



Contract Information Management System (CIMS)

DIRECT ACTION DATA FORM FOR GRANTS & COOPERATIVE AGREEMENTS

1. Basic Award Number 674-0301-G-SS-4057-00

2. Recipient Name Institute for Pastoral Education

3. Award Description (This description will be seen by high level Agency officials, as well as members of Congress.) The recipient shall... administer a voter and democracy education activity for Grahamstown and surrounding rural areas in the Eastern Cape.

4. Principal Place of Performance Eastern Cape

5. Benefiting Country South Africa

6. Project Officer Office Symbol CDD Name (Last, First) McCourt, Danielle

BEST AVAILABLE COPY

7. Grant Agreement Type [] A. Disaster Assistance [] B. American Schools & Hospitals Abroad (ASHA) [X] C. Other Than Those Listed Above [] D. Title XII Authority

8. Basic Purpose [] A. Tech. Services to Host Country [] B. Commodities [X] C. Train. Services to Host Country [] D. Research [] E. Arch. & Engineering Services [] F. Construction

7a. Extent Competed [] E. Competed by the Technical Office [] F. Competed by the Contracting Office [X] G. Not competed (unsolicited proposal) [] H. Not competed (predominant capability, etc.)

9. Taxpayer Identification Number N/A

10. 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) [X] H. Voluntary Organization [] I. Foundation [] J. Hospital [] K. Non-Profit [] L. Other [] M. Non-Profit [] N. Hispanic American College or University [] O. Other [] P. Other [] Q. Other [] R. Other [] S. Other [] T. Other [] U. Other [] V. Other [] W. Other [] X. Other [] Y. Other [] Z. Other

11. If U.S. University, Host Country Institution N/A

12. If obligated amount is in local currency, provide U.S. Dollar amount \$33,000

13.a. Negotiator (Last, First, MI) McCourt, Danielle

13.b. Signature [Signature]

14.a. Contract Officer (Last, First, MI) Dean, Leslie A.

14.b. Signature [Signature]

COPIED
MAR 2 1991

COPY OF AWARD DOCUMENT MUST BE ATTACHED TO THIS FORM



**Contract Information Management System
(CIMS)**

**DIRECT ACTION DATA FORM
FOR GRANTS & COOPERATIVE AGREEMENTS**

1. Basic Award Number 674-0301-G-SS-4057-00	
2. Recipient Name Institute for Pastoral Education	
3. Award Description (This description will be seen by high level Agency officials, as well as members of Congress.) <i>The recipient shall...</i> administer a voter and democracy education activity for Crahamstown and surrounding rural areas in the Eastern Cape.	
4. Principal Place of Performance Eastern Cape	5. Benefiting Country South Africa
6. Project Officer	
Office Symbol CDD	Name (Last, First) McCourt, Danielle
7. Grant Agreement Type <input type="checkbox"/> A. Disaster Assistance <input type="checkbox"/> B. American Schools & Hospitals Abroad (ASHA) <input checked="" type="checkbox"/> C. Other Than Those Listed Above <input type="checkbox"/> D. Title XII Authority	8. Basic Purpose <input type="checkbox"/> A. Tech. Services to Host Country <input type="checkbox"/> D. Research <input type="checkbox"/> B. Commodities <input type="checkbox"/> E. Arch. & Engineering Services <input checked="" type="checkbox"/> C. Train. Services to Host Country <input type="checkbox"/> F. Construction
7a. Extent Completed <input type="checkbox"/> E. Completed by the Technical Office <input type="checkbox"/> F. Completed by the Contracting Office <input checked="" type="checkbox"/> G. Not competed (unsolicited proposal) <input type="checkbox"/> H. Not competed (predominant capability, etc.)	9. Taxpayer Identification Number N/A
10. Business Organization Type	
<input type="checkbox"/> A. Corporation <input type="checkbox"/> B. Individual <input type="checkbox"/> C. University or College <input type="checkbox"/> D. Historically Black College or University <input type="checkbox"/> E. Educational Organization (other than University or College)	<input type="checkbox"/> F. International Center <input type="checkbox"/> G. Research Organization (other than International Center) <input checked="" type="checkbox"/> H. Voluntary Organization <input type="checkbox"/> I. Foundation <input type="checkbox"/> J. Hospital <input type="checkbox"/> N. Hispanic American College or University <input type="checkbox"/> Z. Other
11. If U.S. University, Host Country Institution N/A	
12. If obligated amount is in local currency, provide U.S. Dollar amount \$33,000	
13.a. Negotiator (Last, First, MI) McCourt, Danielle	13.b. Signature <i>Danielle McCourt</i>
14.a. Contract Officer (Last, First, MI) Dean, Leslie A.	14.b. Signature <i>Leslie A. Dean</i>

