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|--|----------------|---|---|
| CONTRACT/AGREEMENT DATA SHEET | B 19301 | 1. M/SER/AAM/A/SUP Action Monitor DRG | 2. Date PIO/T Received in M/SER/AAM/A/SUP 3 / 23 / 88 |
|--|----------------|---|---|

COMPLETE EACH BLOCK FOR BOTH NEW ASSISTANCE/ACQUISITION AND MODIFICATION ACTIONS

| | | | |
|--|--|---|--|
| 1. Contract/Agreement/Number PDC-0334-G-SS-6020-003 | | PDC/0334 | |
| 4. Contractor/Recipient Name Volunteers in Overseas Cooperative Assistance | | 5. Contractor Acronym (VOCA) | |
| 6. Project Title Institutional Support Grant | | 7. Project Number 938-0192 | |
| 8. Project Officer's Name P. Bisek | | 9. Bureau or USAID Symbol FVA/PVC | |
| 10. PIO/T Number 8381302 | | 21. Budget Plan Code EDNA-88-13810-KG11 App. 72-1181021.3 All. 843-38-099-00-76-81 | |
| 11. TYPE OF ACTION A. New Acquisition/Assistance B. Amendment/Modification 1. New/Revised Scope 2. Funded Extension 3. No Cost Extension 4. Transfer of action from AID/W to Mission/Mission to AID/W 5. Incremental Funding 6. Overhead Rate Adjustment 7. Contract Closeout 8. Other | | 22. Country or Region of Performance Worldwide | |
| C.FPR or FAR N/A HB 13 | | 23. A. This Action Increases or Decreases TEC by \$ 300,000 B. Total Estimated Cost of Contractual Document \$ 1,284,000 | |
| 12. Amount of this PIO/T Obl. U.S. \$ 300,000 | | 24. Amount of Non-Federal Funds Pledged to the Project 270,000 | |
| 13. Amount <input checked="" type="checkbox"/> Obligated <input type="checkbox"/> Subobligated <input type="checkbox"/> Deobligated by this Contract or Amendment U.S. \$ 300,000 | | 25. Effective Date of this Action 3/28/88 | |
| 14. Cumulative Obligation (Life of Contract) U.S. \$ 1,284,000 | | 26. Estimated Completion/Expiration Date 12/31/88 | |
| 15. This Action Funded Through 12/31/1988 | | 27. Contractor DUNS Number 07-778-9394 | |
| 16. Date Contractual Documents Signed by AID Official 3/25/88 | | 28. Consultant Type Award <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 17. Incrementally Funded Contracts <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | 29. Number of Person Months (PASA/RSSA only) N/A | |
| 18. Host Country/Counterpart Institution (University Contracts) N/A | | 30. Number of Persons (PASA/RSSA only) N/A | |
| 19. Campus Coordinator (University Contracts) N/A | | 31. CONTRACT TYPE A. Fixed Price (specify: <input type="checkbox"/> FFP <input type="checkbox"/> FPRD <input type="checkbox"/> FPEPA <input type="checkbox"/> FPI) B. Cost Reimbursement (specify: <input type="checkbox"/> CR <input type="checkbox"/> CPPF <input type="checkbox"/> CS <input type="checkbox"/> CPAF <input type="checkbox"/> CPIF) C. IQC and Requirements Contracts D. <input checked="" type="checkbox"/> Grant/CA/PASA/RSSA E. Contracts with Individuals | |
| 20. ADVANCE A. No Advance B. Advance Non-FRLC C. Advance FRLC | | ENTERED APR 17 1988 COORS Section | |
| 32. Negotiator's Typed Name L. King | | 33. Negotiator's Signature <i>L. King</i> | |
| 35. Contract/Grant Officer's Organization Symbol W/MS | | 34. Date Signed 3/28/88 | |
| | | 36. Contract/Grant Officer's Signature <i>Carolyn R. Eldridge</i> | |
| | | 37. Date Signed 3/28/88 | |

