

PD-AAA-977

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

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Ms. Agnes Smith  
President  
Florida Association of Voluntary  
Agencies for Caribbean Action  
2935 Parrish Drive  
Tallahassee, Florida 32308

Subject: Specific Support Grant No. LAC-0630-G-SS-3047-00

Dear Ms. Smith:

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 grants to the Florida Association of Voluntary Agencies for Caribbean Action, Inc. (hereinafter referred to as "FAVA/CA" or "Grantee") the sum of One Hundred Fifty-six Thousand and Fifty-five Dollars (\$156,055), subject to conditions as set forth in the Schedule of this Grant, for a program to coordinate the voluntary and donated resources from Florida with identified needs in Haiti and other parts of the Caribbean, as more fully described in the Schedule of this Grant and Attachment 2, entitled, "Program Description".

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date through the estimated completion date of July 31, 1984.

This Grant is made to the Grantee on the condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, entitled "Schedule", Attachment 2, entitled "Program Description", and Attachment 3 entitled "Standard Provisions", which have been agreed to by your organization.

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Please sign the original and seven (7) copies of this letter to acknowledge your receipt of the Grant, and return the original and six (6) copies to the Office of Contract Management.

Sincerely yours,



S. D. Heishman  
Grants Officer  
Regional Operations Division-LAC  
Office of Contract Management

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

BY:

NAME:

Ms. Ligea Smith

TITLE:

President FAVA/CA

DATE:

July 15, 1983

FISCAL DATA

Appropriation:  
Budget Plan Code:  
Allotment No.:  
PIO/T No.:  
Project No.:  
Total Obligated Amount:

72-1131021.6  
LDAA-83-35598-DG-12  
346-65-598-00-69-31  
598-0630-1-6531329  
598-0630  
\$156,055 (see Schedule  
Section D.2)

Total Estimated Amount:  
IRS Employer I.D. No.:  
Funding Source:

\$156,055  
59-221-5229  
AID/W  
Paul Maguire, LAC/DP/SD

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FUNDS AVAILABLE

JUL 13 1983

*Paul Maguire*  
Program Acctg. Division  
OFFICE OF FINANCIAL MANAGEMENT

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SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for a program to match volunteer and donated resources from Florida with identified needs in Haiti and other parts of the Caribbean; and to implement a project with the University of Haiti and others to enhance general health education and the building of a resource exchange on health and environment information between Haiti and Florida.

B. Period of Grant

The effective date of this Grant is the date on the Cover Letter. The estimated completion date is July 31, 1984.

C. Amount of Grant and Payment

1. AID hereby obligates the amount of \$156,055 for purposes of this Grant.
2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Standard Provision entitled "Payment 3 - Standard Provision entitled "Payment - Periodic Advance" subject to conditions set forth below.

D. Financial Plan

1. The following is the Financial Plan for this Grant. Except as specified in the Standard Provision of this Grant entitled "Revision of Financial Plans" and Paragraph D.2. below, the Grantee may adjust line item amounts within the grand total as reasonably necessary for the attainment of program objectives.

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BUDGET

<u>Cost Element</u>	<u>Total Government Costs</u>
1. Salaries and Wages	\$ 54,480
2. Fringe Benefits	12,171
3. Consultants	5,312
4. Administrative Costs (Office space and Equipment)	14,560
5. Travel and Per Diem	9,532
6. Health/Environmental Component	52,800
7. Other Direct Costs	<u>7,200</u>
Grand Total	\$156,055

2. Conditions Precedent

AID is awarding this Grant on the condition that the Grantee will establish an accounting system acceptable to the AID Grants Officer and to the AID Regional Inspector General for Audit. Notwithstanding the obligated amount hereinbefore mentioned, the Grantee shall be limited to a total amount of \$31,000 under this Grant until such time as the Grantee's accounting system is approved in writing by the Grants Officer. Should the grantee fail to meet these conditions within sixty (60) days from the effective date of this Grant, the Grantee hereby agrees that this Grant may be fully terminated immediately for the Convenience of the Government in accordance with Standard Provision entitled "Termination and Suspension".

