



Catholic Relief Services
 Programme de Burundi
 Rohero I, Avenue Muyinga,
 numéro 9, Bujumbura, Burundi

May 18, 2023

Mr. Mark Slupek

Deputy Administrator
 Global Programs
 Foreign Agricultural Service
 U.S. Department of Agriculture
 1400 Independence Ave. SW
 Washington DC 20250

Subject: Amendment Request for CRS Burundi 2022 Food for Education Agreement (FFE-695-2022/010-00)

CC:

Dear Mr. Slupek

CRS Respectfully requests an amendment to the 2022 Burundi Agreement FFE-695-2022/010-00. This amendment request serves to incorporate the following changes:

- Part II, B(2). List of locally or Regionally Procured commodities:** CRS requests USDA to approve the change in quantity of Amaranths in year 2026.

Original Agreement

(2) FAS approves the following types and quantities of qualified commodities for procurement by the Recipient under this agreement:

List of Locally or Regionally Procured Commodities

Commodity	Total Quantity Metric Tons (MT)	Commodity Usage	Packaging	Estimated Arrival to Destination Country	Country Of Origin
LRP - Beans	64	Direct Feed	Bulk	06/01/2023	Burundi
LRP - Beans	482	Direct Feed	Bulk	06/01/2024	Burundi
LRP - Beans	506	Direct Feed	Bulk	06/01/2025	Burundi
LRP – Beans	531	Direct Feed	Bulk	06/01/2026	Burundi
LRP – Fortified Oil	128	Direct Feed	20l jerrycan	12/01/2025	Burundi
LRP - Fortified Oil	135	Direct Feed	20l jerrycan	12/01/2026	Burundi
Amaranths	28	Direct Feed	Bulk	9/1/2024	Burundi
Amaranths	209	Direct Feed	Bulk	9/1/2025	Burundi
Amaranths	110	Direct Feed	Bulk	9/1/2026	Burundi
Total	2,193				

Amendment Request

(2) FAS approves the following types and quantities of qualified commodities for procurement by the Recipient under this agreement:

List of Locally or Regionally Procured Commodities

Commodity	Total Quantity Metric Tons (MT)	Commodity Usage	Packaging	Estimated Arrival to Destination Country	Country Of Origin
LRP - Beans	64	Direct Feed	Bulk	06/01/2023	Burundi
LRP - Beans	482	Direct Feed	Bulk	06/01/2024	Burundi
LRP - Beans	506	Direct Feed	Bulk	06/01/2025	Burundi
LRP – Beans	531	Direct Feed	Bulk	06/01/2026	Burundi
LRP – Fortified Oil	128	Direct Feed	20l jerrycan	12/01/2025	Burundi
LRP - Fortified Oil	135	Direct Feed	20l jerrycan	12/01/2026	Burundi
Amaranths	28	Direct Feed	Bulk	9/1/2024	Burundi
Amaranths	209	Direct Feed	Bulk	9/1/2025	Burundi
Amaranths	21	Direct Feed	Bulk	9/1/2026	Burundi
Total	2,104				

- Attachment C1: Budget Summary. CRS requests USDA to approve the change in project operating budget by relocating \$44,481 from Commodity Procurement (LRP Only) – commodity procurement to Administration – Professional Services and \$8,896.12 from Indirect Costs – ICR on Commodity and Food Purchases to ICR on Administration respectively as detailed below:

Project Operating Budget Expense Type	Monetization Proceeds	FAS Funds	Cost Share	Total w/out Cost Share	Total w/Cost Share
Administration					
Benefits	\$0.00	\$1,473,138.00	\$8,099.00	\$1,473,138.00	\$1,481,237.00
Salaries	\$0.00	\$2,002,675.00	\$10,236.00	\$2,002,675.00	\$2,012,911.00
Travel	\$0.00	\$492,891.00	\$86.00	\$492,891.00	\$492,977.00
Professional Services	\$0.00	\$644,582.00	\$242.00	\$644,582.00	\$644,824.00
Equipment	\$0.00	\$382,000.00	\$0.00	\$382,000.00	\$382,000.00
Office	\$0.00	\$524,396.00	\$0.00	\$524,396.00	\$524,396.00
Supplies	\$0.00	\$107,026.00	\$853.00	\$107,026.00	\$107,879.00
Other	\$0.00	\$497,147.00	\$70.00	\$497,147.00	\$497,217.00
Total Administration	\$0.00	\$6,123,855.00	\$19,586.00	\$6,123,855.00	\$6,143,441.00
Commodity and Food Purchases (LRP only)					
Commodity Procurement		\$2,500,000.00	\$60,944.00	\$2,500,000.00	\$2,560,944.00
Food Vouchers		\$0.00	\$0.00	\$0.00	\$0.00
ICR on Administration	\$0.00	\$1,148,371.00	\$0.00	\$1,148,371.00	
ICR on Commodity Procurement	\$0.00	\$500,000.00	\$0.00	\$500,000.00	
ICR on Activities	\$0.00	\$1,361,605.00	\$0.00	\$1,361,605.00	
ICR on ITSH	\$0.00	\$0.00	\$0.00	\$0.00	
Total Indirect Costs	\$0.00	\$3,009,976.00	\$0.00	\$3,009,976.00	

3. **Attachment C2: Section 1: General explanatory comments.** CRS requests USDA to approve the change to the budget narrative because of re-allocation of funds from Commodity Procurement (LRP only) to Administration: professional services.

Original Agreement

Summary of Total Project Operating Budget (Including Cost Share)	
Administration	\$ 6,098,960
Activities	\$ 7,008,023
Commodity and Food Purchases	\$ 2,605,425
Internal Transportation, Storage and Handling	\$ 2,046,500
ICR on Administration	\$ 1,139,475
ICR on Activities	\$ 1,361,605
ICR on Commodity and Food Purchases	\$ 500,896
ICR on ITSH	\$ 0.00
Total	\$ 20,768,884

- Annual increases are calculated at 4% for salaries and 3% for all other recurring costs.
- This project does not expect any programming income.
- Indirect Costs are charged to this project at a rate of 20% in accordance with CRS' current Negotiated Indirect Cost Rate Agreement (NICRA). This rate reflects the provisional rate of 20%, divided between Field Program Overhead (13.85%) and Management and General (6.15%). Field Program Overhead consists of regional management and technical support, the local CRS Country Representative, headquarters-based Overseas Operations management (Overseas Support Department), headquarters-

based technical support (Program Quality and Support Department), and shipping and procurement. Similarly, Management and General consists of other headquarters-based services related to Finance, Internal Audit, Human Resources, Executive Management, Board, and Global Knowledge and Information Management. This rate is applied to direct costs in this budget as articulated in CRS' NICRA Base of Application.

4. The M&E budget for this project is \$ 950,739 or 4.6% of the total operating budget (excluding cost share) of \$ 20,488,354.
5. CRS's local procurement budget is \$ 3,053,377 or 10.5% of the total federal obligation of \$ 29,000,000.

Summary of Local and Regional Procurement Budget	
Salaries/Personnel	
Internal Transportation	
Warehouse	
Commodity and Food Purchases	\$ 2,544,481
ICR on Salaries/Personnel	
ICR on ITSH	
ICR on Commodity Purchases	\$ 508,896
Total	\$ 3,053,377

Amendment Request

Summary of Total Project Operating Budget (Including Cost Share)	
Administration	\$ 6,143,441
Activities	\$ 7,008,023
Commodity and Food Purchases	\$ 2,560,944
Internal Transportation, Storage and Handling	\$ 2,046,500
ICR on Administration	\$ 1,148,371
ICR on Activities	\$ 1,361,605
ICR on Commodity and Food Purchases	\$ 500,000
ICR on ITSH	\$ 0.00
Total	\$ 20,768,884