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

MAR 28 1988

ORIGINAL

Mr. Donald D. Cohen
President
Volunteers in Overseas Cooperative
Assistance (VOCA)
Suite 900
50 F Street, NW
Washington, DC 20001

Subject: Amendment No. 3 to
Grant No. PDC-0334-G-SS-6020-00

Dear Mr. Cohen:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development, hereinafter referred to as "A.I.D." or "Grantor," hereby amends subject Grant. The purpose of this Amendment is 1) to extend the completion date from December 31, 1987 to December 31, 1988 and 2) to increase the funding to cover the additional year. The cumulative obligation is increased by \$300,000, from \$980,000 to \$1,280,000. Funds are obligated on the date of this letter.

The specific changes are as follows:

A. COVER PAGE

1. Delete the total estimated and obligated amount of "\$980,000" and insert the amount "\$1,280,000."
2. Delete the completion date of "December 31, 1987" and insert the date "December 31, 1988."

B. Attachment 1 - SCHEDULE

1. PERIOD OF GRANT: Delete in its entirety and insert the following:
 - "1. The effective date of this Grant is April 14, 1986. The expiration date of this Grant is December 31, 1988.

ORIGINAL

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2. Funds obligated hereunder are available for program expenditures for the estimated period January 1, 1986 to December 31, 1988, as shown in the Budget below."

2. AMOUNT OF GRANT AND PAYMENT: Delete Paragraphs 1 through 2. and insert the following:

"1. The total estimated amount of this Grant is \$1,280,000.

2. A.I.D. hereby obligates the amount of \$1,280,000 for program expenditures during the period set forth in B. 2. above and as shown in the Budget below."

C. FINANCIAL PLAN: Delete in its entirety and insert the following:

"D. BUDGET

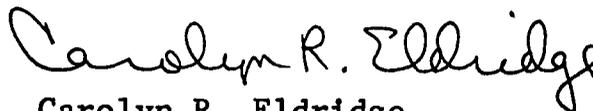
The following is the Budget for this Grant, including local cost financing items, if authorized. Revisions to this Budget shall be in accordance with the Standard Provision of this Grant entitled "Revision of Grant Budget.

| <u>Cost Element</u> | <u>Obligated Amount/ Total Estimated Amount From: 01/01/86 To: 12/31/88</u> |
|------------------------------------|---|
| 1. Living Costs (Volunteers) | \$ 284,640 |
| 2. Transportation (Volunteers) | 274,673 |
| 3. Other Direct Costs (Volunteers) | 58,683 |
| 4. Staff Salaries | 527,145 |
| 5. Staff Benefits and Taxes | 119,529 |
| 6. Staff Travel | 102,953 |
| 7. Overhead | <u>182,377</u> |
| Total Program | \$1,550,000 |
| A.I.D Contribution | 1,280,000 |
| VOCA Contribution | 270,000 |

Notwithstanding the effective date of this Grant, and subject to the Mandatory Standard Provision entitled "Allowable Costs," costs incurred on or after January 1, 1986 shall be eligible for reimbursement hereunder. Such costs are included in the Budget shown above. "

Please sign the original and seven copies of this letter to acknowledge your receipt of this Amendment, and return the original and six copies to the Office of Procurement.

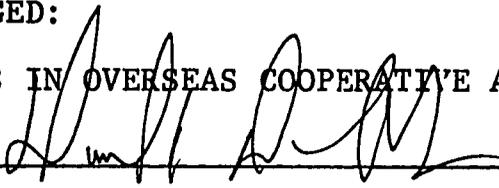
Sincerely yours,



Carolyn R. Eldridge
Grant Officer
Management Services Branch
A.I.D. Projects Division
Office of Procurement

ACKNOWLEDGED:

VOLUNTEERS IN OVERSEAS COOPERATIVE ASSISTANCE (VOCA)