3. Cost-Sharing

In addition to the Government's share as indicated in the above budget, the Grantee has agreed to cost-share expenses on an 80% Government/20% Grantee basis. Based upon the present obligation, the Grantee's share would be \$30,013. In-kind contributions are acceptable under the cost-sharing arrangement utilizing the criteria set forth in Section K of AID Handbook 13.

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E. Reporting

1. Financial Reporting

Financial reporting requirements shall be in accordance with the Standard Provision of this Grant entitled "Payment - Periodic Advance".

2. Program Reporting

Each of FAVA/CA's components utilizes volunteers and/or voluntary resources, which will be identified, recorded, and compiled for reporting purposes.

The Management Information System provides an in-house method of reporting specific programmatic activities. Data to be collected, compiled and reported includes:

- Number of volunteers identified
- Number of volunteers placed
- Placement of volunteers
- Type of volunteer placements
- Number of organizations affiliated (in-state, out-of-state, out-of-country)
- Type of organizations by service
- Resources donated by type
- Forum held/number of participants
- Information disseminated (mail outs)
- Number of seminars
- List of presenters/topics
- Number of seminar participants/event
- Number of requests for information following seminars
- Number and type of organizational training presented/coordinated
- Orientations given
- Orientation packets disseminated

The system will generate quarterly reports to funding sources and members for evaluative purposes and also function as an important program planning document.

FAVA/CA shall provide quarterly progress reports which, in addition to the information generated by the management system, will describe progress during the reporting period as well as problems encountered. At the end of the third quarter FAVA/CA will provide an evaluation of progress to date in accordance with the criteria included in the FAVA/CA proposal revision transmitted to A.I.D. on April 14, 1983.

Five copies of each report shall be provided to the Project Monitor specified in the Cover Letter of this Grant.

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F. Title to Property

Title to all property procured under this Grant shall vest to the Grantee.

G. Special Provisions

1. The Standard Provisions contained in Attachment 3 to this Grant (Form AID 1420-52(2-82)) are modified as set forth in the July 1982 Attachment to AID Forms 1420-51, -52, -53, and -54, entitled "Alterations in Grant", which is attached hereto and made a part of this Grant.

The following Standard Provisions set forth in Attachment 3 of this Grant are deleted:

- 5A. Negotiated Overhead Rates - Predetermined
- 5B. Negotiated Overhead Rates - Non-profit
- 7A. Payment - FRLC
- 7C. Payment - Reimbursement
- 10B. Procurement of Goods and Services Over \$250,000
- 13B. Title to and Care of Property (U.S. Government Title)
- 13C. Title to and Care of Property (Cooperating Country Title)

The Standard Provision set forth in Attachment 3 of this Grant entitled "Patents" is superseded by the Standard Provision entitled "Patent Rights (Small Business Firms and Nonprofit Organizations) (March 1982) (OMB Circular A-124)", which is attached hereto and made a part of this Grant.

- (a) The terms "OMB Circular A-122" and Subpart "1-15.6 of the Federal Procurement Regulations (FPR 1-15.6)" are synonymous.
- (b) Subpart 1-15.6 reserves the sections on bid and proposal costs and independent research and development costs. A.I.D. and the Grantee hereby agree upon the following treatment of these costs, pending such time as the FPR is amended to include them.
  - (1) Bid and proposal costs. Bid and proposal costs are the immediate costs of preparing bids, proposals, and applications for potential Federal and non-Federal grants, contracts and agreements, including the development of scientific costs,

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and other data needed to support the bids, proposals, and applications. Bid and proposal costs of the current accounting period are allowable as indirect costs. Bid and proposal costs of prior accounting periods are unallowable in the current period. In this regard, bid and proposal costs incurred for the preparation of requests for specific projects and programs are acceptable for recovery as indirect costs. However, proposal costs incurred in the attempt to obtain unrestricted funds are to be treated as fund raising and must be included in the organization's direct cost base. Bid and proposal costs do not include independent research and development costs which are covered by paragraph (2) below, or preaward costs covered by Attachment B, Paragraph 33, of OMB Circular A-122. (FPR 1-15.603-2.)

