103,571.00	\$199,353.00
Overhead	\$359,405.00	\$172,682.00	\$46,681.00	\$46,681.00	\$46,681.00	\$46,680.00	\$186,723.00	\$359,405.00
Consultants	\$107,763.00	\$34,821.00	\$18,236.00	\$18,236.00	\$18,235.00	\$18,235.00	\$72,942.00	\$107,763.00
Subcontracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel & Transportation	\$76,521.00	\$33,708.00	\$10,703.00	\$10,703.00	\$10,703.00	\$10,704.00	\$42,813.00	\$76,521.00
Other Direct Costs	\$146,530.00	\$69,111.00	\$19,355.00	\$19,355.00	\$19,355.00	\$19,354.00	\$77,419.00	\$146,530.00
G&A*	\$196,335.00	\$91,654.00	\$26,170.00	\$26,170.00	\$26,170.00	\$26,171.00	\$104,681.00	\$196,335.00
Total Estimated Costs	\$1,758,261.00	\$820,801.00	\$234,365.00	\$234,365.00	\$234,364.00	\$234,363.00	\$937,457.00	\$1,758,261.00
Fixed Fee	\$118,683.00	\$55,404.00	\$15,820.00	\$15,820.00	\$15,820.00	\$15,819.00	\$63,279.00	\$118,683.00
Total Est. Costs + Fixed Fee	\$1,876,944.00	\$876,205.00	\$250,185.00	\$250,185.00	\$250,185.00	\$250,184.00	\$1,000,739.00	\$1,876,944.00

A.I.D. Technical Advisory Support Services--Contract No. PCE-5055-C-00-2061-00.

ISTI Project No. 291, SEMI-ANNUAL REPORT.

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ATTACHMENT 8

Fiscal Year 1994 Workplan

TECHNICAL ADVISORY SUPPORT SERVICES PROJECT
FISCAL YEAR 1994 WORKPLAN
 OCTOBER 1, 1993 THROUGH SEPTEMBER 30, 1994

ACTIVITIES	1ST QUARTER FY94			2ND QUARTER FY94			3RD QUARTER FY94			4TH QUARTER FY94		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. UNIVERSITY DEVELOPMENT LINKAGES PROJECT (UDLP)												
1. Assist University Center staff in updating the Request for Applications (RFA) document for the FY94 UDLP solicitations by recommending and drafting improvements based on input from USAID Missions, Regional Bureaus, the National Research Council and the university community.			X→→→→	→→→→X								
2. Maintain a list of potential applicants and use the list to notify interested parties when the Request for Applications becomes available.	X→→→→	→→→→	→→→→	X→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→X
3. Produce instruments for review of Letters of Intent and Applications for responsiveness to the RFA and conduct such reviews.				X→→→→	→→→→	→→→→	→→→→	→→→→X				
4. Maintain a database to track and report on the status of applications.					X→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→X
5. Update and distribute UDLP information packets to interested individuals.	X→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→X
6. Maintain files on UDLP competitions and awarded cooperative agreements.	X→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→X
7. Prepare and distribute a newsletter dealing with the experiences of ongoing linkages.			X→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→X
8. Review and analyze periodic reports by UDLP awardees such as workplans, workplan budgets, expenditure reports, and quarterly and annual activity reports to track and interpret progress made under each cooperative agreement.	X→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→X

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TECHNICAL ADVISORY SUPPORT SERVICES PROJECT
FISCAL YEAR 1994 WORKPLAN
 OCTOBER 1, 1993 THROUGH SEPTEMBER 30, 1994

ACTIVITIES	1ST QUARTER FY94			2ND QUARTER FY94			3RD QUARTER FY94			4TH QUARTER FY94		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
9. Plan and implement all necessary preparations for one international and two national conferences annually. Preparations will include developing an agenda, securing meeting space, inviting participants, providing documentation and facilitation services, making travel arrangements for ISTI provided personnel and securing needed audio-visual equipment.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→X
10. Prepare technical summaries for highly ranked applications.										X→→→	→→→→X	
11. Work with UC, Office of International Training, and UDLP awardee personnel to prepare documentation related to the participant training components of certain projects as required in USAID Handbook 10 as requested.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→X
12. Assist with development, use and improvement of analytical methodologies for monitoring progress of the UDLP and its constituent linkage agreements.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→X
13. Provide support, including consultants, to assist with the requirements of expanding the UDLP to involve the countries of Eastern Europe and the former Soviet Union, if requested.								X→→→	→→→→	→→→→	→→→→	→→→→X
14. As requested by the UC, keep Missions informed as to status/progress of applications.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→X

TECHNICAL ADVISORY SUPPORT SERVICES PROJECT
FISCAL YEAR 1994 WORKPLAN
 OCTOBER 1, 1993 THROUGH SEPTEMBER 30, 1994

ACTIVITIES	1ST QUARTER FY94			2ND QUARTER FY94			3RD QUARTER FY94			4TH QUARTER FY94		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
II. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) PROGRAM												
A. HBCU Committee												
1. Coordinate meeting logistics, i.e., site identification & reservation, member notification, etc.	☒→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→☒		☒→→☒
2. Assist Committee Chair by drafting agenda and preparing background materials for meetings.	☒→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→☒		☒→→☒
3. Attend HBCU Committee meetings and draft summary minutes for approval of Committee Chair. Distribute as approved and requested.	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒		☒
4. Draft cables/memoranda/instructions/guidelines as requested by committee.	☒→→→	☒→→→	☒→→→	☒→→→	☒→→→	☒→→→	☒→→→	☒→→→	☒→→→	→→→☒		☒→→☒
B. HBCU Research Grant Program												
1. Assist UC in planning and implementing revised RGP for FY94.	☒→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→☒
2. Review research proposals submitted by HBCUs and provide recommendations to UC.					☒→→→	→→→→	→→→→	→→→→	→→→→	→→→☒		
3. Participate in special internal proposal review processes, as appropriate.				☒→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→☒	
4. Attend National Academy of Sciences panel meetings to review proposals as requested.							☒→→→	→→→→	→→→☒			
5. Provide technical assistance to Principal Investigators as requested by UC.	☒→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→☒