By:  _____

Typed Name: DONALD D. COHEN

Title: PRESIDENT

Date: April 5, 1988

FISCAL DATA

| | |
|------------------------|---------------------|
| PIO/T No.: | 8381302 |
| Appropriation No.: | 72-1181021.3 |
| Allotment No.: | 843-38-099-00-76-81 |
| Budget Plan Code: | EDNA88 13810 KG11 |
| Project No.: | 938-0192 |
| Obligated This Action: | \$ 300,000 |
| Prior Obligations: | \$ 980,000 |
| Cumulative Obligation: | \$1,280,000 |
| Project Officer: | FVA/PVC, Paul Biset |
| Paying Office: | M/FM/PAFD |
| DUNS No. | 07 778 9394 |

FUNDS AVAILABLE

Gloria Craig

MAR 30 1988

o/c 4190

Program Acctg Division
Office of Financial Management

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AID 1380-1 (10-79)

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES

1. Cooperating Country: Centrally Funded

2. PIO/T No.:

3. Original or Amendment No.:

4. Project/Activity No. and Title: 0281302
930-0192 (formerly 940-0334)
Volunteers in Overseas Cooperative Assistance (VOCA) ISG

Page 1 of 1 Pages

5. Appropriation Symbol: 72-1181021.3

6. Allotment Symbol and Charge: 843-38-099-00-76-81 EDNAB8 13810 KG11

7. Obligation Status: Administrative Reservation Implementing Document

8. Project Assistance Completion Date (Mo., Day, Yr.): 12/31/88

9. Authorized Agent: A.I.D./W

10. This PIO/T is in full performance with PRO/AG Date:

11a. Type of Action and Governing AID Handbook:

AID Contract (MB 14) PASA/RSSA (MB 12) AID Grant (MB 13) Other

11b. Contract/Grant/PASA/RSSA Reference Number (if this is an Amendment): PDC-0334-G-SS-6020-00

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. _____)

| Maximum AID Financing | A. Dollars | B. U.S. Owned Local Currency | (1) Previous Total | (2) Increase | (3) Decrease | (4) Total to Date |
|-----------------------|------------|------------------------------|--------------------|--------------|--------------|-------------------|
| | | | | | | |

13. Mission References:

14a. Instructions to Authorized Agent:
SER/OP/W/M is requested to amend Grant No. PDC-0334-G-SS-6020-00 with VOCA to extend the termination date to December 31, 1988 and increase funding by \$300,000 to cover the additional year of activity. (Funding of \$780,000 was provided in FY 1986 and \$200,000 in FY 1987,) No other changes are requested at this time. A budget for the additional year of activity is attached.

14b. Address of Voucher Paying Office:
A.I.D./FM/PAFD, WASH, DC. 20523

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the statement of work are technically adequate.
EVA/PVC, Paul Biser *Paul Biser* Phone No. 235-8420 Date 1/21/88

B. The statement of work lies within the purview of the initiating and approved programs.
EVA/PVC, Karen Poe *Karen Poe* Date 1-25-88

C. Funds for the services requested are available.
EVA/PVC, Lenora Watlington *Lenora Watlington* Date 1/22/88

E.
EVA/PPM, Kathy Kosar *Kathy Kosar* Date 1/25/88

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to.

17. For the Agency for International Development:
Signature: *Larry Zanner* Date: 1/25/88
Title: Dir. EVA/PPM

M/FM/PAFD
 POSTED 2/29/88
 FUNDS RESERVED BY
Heaven Grant

AID 1350-1
(10-79)

PIO/T

UNITED STATES INTERNATIONAL
DEVELOPMENT COOPERATION AGENCY
AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Cooperating Country

Centrally Funded

Page 1 of 1 Pages

2. PIO/T No.

8381302

3. Original or
Amendment No.

4. Project/Activity No. and Title

930-0192 (formerly 940-0334)