(ii) Independent research and development costs. Independent research and development is research and development conducted by an organization which is not sponsored by Federal or non-Federal grants, contracts or other agreements. Independent research and development costs must be included in the organization's direct cost base for allocation of its proportionate share of indirect costs. The costs of independent research and development, including its proportionate share of indirect cost, are unallowable under A.I.D. agreements.

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PROGRAM DESCRIPTION

A. Purpose of Grant

The purpose of this Grant is to coordinate to the maximum benefit of the Caribbean, with particular emphasis on Haiti, development assistance activities as generated by the numerous private voluntary organizations and through other resources in Florida.

B. Specific Objectives

The specific objectives of this Grant are as follows:

1. Enhance and strengthen the capabilities of the association members through the implementation of a specialized resource center, volunteer skills bank network and resource bank.
2. Expand and formalize information exchange between FAVA/CA members and increase the general public's awareness of FAVA/CA member activities.
3. Broaden members' expertise in specific areas of development, volunteer utilization and management by providing technical assistance and specialized quarterly seminars.
4. Maximize the coordination and appropriate utilization of association volunteers and voluntary resources via an integrated resource matching system and management information system.

C. Implementation

To achieve the foregoing objectives, the Grantee shall carry out the following activities:

1. Resource Directory

FAVA/CA will develop, operate and maintain a resource directory. This directory will include a comprehensive computerized listing of FAVA/CA members (private, public and voluntary) involved in providing development assistance to Caribbean countries. Information on each members' general scope of service, resources and current projects will be entered. Organizations which are not members of FAVA/CA but provide a service or serve as a resource to FAVA/CA activities will also be listed.

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The resource directory will also include a listing of materials, supplies and equipment generated by FAVA/CA members. Specific, verified requests for assistance from participating members or affiliated country counterparts will be matched with current lists of resources or with potential suppliers via the Resource Assistance Matching System.

The data base will be updated and maintained by FAVA/CA staff. In addition to matching needs to resources, software will be developed to provide an alphabetical listing of organizations by location, by country in which they work and by resources available or requested. The planned system will be capable of being accessed from locations in or out of the United States utilizing telephone service lines. FAVA/CA affiliated country counterparts will be able to make entries or requests on to the data base using an assigned access code.

## 2. FAVA/CA Forum

The bi-monthly forums, held in various locations around the state, will provide an opportunity for individuals involved in development assistance activities in the Caribbean to share expertise and develop working relationships with participating members. Included in these forums will be representatives from Florida-based private voluntary organizations, voluntary action centers, educators, health providers, agricultural specialists and the general public. Caribbean countries, the State Legislature, Congress, USAID/Washington, A.I.D. Missions, the Governor and Lt. Governor's office.

These meetings will be scheduled approximately every two months - agendas developed and speakers invited. A summary from each forum will be prepared and sent to each member of the association. The forums will also provide the mechanism to disseminate current information, identify groups looking for activities to support and promote volunteer opportunities for members of participating organizations. Host organizations for each forum will provide support staff and facility accommodations for each meeting. Meeting presenters and agenda items will be delivered jointly by FAVA/CA staff and hosting organizations.

## 3. Speakers' Bureau

The Speakers' Bureau is a computerized listing of experts in agriculture, agro-medicine, education, health and environment, government, programs in development assistance and private sector activities, etc., who have agreed to share their expertise through formal presentations.