COPY OF AWARD DOCUMENT MUST BE ATTACHED TO THIS FORM

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

USAID/SOUTH AFRICA



Tel: (012) 323-8869

P.O. Box 55380
Arcadia, Pretoria 0007

Fax: (012) 323-6443

Ms. Roxanne Jordaan
The Institute for Pastoral Education (IPE)
P.O. Box 6263
Grahamstown
6141

Subject: South Africa Community Outreach and Leadership
Development Project; Grant Agreement with the Institute
for Pastoral Education (IPE); Agreement No. 674-301-G-
SS-4057-00

Dear Ms. Jordaan:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the South African Transition to Democracy Act of 1993, the Agency for International Development (hereinafter "USAID") hereby enters into this Grant Agreement (hereinafter "Agreement" or "Grant") with the Institute for Pastoral Education (hereinafter "IPE" or the "Grantee") and obligates the sum of \$33,000 to provide support for a program described in Attachment 1, entitled "Schedule," and Attachment 2, entitled "Program Description," of this Agreement.

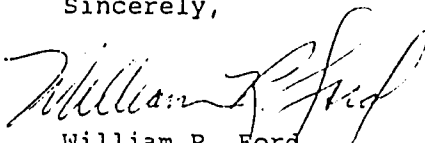
This Agreement is effective and obligation is made as of the date this letter is signed by an authorized USAID representative. The Agreement and obligation shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning on the effective date of this letter and ending August 31, 1994.

This Agreement is entered into with the Grantee on the condition that the funds will be administered in accordance with the terms and conditions set forth in Attachment 1, "Schedule," Attachment 2, "Program Description," Attachment 3, "Standard Provisions," Attachment 4, "Disbursement of and Accounting for Agreement Funds," Attachment 5, "A.I.D. Geographic Code 935 List," Attachment 6, "Guidelines for Financial Audits Contracted for by Foreign Recipients," and Attachment 7, "Grantee Certifications". This letter and the seven attachments just described, which have been agreed to by your organization, constitute the Agreement.

BEST AVAILABLE COPY

We request that you and another representative of the Institute for Pastoral Education sign the original and one (1) copy of this letter and then return the original to USAID/South Africa. We also request that you sign and return to USAID/South Africa the Grantee Certifications provided in Attachment 7.

Sincerely,

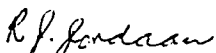


William R. Ford
Acting Director

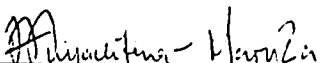
Date: 2/24/94

ACKNOWLEDGED AND ACCEPTED

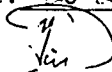
Institute for Pastoral Education



By: Ms. Roxanne Jordaan
Title: Project Coordinator
Date: _____



By: Msi. Farayi Siyachitema-Maruzi
Title: Executive Deputy of Special Projects
Date: 26.2.94

 M. MANKUSI MPUHLWANA
EXECUTIVE DIRECTOR

Attachments:

26.2.94

1. Schedule
2. Program Description
3. Standard Provisions and Additional Provisions as Applicable
4. Disbursement of and Accounting for Agreement Funds
5. A.I.D. Geographic Code 935 List
6. Guidelines for Financial Audits Contracted for by Foreign Recipients
7. Grantee Certifications (Grantee Signatures Required)

ATTACHMENT 1
SCHEDULE

I. OVERVIEW OF AGREEMENT

This Grant will enable the Institute for Pastoral Education to provide a voter and democracy education activity for the population of Grahamstown and surrounding rural areas. Sixteen facilitators will be trained in voter education by the Independent Forum for Electoral Education and will, in turn, conduct 81 education workshops for the residents of the Grahamstown, Alicedale, Peterson, Port Alfred, and Bathurst communities in the Eastern Cape.