Volunteers in Overseas Cooperative
Assistance (VOCA) ISG

DISTRIBUTION

5. Appropriation Symbol

72-1181021.3

6. Allotment Symbol and Charge

843-38-099-00-76-81 EDNA88 13810 KG11

7. Obligation Status

Administrative Reservation

Implementing Document

8. Project Assistance Completion Date
(Mo. Day, Yr.)

12/31/88

9. Authorized Agent

A.I.D./W

10. This PIO/T is in full conformance with PRO/AG

Date

11a. Type of Action and Governing AID Handbook

AID Contract
(HB 14)

PASA/RSSA
(HB 12)

AID Grant
(HB 13)

Other

11b. Contract/Grant/PASA/RSSA
Reference Number (if this is an
Amendment)

PDC-0334-G-SS-6020-00

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. _____)

| Maximum AID Financing | A. Dollars | (1) Previous Total | (2) Increase | (3) Decrease | (4) Total to Date |
|-----------------------------|---------------------------------|--------------------|--------------|--------------|-------------------|
| | | | | | 300,000 |
| | B. U.S. Owned Local Currency | | | | |

13. Mission
References

14a. Instructions to Authorized Agent

SER/OP/W/M is requested to amend Grant No. PDC-0334-G-SS-6020-00 with VOCA to extend the termination date to December 31, 1988 and increase funding by \$300,000 to cover the additional year of activity. (Funding of \$780,000 was provided in FY 1986 and \$200,000 in FY 1987.) No other changes are requested at this time. A budget for the additional year of activity is attached.

14b. Address of Voucher Paying Office

A.I.D./FM/PAFD, WASH., DC. 20523

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications
in the statement of work are technically adequate

Phone No.
235-8420

Date 1/21/88

FVA/PVC, Paul Bisek

B. The statement of work lies within the purview Date
of the initiating and approved agency programs

FVA/PVC, Karen Poe 1-25-88

C. FVA/PVC, Lenora Watlington

Date 1/22/88

E. FVA/PPM, Kathy Kosar

Date 1/25/88

D. Funds for the services requested are available

16. For the cooperating country: The terms and conditions set forth herein
are hereby agreed to

Signature _____ Date _____

Title _____

17. For the Agency for International Development

Signature *Larry Tanner* Date 1/25/88

Title Larry Tanner
D.Dir. FVA/PPM

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Financial Plan: VOCA Core Grant Budget for CY 1988

| <u>Cost Element</u> | <u>Total Estimated cost</u> |
|---------------------------------|---------------------------------|
| Living Costs (volunteers) | \$ 60,000 |
| Transportation (volunteers) | 50,000 |
| Other Direct Costs (volunteers) | 10,000 |
| Staff Travel | 52,000 |
| Staff Salaries | 150,000 |
| Benefits and Taxes | 38,000 |
| Overhead (Other Direct Costs) | <u>40,000</u> |
| Total | \$400,000 |
| AID's Share | \$300,000 |
| VOCA's Share | \$100,000 |



Volunteers in Overseas
Cooperative Assistance
Suite 900
50 F Street, N.W
Washington, D.C 20001

Telephone: (202) 628-0066
Telex: 6974812 VOCA

January 13, 1988

Mr. Paul Bisek
Coordinator for Cooperative
Development
Agency for International Development
AID/FVA/PVC
1400 Wilson Blvd.
Room 241
Rosslyn, VA 22209

Dear Mr. Bisek:

Pursuant to our conversations of last week, we attach here our budget expenditure plan for calendar year 1988. We understand that it is proposed that the \$300,000 core grant envisioned in said budget would be an amendment to our 1986 grant document (PDC-0334-G-SS-6020-00). Following your orientations, we are presenting the budget utilizing the cost elements as they appear in the financial plan of the grant document.

We take this opportunity to request that as early as feasible, our grant be further amended to allow for Mission-funded access, a status we would like to enjoy along with our sister CDO's.

