

MS 720 PEACE CORPS PARTNERSHIP PROGRAM

Responsible Office: OPSI
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Issuance Memo
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ATTACHMENTS

Attachment A PC-809 - PCPP Application Form
Attachment B PC-808 - PCPP Final Report
Attachment C PC-807 - Transfer of Responsibility
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Attachment E PC-812 - PCPP Budget Reconciliation Memo

1.0 AUTHORITY

22 U.S.C. §§ 2501(a) and 2509(a)(4) of the Peace Corps Act

2.0 PURPOSE

This manual section sets out the policies and procedures for the Peace Corps Partnership Program.

3.0 POLICIES

3.1 The Peace Corps Partnership Program (Partnership Program) is designed to identify and accept financial donations to support, within the context of the goals of the Peace Corps, small-scale, community-initiated development projects. These projects are jointly proposed by Peace Corps Volunteers (PCVs) and their host-country community leaders to address basic needs.

3.2 The Partnership Program is administered and managed by the Office of Private Sector Initiatives (OPSI) in close collaboration with the responsible Country Director (CD) and post staff. Proposed projects require the approval of both the CD and OPSI prior to implementation. A Peace Corps Partnership Program Volunteer Handbook is available to provide additional information.

3.3 OPSI is the only Peace Corps office authorized to generate support and accept donations for a Partnership project. PCVs are not authorized to accept donations on behalf of the Peace Corps.

3.4 Donations to the Partnership Program shall be applied exclusively for overseas projects. Donations for projects may be accepted only if they meet the criteria set forth in Manual Section 721, Gifts and Contributions to the Peace Corps.

3.5 Partnership funds must be used exclusively for costs associated with approved projects as set forth in the budget.

3.6 Any donations OPSI receives for projects that have already been fully funded or have been cancelled, and any unused funds from completed projects, may be made available for use on another project worldwide.

3.7 Before a PCV and his or her community begin implementing a project, the project must be approved as set forth in the procedures of Section 5.0 in this manual section. In addition, PCVs may not commit resources before the receipt of authorized funds.

3.8 PCVs are responsible for a full accounting of the funds for their respective projects.

3.9 Once an authorization memo is sent to post, the total amount requested from the Partnership Program should generally not be revised. However, budget amendments may be considered on a case-by-case basis.

3.10 The timeline for project implementation must permit adequate time for the project to be completed before the PCV's Close of Service (COS) date. PCVs should be aware that fundraising time varies and will affect the project start date.

3.11 After a project has received full funding, any proposed transfer of project responsibility to another PCV must be coordinated by the CD and a Transfer of Responsibility Agreement must be signed and forwarded to OPSI. See Attachment C for Transfer of Responsibility Agreement. If OPSI is still identifying funding sources for a project, a Transfer of Responsibility Agreement will be considered on a case-by-case basis.

4.0 CRITERIA FOR PROJECTS

To qualify for Partnership Program funding, the project must meet the following conditions:

- (a) The project has a completed Peace Corps Partnership Program Application See Attachment A;
- (b) The project implements the goals of Section 2 of the Peace Corps Act;
- (c) The project meets a pressing community need;
- (d) The project is community-initiated and directed; and
- (e) The community contributes at least 25% of the total project cost.

5.0 PROCEDURES

5.1 Development of a Project

The development of a project includes the following:

5.1.1 The PCV will work with community members to develop a written project proposal in English. A well developed project proposal should include:

- (a) A description of the community needs;
- (b) Evidence that the project is community-initiated and directed;
- (c) A description of the community's contribution of at least 25% of the total project costs;
- (d) A description of measurable indicators of success or effectiveness;
- (e) A reasonable project timeline;
- (f) A comprehensive budget in local currency and U.S. dollars; and
- (g) Referrals for funding sources from the PCV, when available.

5.1.2 A Peace Corps Partnership Program Application should be submitted to the post for review. See Attachment A. The CD shall name a Coordinator from staff to establish a post approval process. The use of Best Practices for Proposal Review and Approval are strongly encouraged.

5.1.3 If the proposal is not approved, the Coordinator will notify the PCV and may provide guidance to the PCV on how to redo the proposal. Additional guidance and support may also be obtained from OPSI.