II. PERIOD OF AGREEMENT

The effective date of this Agreement is the date the cover letter is signed by an authorized USAID representative. Unless otherwise agreed to by USAID in writing, the expiration date is August 31, 1994, 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

A. USAID hereby obligates the amount of \$33,000 for eligible program expenditures under this Agreement.

B. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 4 "Disbursement of and Accounting for Agreement Funds."

C. Additional funds up to the total amount of the Agreement as shown in Section III.A., above, may be obligated by USAID subject to the availability of funds, the agreement of the Parties hereto to proceed with the Grant program, and to the requirements of the Mandatory Standard Provision, Attachment 3 to the Agreement, paragraph 4 entitled "Revision of Grant Budget."

IV. FINANCIAL PLAN

A. Financial Plan

The Financial Plan for funds obligated under this Agreement is set forth in Table 1 below. Revisions of this Plan shall be made in accordance with Mandatory Standard Provision 4 of this Agreement, located in Attachment 3 and entitled "Revision of Grant Budget." The Grantee is authorized a 15% deviation between line items, provided that USAID is notified in writing of such budget changes in the Grantee's following Disbursement Report. However, any deviation in excess of 15%, or any increase in the total Grant, must be approved in advance in writing by the Director, USAID/South Africa.

Set forth in Attachment 2, Section VI., is a Detailed Illustrative Financial Plan.

Table 1
Financial Plan
South African Rand (SAR)

<u>Item</u>	<u>Total</u>
Salaries	43,500
Travel and Per Diem	20,300
Capital Expenditures	24,800
Program Support Costs	7,200
Administrative Support Costs	6,450
Audit	5,000
Total	107,250

B. Level of Assistance

The total Rand amount in the Financial Plan (Table 1) above is the maximum Rand amount available under this Agreement. The conversion rate from U.S. Dollars will be the prevailing rate at the time of conversion as determined by the Controller, USAID/South Africa. To determine the U.S. Dollar amount of disbursements to the Grantee under the Agreement, an exchange rate of R3.25 to one (1) U.S. Dollar will be used. Notwithstanding the above, in no event will the total Rand amount provided to the Grantee under the Agreement exceed the obligated Dollar amount provided for in Section III, A.

Due to exchange rate fluctuations, the total amount of Rands available after converting the total obligated U.S. Dollar amount into Rands may exceed the Rand Budget. If the Grantee desires to use such excess Rands to finance additional eligible program expenses, it may submit to USAID a written proposal for use of such funds. If USAID is in agreement with the Grantee's proposal, the Agreement may be modified to provide for the authorized expenditures. USAID reserves the right to deobligate any Dollars in excess of those needed to fund the Rand Budget. However, should changes in the exchange rate result in fewer South African Rands being available than budgeted for, the Grantee will be responsible for financing the shortfall, since the U.S. Dollar amount prevails.

V. REPORTING

IPE will compile data regarding the implementation of voter education and outreach in the form of a monthly summary. This data will be used to produce a comprehensive written report on the impact of their voter education program, which IPE will submit to USAID upon thirty days of completion of activities funded under this Agreement. The content of the comprehensive report will be mutually agreed upon by the Parties but should include a description of the persons trained, activity

accomplishments, a discussion of any problems encountered and how they were resolved and any other information relevant to activity impact.

VI. ADMINISTRATIVE SUPPORT COSTS

Administrative support costs are provided for activities funded under this Grant as specified in the Financial Plan.