Best regards,

Charles Cox
Vice President,
Operations

CC:gr

attachment: a/s



Volunteers in Overseas
Cooperative Assistance
Suite 900
50 F Street, N.W.
Washington, D.C. 20001

Telephone: (202) 628-0066
Telex: 6974812 VOCA

December 28, 1987

Mr. Paul Bisek
Coordinator for Cooperative
Development
Agency for International
Development
1400 Wilson Blvd. Room 241
Rosslyn, VA 22209

Dear Mr. Bisek:

We think it would be useful to provide you with a cash flow update relating to our current core grant. The reason for this is simple: we want to alert you to the fact that we have exhausted the rollover funds from the 1986 grant, the \$200,000 made available for 1987, and will have expended the balance of VOCA's non-AID fund match by the end of this month, thus leaving us with a virtual zero balance at January 1, 1988. The obvious ramification of this is that VOCA and AID will have to monitor closely the timing of the projected release of CY '88 funds to determine what measures should be taken to avert an interruption of core program activities.

Our November 30, 1987 financial status revealed the following picture for 1986-87 under the core program:

| | | |
|-------------------------------|---------------|------------------|
| Revenues to program | | |
| 1986 core grant | \$780,000 | |
| 1987 amendment | 200,000 | |
| 1986 VOCA match | 100,000 | |
| 1987 VOCA match | <u>70,000</u> | |
| Total revenues | | \$1,150,000 |
| Expenditures through 11/30/87 | | <u>1,125,526</u> |
| Balance on hand at 12/1/87 | | \$ 24,474 |
| | | ===== |

December expenditures under the core program are expected to fall in the \$30,000 - 35,000 range, while the \$24,474 on hand will be supplemented by volunteers and staff returning unexpended travel advance funds, leaving us with a very small positive balance at December 31.

We will be discussing this situation with you personally early next month, and we are sure that between us we can keep the core program steaming forward at full speed.

Sincerely yours,

Charles Cox

Charles C. Cox
Vice President, Operations

CC:gr

cc: D. Cohen
AID correspondence/core grant

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON DC 20523

ACTION MEMORANDUM FOR THE ACTING ASSISTANT ADMINISTRATOR, FVA

FROM : DAA/FVA, Thomas A. McKay *Tom McKay*

SUBJECT: Volunteers in Overseas Cooperative Assistance (VOCA):
940-0334 - Project Extension Authorization

Problem: Your approval is needed to negotiate a Grant Amendment to extend VOCA's Grant for one year with additional funding of \$300,000.

A. Summary

VOCA has proposed continued A.I.D. support for its program of short-term technical assistance to developing country cooperatives by volunteers from the U.S. cooperative movement. The proposal requests a new three-year grant totalling \$1.5 million (\$300,000 for CY 1988 and \$600,000 per year for 1989 and 1990). Instead, a one-year extension is recommended, at the \$300,000 level. This will allow VOCA to continue its cooperative volunteer program while FVA/PVC arranges an evaluation of the program's impact and cost-effectiveness. The extension will also put VOCA in the same cycle as the other U.S. cooperative development organizations (CDOs) receiving central support grants, which end with funding in FY 1988.

B. Background

Encouraged by A.I.D., the U.S. cooperatives established VOCA in 1970 (then called Volunteer Development Corps) patterned after the International Executive Service Corps (IESC). A.I.D. has been VOCA's major source of financial support, and the funding level has limited expansion of VOCA's programs to achieve economies of scale. From 1980 through 1985, VOCA averaged just over 30 volunteer assignments per year.

The PRE Bureau initiated the current grant in FY 1986 with a one-year agreement in the amount of \$780,000. Plans for a two-year extension at \$680,000 for 1987 and \$650,000 in 1988 were cancelled when PRE decided to meet its budget reductions by eliminating funding for VOCA entirely. After higher-level review, the decision was partially reversed and PRE extended the grant for one year, with FY 1987 funding of \$200,000. Responsibility for the cooperative development grants was then transferred to the FVA Bureau.

With the start of the Farmer-to-Farmer program in 1986, VOCA has had a substantially larger base on which to spread its fixed costs. VOCA also instituted other economy measures and was able to reduce its per project cost by more than 25% in 1986-87, even

with the cut in A.I.D. funding (CY 1987 activity included funds carried over from the previous year).