TECHNICAL ADVISORY SUPPORT SERVICES PROJECT

FISCAL YEAR 1994 WORKPLAN

OCTOBER 1, 1993 THROUGH SEPTEMBER 30, 1994

ACTIVITIES	1ST QUARTER FY94			2ND QUARTER FY94			3RD QUARTER FY94			4TH QUARTER FY94		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
6. Evaluate progress on funded projects, as requested by UC.	✳→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✳
7. Maintain computerized tracking and financial data including vouchers, obligations and expenditures with data supplied by UC.	✳→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✳
8. Review final reports from Principal Investigators to verify that project objectives were fulfilled and submit findings to UC to complete grant documentation.	✳→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✳
9. Maintain a data base of compiled research program outputs and benefits as requested.	✳→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✳
10. Prepare abstracts of completed research projects. (If requested, ISTI is prepared to negotiate with the Center, for the publication of these research abstracts).										✳→→→	→→→→	→→→✳
11. Review and revise HBCU/Research Grants Program guidelines jointly with UC.	✳→→→	→→→→	→→→→	→→→✳								
III. UNIVERSITY CENTER (UC)												
1. Determine appropriate USAID AC/SI codes for all UC funded projects.	✳→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✳
2. Evaluate all travel requests from U.S. Institutions with programs funded by the UC.	✳→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✳

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TECHNICAL ADVISORY SUPPORT SERVICES PROJECT
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 OCTOBER 1, 1993 THROUGH SEPTEMBER 30, 1994

ACTIVITIES	1ST QUARTER FY94			2ND QUARTER FY94			3RD QUARTER FY94			4TH QUARTER FY94		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
3. Assist UC in preparing documents regarding funding and/or close-out of projects.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→X
4. Maintain a computerized data base for all of the Center's projects and analyze data, as requested, to assist with review and improvement of UC programs.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→X
5. Assist UC with site visits to Universities with UC awards.									X→→→	→→→→	→→→X	
6. ISTI will supply and supervise one full time secretary to be resident at the University Center.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→X
IV. JOINT CAREER CORPS (JCC) ACTIVITY												
1. ISTI will maintain its data base management system to monitor components of JCC activity, and to provide up-to-date information to the UC, as requested.							X→→→	→→→→	→→→→	→→→→	→→→→	→→→X
2. ISTI will assist the UC in evaluating of proposed JCC assignments.										X→→→	→→→X	
3. ISTI will devise and recommend a plan for disseminating information on the JCC program to Missions and Universities, as requested by UC.							X→→→	→→→X				
V. HIGHER EDUCATION AND DEVELOPMENT PROJECT TASKS												
1. Provide technical, administrative and logistic support in the preparation, distribution and processing of special studies as requested.		X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→			→→→X

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	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2. Supply specialized consultant services to support the preparation and implementation of the HEAD project -- as requested.			✕→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✕
3. Assist the UC in keeping the field and other A.I.D./W Bureaus informed as the HEAD project evolves -- as requested.						✕→→→	→→→→	→→→→	→→→✕			
4. Assist the UC in developing a data base to track and report on the status of the various components of the HEAD project -- as requested.	✕→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✕
5. Help the UC devise a monitoring and evaluation system for the HEAD project and its components -- is requested.					✕→→→	→→→→	→→→→	→→→→	→→→→	→→→✕		
VI. LOGISTIC and TECHNICAL SUPPORT for the BIFADEC and the JCORD.												
1. Coordinating logistics for meetings, e.g. site identification and reservation and member notification.	✕→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✕
2. Assembling/providing background materials, briefing books, and visual aid requirements.	✕→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✕
3. Recording and publishing meeting minutes as requested by UC, maintaining appropriate files.	✕→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✕
4. Draft cables/faxes/memoranda as requested by UC.	✕→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→✕

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TECHNICAL ADVISORY SUPPORT SERVICES PROJECT
FISCAL YEAR 1994 WORKPLAN
 OCTOBER 1, 1993 THROUGH SEPTEMBER 30, 1994

ACTIVITIES	1ST QUARTER FY94			2ND QUARTER FY94			3RD QUARTER FY94			4TH QUARTER FY94		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
5. Facilitate travel arrangements for BIFADEC and JCORD members, including hotel arrangements, prepare TAs and process expense vouchers.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→X
6. Making available consultants as needed to support BIFADEC and JCORD meetings within contract budget limits - as required.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→X
VII. COMPUTER GRAPHICS AND PRINTING SUPPORT												
1. Produce professional looking reports, brochures, flyers, and newsletters as requested.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→X
2. Use graphics software to create tables, charts, graphs, illustrations, overheads and slides to illustrate University Center and BIFADEC publications and presentations.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→X
3. Consult with UC personnel regarding options for production and printing of reports, newsletters, brochures or other materials.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→X
4. Arrange for printing of special publications.	X→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→→	→→→X
5. Use desktop publishing software to produce layout of quarterly <i>Brief</i> newsletter, send to printer, mail some copies to in-house mailing lists.		X→→X			X→→X			X→→X			X→→X	