VII. TITLE TO PROPERTY

Title to all property purchased under this Agreement shall vest in the Grantee in accordance with the terms of Attachment 3, Additional Standard Provision 18, entitled "Title to and Use of Property."

VIII. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for all procurement with A.I.D. funds under the Agreement is the United States, the Republic of South Africa and countries included in A.I.D. Geographic Code 935, meaning that all goods and services financed by this Agreement shall have, with respect to goods, their source and origin and, with respect to the suppliers of services, their nationality in the United States, the Republic of South Africa or in other countries included in A.I.D. Geographic Code 935. To the maximum extent practicable, goods and services financed with funds provided under this Grant should be procured from the United States. Please refer to Attachment 5 for a list of countries included in Code 935.

IX. SPECIAL PROVISIONS

A. Procurement

1. 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 offshore procurement could otherwise occur.
2. Policy. In the procurement of goods and services in South Africa, the Grantee shall, to the maximum extent practicable, award contracts to individuals who or organizations which have been disadvantaged by apartheid and are responsive and appropriate providers of goods and services.
3. Definitions. Individuals and organizations disadvantaged by apartheid shall mean: (1) South African individuals of African, so-called "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 African, so-called "colored" or Asian descent. The Republic of South

Africa includes the so-called "independent" and "self-governing" homelands.

B. Competition

Except as otherwise provided in Sub-Section A. above, all procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, free and open competition.

C. Staff Recruitment

The Grantee agrees that all staff recruitment for positions funded by USAID will be carried out through an appropriate competitive process and that salary levels will be in accordance with community and professional standards.

D. Travel and Per Diem

The Grantee will provide for USAID approval a copy of its travel and per diem policy covering both domestic and international travel for its staff and for program participants. The travel and per diem rates established under such policy shall not exceed U.S. Government rates. In the event the Grantee does not establish a policy, U.S. Government regulations governing travel and per diem shall apply.

E. Political Affiliation

The Grantee agrees that programs funded under this Agreement will be made available to individuals and groups regardless of their political beliefs or affiliations. The Grantee shall not discriminate in its hiring practices or in the provision of its services against individuals or organizations who associate themselves with any particular political philosophy. The Grantee shall periodically review the level of actual provision of its services to assure that persons or organizations sympathetic to certain political groupings or philosophies are not intentionally excluded from activities financed by USAID.

F. Non Partisan Voter Education Materials and Training

The Grantee agrees that funds provided under this Grant will not be used to influence the outcome of any election and that the workshops, materials, planning and coordination funded under this Agreement will be developed and presented on a non partisan and impartial basis and without any implied, perceived or actual reference to political parties or groups. Trainers associated with any aspect of this voter education and support activity will not express or espouse a political preference, encourage a political position or orient education activities, training or planning toward any political party or grouping during their participation in the activities supported by this Grant.

G. Collaboration with Other Existing Voter Education Activities

IPE will collaborate with other voter education and support activities to the extent necessary to ensure that voter materials are shared and that new materials are not developed that already exist. Also, IPE will coordinate voter education outreach activities with other groups in South Africa to avoid unnecessary duplication and replication of program activities.

X. STANDARD PROVISIONS

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

ATTACHMENT 2
PROGRAM DESCRIPTION

I. OVERVIEW OF AGREEMENT

This Grant will enable the Institute for Pastoral Education to provide a voter and democracy education activity for the disadvantaged population of Grahamstown and surrounding rural areas. Sixteen facilitators will be trained in voter education by the Independent Forum for Electoral Education and will, in turn, conduct 81 education workshops for the residents of the Grahamstown, Alicedale, Peterson, Port Alfred and Bathurst communities in the Eastern Cape.

II. BACKGROUND

IPE is a social development organization which was originally developed as a church-based initiative focused on the social and economic empowerment of the disadvantaged population in the Eastern Cape region. IPE has continued to pursue this objective through a variety of community projects including a womens' resources center, a youth development activity, and a public education program that addresses human rights, democracy and gender issues. IPE has been able to successfully implement these projects with financial assistance from several donor organizations.