6. Annual increases are calculated at 4% for salaries and 3% for all other recurring costs.
7. This project does not expect any programming income.
8. Indirect Costs are charged to this project at a rate of 20% in accordance with CRS' current Negotiated Indirect Cost Rate Agreement (NICRA). This rate reflects the provisional rate of 20%, divided between Field Program Overhead (13.85%) and Management and General (6.15%). Field Program Overhead consists of regional management and technical support, the local CRS Country Representative, headquarters-based Overseas Operations management (Overseas Support Department), headquarters-based technical support (Program Quality and Support Department), and shipping and procurement. Similarly, Management and General consists of other headquarters-based services related to Finance, Internal Audit, Human Resources, Executive Management, Board, and Global Knowledge and Information Management. This rate is applied to direct costs in this budget as articulated in CRS' NICRA Base of Application.
9. The M&E budget for this project is \$ 950,739 or 4.6% of the total operating budget (excluding cost share) of \$ 20,488,354.
10. CRS's local procurement budget is \$ 3,000,000 or 10.34% of the total federal obligation of \$

29,000,000.

Summary of Local and Regional Procurement Budget	
Salaries/Personnel	
Internal Transportation	
Warehouse	
Commodity and Food Purchases	\$ 2,500,000
ICR on Salaries/Personnel	
ICR on ITSH	
ICR on Commodity Purchases	\$ 500,000
Total	\$ 3,000,000

4. **Attachment C2: Section 2: Administration.** CRS requests USDA to approve the change to the Budget narrative because of re-allocation of funds from Commodity Procurement (LRP only) to Administration: professional services.

Original Agreement

Total Administration Costs: \$ 7,238,435 (\$ 7,218,849 in FAS funds and \$ 19,586 in cost share)
Total Direct Costs: \$ **6,098,960** (\$ 6,079,374 in FAS funds and \$ 19,586 in cost share)
Total Indirect Costs: \$ **1,139,475**

Amendment Request

Total Administration Costs: \$ 7,291,812 (\$ 7,272,226 in FAS funds and \$ 19,586 in cost share)
Total Direct Costs: \$ **6,143,441** (\$ 6,123,855 in FAS funds and \$ 19,586 in cost share)
Total Indirect Costs: \$ **1,148,371**

5. **Attachment C2, Section 2: Administration, point 2.4 Professional services/Contractual.** CRS requests USDA to approve the change to the Budget narrative of point 2.4 because of re-allocation of funds from Commodity Procurement (LRP only) to Administration: professional services.

Original Agreement

2.4 Professional Services/Contractual (\$ 600,101)

Support Services (\$ 23,150)

CRS includes expenses related to support services over the life of the program. These costs are directly attributable to the project and include local legal services, security services, and IT services. These expenses are estimated to be \$ 23,150.

Call Forward Fees (\$ 104,591)

CRS has budgeted for call forward fees at \$ 25,000 per call forward in Y1 – Y4 for a total of \$ 104,591.

Evaluations (\$ 471,360)

CRS estimates the consultant fee for the Baseline, Midterm, and Final Evaluations to be \$ 150,000, \$ 122,004, and \$ 146,232, respectively. CRS plans to conduct 2 special studies in Y2, Y3 and Y4 for a total of \$ 53,124.

Recruitment (\$ 1,000)

During Y1, a total of \$ 1,000 is estimated for recruitment for new project staff in line with best practices and internal policies.

Amendment Request

2.4 Professional Services/Contractual (\$ 644,582)

Support Services (\$ 23,150)

CRS includes expenses related to support services over the life of the program. These costs are directly attributable to the project and include local legal services, security services, and IT services. These expenses are estimated to be \$ 23,150.

Call Forward Fees (\$ 104,591)

CRS has budgeted for call forward fees at \$ 25,000 per call forward in Y1 – Y4 for a total of \$ 104,591.

Evaluations (\$ 515,841)

CRS estimates the consultant fee for the Baseline, Midterm, and Final Evaluations to be \$ 194,481, \$ 122,004, and \$ 146,232, respectively. CRS plans to conduct 2 special studies in Y2, Y3 and Y4 for a total of \$ 53,124.

Recruitment (\$ 1,000)

During Y1, a total of \$ 1,000 is estimated for recruitment for new project staff in line with best practices and internal policies.

- 6. **Attachment C2, Section 2: Administration, point 2.10 Indirect Costs – Administration.** CRS requests USDA to approve the change to the Budget narrative of point 2.10 because of re-allocation of funds from Commodity Procurement (LRP only) to Administration: professional services.

