

SENEGAL SPA PROGRAM AGREEMENT

1. Initial Starting Date: April | 13 | 1983
month | day | year
2. Project Completion Date: April | 12 | 1985
(2 years from starting date)
3. Grant: FY 1983
4. Appropriation No.: 72-11X1012
5. Allotment No.: GSHX-83-21685-KG13
6. Total Amount Obligated: \$40,000
7. Purpose: The purpose of the SPA Program is to finance small village level activities which are initiated by Peace Corps (PC) Volunteers in Senegal. The program is designed to encourage and support self-help efforts by local communities by funding projects directly.
8. Governing Provisions: The Peace Corps agrees to provide the services outlined in block 7 in accordance with the Program Country Agreement (SPA approval and Financial Procedures) (Appendix A), the "Memorandum of Understanding between AID and the PC on the Use of Small Project Assistance ("SPA") Funds, dated January 28, 1983 (Appendix B), and "SPA Program Guidance and Procedures" (Appendix C).

Certified to be a true copy of the original
signed by David Shear, USAID/Senegal.

Signed: Samuel S. Rea ○

APPENDIX A

- Approval Process and Financial Procedures

APPENDIX B

- Memorandum of Understanding between Agency for International Development (A.I.D.) and Peace Corps on the Use of Small Project Assistance ("SPA) Funds dated January 28, 1983.

APPENDIX C

- SPA Program Guidance and Procedures.

APPENDIX A

AID/PC SMALL PROJECT ASSISTANCE

(685-0270)

SENEGAL COUNTRY AGREEMENT

A. APPROVAL PROCESS

1. Each Peace Corps Volunteer will submit his proposal to the Peace Corps Director or his designee through an Individual Activity Agreement (IAA) which will be controlled by a serial number identifying the fiscal year in which the activity is financed and a sequential IAA control number which will be administered by the Peace Corps.

All IAA's will be reviewed by the USAID Director or his designee and certified by the Regional Controller that funds are available prior to final approval by Peace Corps.

Approval of Peace Corps Individual Activity Agreements (IAA's) will be the responsibility of the Peace Corps Director or his designated representative when the established criteria in this Agreement have been met.

Proposed activities for selection may be submitted by Peace Corps Volunteers for all regions within Senegal; however, priority will be given to the Casamance, Fleuve and Sine Saloum, USAID's three areas of concentration in Senegal.

Proposed activities for grant funds should relate to the following categories and criteria:

- A) Food production to include among others, vegetable gardens, fruit tree orchards, food drying and storage, and fisheries.
- B) Energy for example: cookstoves, forestry activities and charcoal conversion.
- C) Small enterprise development and/or income generating activities.
- D) Activity must be completed within one year from date of approval of IAA.
- E) Activity should not exceed \$10,000.
- F) Activity must be conceived and implemented in conjunction with a local community organization, community group or private individual. As appropriate, this may include funding of certain activities through private individuals such as blacksmiths for urban cookstoves, private fish farmers, and banana plantations.

- G) Activity must be self-sustaining, i.e. not rely on further U.S. support.
- H) The community counterpart contribution (in kind or cash) will be at least 25 percent of the project cost, including labor costs.

An IAA bearing signatures of the authorized representatives of the local group, the USAID Director or his designee, and the Peace Corps Director or his designee will be the earmarking or sub-obligating document and will constitute authority to begin project implementation.

2. Activity Completion Notification (ACN)

When the activity is completed, the Peace Corps Volunteer submits an ACN to the Peace Corps Director or his designee. The ACN should be a brief written notification indicating that the activity has been completed and the extent to which the activity's purpose was fulfilled.

When the Peace Corps Volunteer fails to provide such notification, the Peace Corps Director or his designee must provide a memo to the file stating that the activity has been completed.

3. Distribution of IAA and ACN

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

- a. USAID/Senegal
 - . 1 copy Regional Controller
 - . 1 copy Program Office
- b. Peace Corps/Senegal
- c. Implementing Organization
- d. Peace Corps/Washington.

4. Reporting Requirements

Peace Corps/Senegal will prepare a report at the end of each U.S. fiscal year on the experiences and lessons learned from the Small Project Assistance activities funded during the previous fiscal year. In addition, oral briefings of major activities funded under this project will be presented to the USAID staff at mutually agreed upon intervals. Five copies of the annual report should be distributed to USAID NLT October 15 of the new fiscal year.

Copies should also be distributed to the PC Technical Assistance Coordinator and the PC Africa Regional Director. Copies of the report will be provided to AID/W, S & T/MD by the Technical Assistance Coordinator.

B. FINANCIAL PROCEDURES

1. Funds will be made available to USAID/PC by Advices of Budget Allowances (Advices of Allotment) to the USAID Director. Regional Controller will advise the USAID Project Officer upon receipt of allowances.
2. USAID/PC will sign annual AID/PC SPA Program Agreements, a copy of which will be immediately sent to Regional Controller by the USAID Project Officer (P.O.). The P.O. will also immediately prepare the necessary Project Agreements Abstract Cable to advise AID/W of obligation of Program Funds.
3. IAA's will be numbered and approved in groups to the maximum extent practicable and immediately batched and sent to Regional Controller (REGCON) for certification of fund availability. The numbering system will be as illustrated in the "Small Project Assistance Program Guidance and Procedures" paper received from Washington which is attached as Appendix B. Assuming funds are available, REGCON will so indicate and return the IAA's to PC for signature. Following signature, a copy of the Approved and Funded IAA will be provided to the P.O. and to REGCON. PC will maintain official files of all approved IAA's.
4. PC will open an activity log for each approved IAA. This log will contain sufficient data to enable preparation of quarterly status reports of Project Financial Implementation Actions. (See 7 below).
5. PC will open a local currency bank account at Citibank/Dakar. This account will require the signature of a PC direct hire employee. Dual signatures may also be required but one of these must be a direct hire employee of PC. Based upon approved IAA's, REGCON will cause to be issued U.S. Treasury Local Currency Check deposits to this account. Approved and funded IAA submissions to REGCON will be accompanied by a Voucher Form SF 1034 requesting advances for each IAA as necessary. All advances for each batched group of IAA's will be requested on a single SF 1034. PC will reconcile this bank account monthly.
6. PC will issue P.O.'s, vouchers, requisitions, etc. as necessary to implement each activity. These implementation documents will be numbered in such a way as to clearly identify them with specific IAA's. Vouchers should be obtained from vendors whenever possible. Vouchers should be legible and preferably in English and contain name of vendor, name of purchaser, date each item purchased, cost per item and total amount. For goods and services where vouchers are traditionally not used, e.g., day laborers receipts, should be made containing the same information as the voucher, signed by a PCV and countersigned by vendor/laborer if possible. The PCV and/or recipient group should submit interim reports of disbursements at specific intervals (monthly) and a final report together with vouchers and receipts. Final report should contain total amount of vouchers/receipts, and amount of funds being returned.

7. Quarterly, PC will prepare a listing of IAA's in process as well as a listing of activities completed during the quarter. The latter listing will be accompanied by Activity Completion Notifications (ACN's) submitted during the quarter. The listing of IAA's in process will show date started, estimated completion date, and estimated total cost. These listings will be used by REGCON to prepare accruals for its quarterly Project Financial Activity Report and therefore must be received by the second working day of January, April, July and October. In order to provide this information, PC should cut-off their books and prepare the report as of mid-December, March, June and September.

FOR THE USAID MISSION TO SENEGAL:

By: Daniel L. Green

Title: Director

Date: April 13, 1983

FOR THE PEACE CORPS:

By: L. E. Isaac

Title: Director

Date: 11 April 1983