The organizational structure of IPE consists of a 15-member Board of Trustees that represent church, development and community interests in the Grahamstown area. All financial and policy decisions regarding IPE's activities are first presented to the Management Committee and approved before any action is taken. The staff consists of three management staff members, three program staff members, one administrative assistant, one bookkeeper and one general office attendant.

III. PROBLEM

IPE provides services to a vast geographic region of approximately 250 square kilometers that is characterized by a high (70-80%) unemployment rate. Community members in this area remain highly frustrated and most regard their future role in a post-apartheid South Africa with a large degree of anxiety. Consequently, IPE has designed a voter and democracy education program that would address these feelings, target the inaccessible population groups of youth, women and farmworkers, and assist them in becoming aware of electoral and democracy issues that are essential for making decisions from an educated and informed position.

IV. PURPOSE

The purpose of this Grant is to provide assistance that will enable IPE to administer a voter and democracy education

activity for the marginalized communities of Grahamstown and surrounding rural areas. An activity of this nature will prepare this sector of South Africa's disadvantaged population for an active and participative role in a post-apartheid South Africa.

V. PROGRAM DESCRIPTION

IPE has approached the Independent Forum for Electoral Education (IFEE) to train one full-time coordinator and fifteen part-time facilitators in voter education in mid-February. The staff would then travel to the communities of Grahamstown, Alicedale, Peterson, Port Alfred and Bathurst and conduct 81 voter education workshops at low-cost venues such as churches and community centers. IPE will engage the assistance of other local organizations in the encouragement and recruitment of community participation.

The workshop curriculum would focus on voting procedures, requirements and responsibilities and other fundamental issues that workshop participants would need to participate in future South African elections. Workshop materials will be derived from sources such as IFEE and the Black Sash and presented in a completely non-partisan manner. The workshop's methodology will place emphasis on a clear and comprehensive oral presentation, mock balloting, the use of voter education video cassette tapes, and ample discussion time and participant interaction. The objective of IPE is to ensure that every participant has sufficient "practice" for the April election by voting in three mock balloting sessions.

In addition to providing voter education, IPE will aid workshop participants obtain identity documents by supplying registration forms and assisting with the completion of documentation. IPE will also expand the outreach of their I.D. component by providing voter registration information and documentation to other community organizations and enabling them to assist their constituents.

The entire activity will enable IPE to educate approximately 16,200 of the eligible voters in this region of the Eastern Cape through a total of 81 workshops. However, IPE plans to increase the impact and outreach of the grant activity by building upon established working relationships with other community organizations in the Grahamstown area by training selected members in voter education and identity document requirements and enabling them to conduct their own workshops. Efforts would be coordinated among all participating community organizations to avoid duplication of activities and workshops would be implemented in a completely impartial and non-partisan manner with no reference to any political party.

Financial support from USAID will provide for the salaries and local transportation costs for one full-time voter education coordinator and fifteen part-time voter education facilitators for a period of three months; the purchase of workshop

materials such as viewmasters for training purposes, voter education video cassettes, booklets, posters and ballot boxes; and related administrative support costs including stationery, telephone and printing.

IPE has agreed to collect and maintain information regarding activity implementation and outreach in the form of a monthly written report. These monthly reports will be kept on the project site and remain available for use by USAID for voter education activity assessment purposes. Funding has been provided in the budget for voter education staff compensation for up to one month following the April 1994 election, in order to enable IPE to carry out a complete evaluation of their voter education program.