Original Agreement

2.10 Indirect Costs – Administration – Total \$ 1,139,475

In accordance with CRS’ most recently approved NICRA, indirect costs are estimated at \$ 1,139,475.

Amendment Request

2.10 Indirect Costs – Administration – Total \$ 1,148,371

In accordance with CRS’ most recently approved NICRA, indirect costs are estimated at \$ 1,148,371.

- 7. Attachment C2, Section 4: Commodity and Food Purchases

Original Agreement

Total Commodity and Food Purchases Costs \$ 3,114,320 (\$ 3,053,377 in FAS funding and \$ 60,943 in cost share)

- **Total Direct Cost: \$ 2,605,425** (\$ 2,544,481 in FAS funding and \$ 60,944 in cost share)
- **Total Indirect Cost: \$ 508,896**

4.1 Commodity Procurement – Total \$ 2,544,481

CRS anticipates procuring 1,583 MT of dry beans, 263 MT of vegetable oil and 347 MT of amaranths over the life of the project. The life of the project budget of the project is as follows:

	Beans		Vegetable Oil		Amaranths		Total	
	Total MT	Total Cost	Total MT	Total Cost	Total MT	Total Cost	Total MT	Total Cost
Year 1	64	\$ 63,140					64	\$ 63,140
Year 2	482	\$ 482,000			28	\$ 13,987	510	\$ 495,987
Year 3	506	\$ 506,000	128	\$ 384,000	209	\$ 104,400	843	\$ 994,404
Year 4	531	\$ 531,000	135	\$ 405,000	110	\$ 54,949	776	\$ 990,949
TOTAL	1,583	\$ 1,582,140	263	\$ 789,000	347		[Amount]	\$ 2,544,481

4.2 Cash Vouchers – Total \$ 0

4.3 Food Vouchers – Total \$ 0

4.4 Cost Share – Total \$ 60,944.

CRS will provide funding to purchase spices for the school canteens, estimated at \$ 60,944.

4.5 Indirect Costs – Commodity and Food Purchases – Total \$ 508,896

In accordance with CRS’ most recently approved NICRA, indirect costs are estimated at \$ 508,896.

Amendment Request

Total Commodity and Food Purchases Costs \$ 3,060,944 (\$ 3,000,000 in FAS funding and \$ 60,944 in cost share)

- **Total Direct Cost: \$ 2,560,944** (\$ 2,500,000 in FAS funding and \$ 60,944 in cost share)
- **Total Indirect Cost: \$ 500,000**

4.1 Commodity Procurement – Total \$ 2,500,000

CRS anticipates procuring 1,583 MT of dry beans, 263 MT of vegetable oil and 258 MT of amaranths over the life of the project. The life of the project budget of the project is as follows:

	Beans		Vegetable Oil		Amaranths		Total	
	Total MT	Total Cost	Total MT	Total Cost	Total MT	Total Cost	Total MT	Total Cost
Year 1	64	\$ 63,140					64	\$ 63,140
Year 2	482	\$ 482,000			28	\$ 13,987	510	\$ 495,987
Year 3	506	\$ 506,000	128	\$ 384,000	209	\$ 104,400	843	\$ 994,404
Year 4	531	\$ 531,000	135	\$ 405,000	21	\$ 10,469	688	\$ 946,469
TOTAL	1,583	\$ 1,582,140	263	\$ 789,000	258		[Amount]	\$ 2,500,000

4.2 Cash Vouchers – Total \$ 0

4.3 Food Vouchers – Total \$ 0

4.4 Cost Share – Total \$ 60,944.

CRS will provide funding to purchase spices for the school canteens, estimated at \$ 60,944.

4.5 Indirect Costs – Commodity and Food Purchases – Total \$ 500,00

In accordance with CRS’ most recently approved NICRA, indirect costs are estimated at \$ 500,000.

We appreciate your consideration of our request and look forward to your assistance in completing this process.

Sincerely,

Davit Alt,
Director, IDEA/Project Support and Delivery