The U.S. cooperative movement continues to support VOCA, contributing \$57,000 a year in dues. In addition, overseas co-ops assisted by VOCA contribute a small amount, based on ability to pay. VOCA is trying to expand its resource base.

An evaluation of VOCA's impact and cost-effectiveness was planned in conjunction with restoration of FY 1987 funding and transfer of responsibility from PRE to FVA. This evaluation is now scheduled for the spring of 1988. The delay was in part to take advantage of lessons from an evaluation of IESC by PRE, which is currently underway.

C. Program Description

VOCA implements two major programs with some similarities and overlap. Although the Farmer-to-Farmer program is much larger, the Cooperative Volunteer program is VOCA's core program and the basis of its support from the cooperative movement. While some farmer volunteers have experience and skills relevant to cooperative development, and some requests for farmer volunteers come from LDC cooperatives, there are significant areas of cooperative experience and need which do not fit the Farmer-to-Farmer definitions.

VOCA responds to requests for volunteers generated through established cooperative networks and through the work of VOCA's three regional specialists. A.I.D. Missions also channel requests to VOCA. Since VOCA is response oriented, it cannot predict in advance the locations or type of volunteers that will be needed. The 26 project completions listed in VOCA's report for the first nine months of 1987 reflect broad diversity.

With the Farmer-to-Farmer program absorbing some fixed costs, VOCA proposes to carry out 20 cooperative volunteer projects with \$300,000 in A.I.D. funding in 1988. The budget does not segregate administrative costs for the two programs, although VOCA has recently completed installation of an accounting system to do this. However, if all non-A.I.D. income is considered available for the cooperative program, the total is \$400,000, with \$120,000 for direct co-op volunteer costs and the balance of \$280,000 for administration, including identifying recipients and volunteers.

A formal outside evaluation of the co-op volunteers program has not been conducted since 1981. Earlier evaluations were positive, and an evaluation last year of the pilot Farmer-to-Farmer program gave it very high marks. We also have copies of several letters from A.I.D. Missions commenting favorably on the work of co-op volunteers, a view consistent with

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comments by Mission personnel in informal discussions with the Project Officer. VOCA itself evaluates each volunteer project after completion. Copies of recently completed project evaluations were provided with VOCA's last progress report.

D. Issues

1. Cost-Effectiveness: The proportionally high cost for administration reflects the problem of economies of scale. At a funding level of \$600,000 nearly all the additional A.I.D. funds would go toward direct costs of volunteers, tripling the number. However, even at the proposed minimal funding for 1988, the per project cost is only \$15,000 to A.I.D., or \$20,000 per project with VOCA's non-A.I.D. funds added. Since the average volunteer project provides about two months of technical assistance, this cost compares favorably with short term technical assistance under contracts, and even with the volunteer assistance provided by IESC, which receives a much larger level of A.I.D. support.

The question of effectiveness will not be definitively answered until after a formal evaluation. However, all previous evaluations and Mission comments suggest that the assistance is a worthwhile investment. It should also be noted that the co-ops assisted are LDC business enterprises and thus fit within A.I.D.'s priority interest in promoting self-sustaining economic activity.

2. Management: VOCA has occasionally been criticized from some quarters in A.I.D. for the quality of its management. This criticism is to some extent contradicted by good results in the field, demonstrated by previous evaluations. The Board of Directors has recently recruited a new CEO, Donald Cohen, a retired A.I.D. Senior Foreign Service Officer.

An indication of VOCA's organizational capacity is the fact that it has been able to successfully take on a new and much larger program. Although VOCA has readily admitted the strain it put on the small headquarters staff, again results speak for themselves.

Recommendation

That you authorize a one-year extension of VOCA's current grant to December 31, 1988, and FY 1988 funding of \$300,000, increasing the life-of-project (three years) total to \$1,280,000.

Approved: _____

Disapproved: _____

Date: 1/26/88

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