124

VI. DETAILED ILLUSTRATIVE FINANCIAL PLAN
South African Rands (SAR)

SALARIES AND COMPENSATION

1 Full-time Coordinator	
R2,500/month X 3 months	7,500
15 Part-time Facilitators	
R800/month X 15 X 3 months	<u>36,000</u>
Subtotal	43,500

TRAVEL AND PER DIEM

Local Transport Costs	
15 Facilitators for 2 months	15,000
1 Coordinator for 3 months	<u>5,300</u>
Subtotal	20,300

CAPITAL EXPENDITURES

Viewmasters: R3100 X 8	24,800
------------------------	---------------

PROGRAM SUPPORT COSTS

Workshop Materials	
Video Cassettes	3,000
Booklets	2,400
Posters	1,200
Ballot Boxes: R75 X 8	<u>600</u>
Subtotal	7,200

ADMINISTRATIVE SUPPORT COSTS

Stationery	
R700/month X 3 months	2,100
Telephone	
R750/month X 3 months	2,250
Printing	
R700/month X 3 months	<u>2,100</u>
Subtotal	6,450

AUDIT	<u>5,000</u>
-------	---------------------

TOTAL ESTIMATED COSTS	<u>107,250</u>
-----------------------	-----------------------

FISCAL DATA AND CLEARANCES:

1. Fiscal Data:

Agreement No: 674-0301-G-SS-4057-00

Grantee: Institute for Pastoral Education

Appropriation: 72-114/51014

BPC: GSS4-94-21674-KG13

Reservation Control No.: ~~8940088~~

Amount: \$33,000

Total Project Obligations To Date including Current Grant Obligation: \$

Total Project Authorization Amount: \$110,000,000

Agreement Completion Date: ~~December~~ ^{August} 31, 1994

Project Assistance Completion Date (PACD): December 31, 1998

Funds Available: FUNDS AVAILABLE

ACCT: Code Center

Date: 02/23/94

2. Clearances for Action Memorandum, Grant Agreement Letter and Attachments 1-7:

Drafted: DMcCourt, CDD

Clearance:

DWendel: CDD

JBeebe: GDO

JWooten: PRO

DKeene: RLA

GHensley: CONT

WFord: DD

Handwritten signatures and initials:
AW
D Beebe
JW
D Keene
W Hensley
W Ford

DISBURSEMENT REPORT

INSTITUTE FOR

NAME OF RECIPIENT: PASTORAL EDUCATION AGREEMENT NUMBER: 674-301-G-SS-4057-01

PERIOD COVERED BY THIS REPORT: 2-2-94 TO ~~15-2-94~~ 01-04-94

BLOCK A	1.	BEGINNING ADVANCE BALANCE	0
	2.	PLUS: AID Funds received during this period	
	3.	PLUS: Interest earned during this period	
	4.	LESS: Expenditures during this period	
	5.	ENDING ADVANCE BALANCE	0

BLOCK B	LINE ITEM	APPROVED BUDGET	EXPENDITURES THIS PERIOD	EXPENDITURES TO DATE	ADVANCE FOR NEXT PERIOD
	SALARIES	43,500			29,000
	TRAVEL & TR. DIC. I.	20,300			20,300
	CAPITAL EXPENDITURES	24,800			24,800
	PROGRAMME SUPPLIES	7,200			7,200
	ADMINISTRATIVE COSTS	6,450			4,300
	AUDIT	5,000			-
	TOTALS	107,250			85,600

BLOCK C	6.	Advance required for next period (block B above)	85,600
	7.	LESS: Ending advance balance (no. 5 above)	
	8.	LESS: AID funds requested not yet received	
	9.	LESS: Expenditures during this period (no. 4 above)	
	10.	PLUS: Interest earned during this period (no. 3 above)	
	11.	ADVANCE ADJUSTMENT	85,600

BLOCK D	NET AMOUNT REQUESTED:	85,600	SUMMARY OF INTEREST:	
	Expenditures during this period (no. 4)		Previously reported	
	PLUS: Advance adjustment (no. 11)		PLUS: Reported this period	
	LESS: Interest earned (no. 3)		Interest earned to date	0
	NET AMOUNT REQUESTED	85,600		

The undersigned hereby certifies that the payment of the sum claimed is proper and that appropriate refund to AID will be made promptly upon request in the event of disallowance of costs not reimbursable under the terms of the Agreement.


(RECIPIENT REPRESENTATIVE)

26.2.94
DATE

P.T.O.

BEST AVAILABLE COPY

15