5.1.4 If the CD approves the proposal, he or she will sign the proposal and forward the approved proposal to OPSI.

5.1.5 OPSI will review the proposal, in coordination with the CD if necessary, and give final approval. Upon final approval, OPSI will market and identify funding sources for the project.

5.1.6 OPSI may receive contributions by credit card, check, or cash. The Office of Chief Financial Officer (OCFO) is responsible for receiving and depositing credit card, check and cash donations.

5.1.7 As donations are received for a specific project or fund, thank you letters are sent by OPSI to the donors.

5.1.8 When all funds for a project have been received by the Agency, OPSI will create an Authorization Memo which serves as both the obligation and payment document. The memo is provided to the OCFO which obligates the funds and initiates the payment to the PCV.

5.1.9 Upon receipt of the funds, the PCV and the community will commence the project. The PCV working together with the community must maintain a full accounting of the use of the funds (including receipts).

5.1.10 The Coordinator will monitor the status of the project and coordinate with the PCV during implementation. The PCV shall inform the Coordinator of any delays, problems, or other difficulties that could significantly alter the project's schedule or jeopardize its successful completion. The post will notify

OPSI if there are any issues that may require reevaluation of the project or if a PCV is no longer able to finish the project.

5.1.11 Once the project is completed, the PCV shall submit a Final Report, including receipts and an accounting of funds spent to the Coordinator for review. (See Attachment B)

5.1.12 If the Final Report is satisfactory, the Coordinator will pass the report to the AO for review. See Attachment B. The AO will ensure that the project receipts match funds spent and will retain said receipts at post. The AO will clarify any possible discrepancy with the PCV. If needed, the AO will submit a Budget Reconciliation Memo to the CD. See Attachment E.

5.1.13 Once all obligated funds have been accounted for, the Coordinator will pass the Final Report to the CD for review and final approval. The Final Report shall be signed by the PCV, AO and CD. See Attachment B. A copy will be forwarded to OPSI, along with the Budget Reconciliation Memo if needed. See Attachment E.

5.1.14 Once financial reconciliation is complete; OPSI shall close the project in the appropriate Peace Corps system(s) and will so inform the post.

5.1.15 The post and OPSI will each maintain a copy of the proposal, final report, and all correspondence pertaining to the project.

5.2 Cancelled Projects

5.2.1 The Coordinator or the committee may recommend cancellation, and OPSI and the CD may cancel any project that cannot be implemented within the timeline established in the project proposal or for other appropriate reasons.

5.2.2 If a project is cancelled before it is fully funded, the funds raised may be made available for use in another project worldwide. If a project is cancelled after implementation has begun, the PCV shall submit to the Coordinator a Cancelled Project Report which sets forth a financial accounting and narrative statement on the reasons for cancellation. See Attachment D. The report should include an accounting of funds spent and any unused funds from the cancelled project. The AO shall ensure that the project receipts match funds spent.

5.2.3 If funds remain after project expenses have been verified for the cancelled project, the AO shall credit these funds to the obligation number referenced in the Authorization Memo and submit to the CD a Budget Reconciliation Memo. See Attachment E.

5.2.4 Upon review and approval by the CD, the Cancelled Project Report (see Attachment D) and, if needed, the Budget Reconciliation Memo (see Attachment E), are forwarded to OPSI.

5.2.5 OPSI shall request de-obligation of any balance of funds from the OCFO. Upon de-obligation, OPSI shall unauthorize and reallocate the balance of the obligation to make the funds available for use in another project worldwide, or refund the remaining funds to the donors, as appropriate.

5.2.6 Once the funds are reconciled, OPSI shall cancel the project in the appropriate Peace Corps systems and will inform the post.

5.3 Transfer of Project

In the event the responsible PCV is no longer available to complete the project, the PCV, the Coordinator, or the CD may identify another PCV to assume responsibility for the project. If OPSI and the CD approve the transfer, both PCVs, if possible, shall sign the Transfer of Responsibility Agreement and submit it to the Coordinator. See Attachment C. After the CD has signed the Agreement, he or she shall forward it to OPSI who will update the PCV information in the Peace Corps system.

5.4 Project Amendments

If the PCV has reason to amend the project while OPSI is still identifying funding sources, the PCV must notify the Coordinator, who in turn will notify the CD and OPSI. OPSI shall work with the Coordinator, CD and PCV to make necessary changes.

6.0 EFFECTIVE DATE

The effective date is the date of issuance.