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This cadre of highly specialized professionals will function as an internal component of FAVA/CA's resource network. Speakers may make one-time presentations or may be part of a scheduled bi-monthly forum. Several organizations, educational and church related groups have already requested presentations. Service clubs wishing to identify projects; church groups preparing for their initial mission into a particular country or area of assistance, comprise the target population for these presentations.

Speakers' Bureau participants will be recruited from multiple locations in-state and out-of-state. All presentations will be documented with regard to subject, presenter, number of participants and expected outcomes.

#### 4. Newsletter

The bi-monthly newsletter, FAVA/CA Communique, will serve as the primary information dissemination vehicle for FAVA/CA related activities.

Issues will include updates on member activities, program developments and a current calendar of events. Information on upcoming FAVA/CA forums, seminars and training programs will be available along with special requests for assistance.

FAVA/CA staff and the volunteer newsletter committee will be primarily responsible for the Communiques's production.. However, support in the form of ideas, articles, research, shared experiences, evaluations of programs, photographs, and calendar items will be requested of the readership.

#### 5. Seminar Training

Seminars and training programs will be one-day, focused presentations or round table interactions on specific areas of development assistance.

Participants will include representatives from private voluntary organizations, education institutions, government, affiliate country organizations, and specialists in the topic area. Topics in health, environment, dental care agriculture, agro-medicine, education (primary and secondary), fisheries, handicraft product distribution and marketing, vocational education and transportation will be covered.

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6. Organizational Development Programs

FAVA/CA's organizational development programs will focus on providing members with assistance in the areas of structuring volunteer goals and objectives, implementing accountability systems and developing effective volunteer and voluntary resource recruiting systems.

FAVA/CA affiliate organizations (i.e., HAVA) will also be targeted recipients of these programs.

7. Resource Assistance Matching System

Each resource and/or volunteer data storage and retrieval system previously described will serve to meet specific volunteer or resource requests. The Resource Assistance and Matching System will enable inter-system searches and report generation. This in-house system will facilitate responding to complex requests for assistance.

The system will be maintained and updated regularly by FAVA/CA volunteer and paid staff. It is anticipated that system development, data entry system and de-bugging will be completed by the end of the third quarter of program operation.

8. Florida/Haiti - Health/Environmental Projects

FAVA/CA will enhance general education programs for Haitian health professionals (undergraduate and post-graduate), offer a broad array of technical health and environmental consultation, and build a permanent bridge for resource exchange between Haiti and Florida through the following projects:

1. Conduct, at least quarterly, education programs at the University for health students to include such subjects as nutrition, midwifery, infectious disease, and family planning.
2. Schedule and hold, at least quarterly, U.S. accredited continuing education programs for physicians and nurses. Subjects will include selected public health, medical and surgical topics.
3. Schedule and hold, at least annually, education meetings in conjunction with the Haitian Public Association (HPHA) and the Florida Public Health Association (FPHA) of two-day duration for public health and epidemiology education.

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4. In addition to the educational programs, the professional speakers will provide technical assistance. All prospective professionals will be selected based on their particular expertise in the areas identified. The FAVA/CA Resource Center will provide each volunteer with background information on country, socio-economic conditions, political and environmental conditions. Lists of contacts will be provided and arrangements for transportation, housing and special equipment secured prior to the volunteer's departure.

Each participant will provide FAVA/CA health representatives with a summary of activities and an evaluation of experience upon return.

5. Provide practical training to health professionals of Haiti in Florida through training facilities (i.e., Florida medical schools, nursing schools, etc.) and work experiences (i.e., DHRS, County Health Departments).
6. Increase clinical exposure of U.S health professionals to direct health care services in Haiti.
7. Provide air travel and minimal living expenses (if needed) for the interchange of health professionals. This program will not be limited to physicians; nurses, entomologists, and infectious disease specialists would also be included.

FAVA/CA will collect and ship educational materials on a periodic basis.

8. Provide Haitian public health professionals with a broad area of educational materials.
9. Fund two full-time students, including tuition, room and board for graduate studies at a Florida University. At the University of Miami, for example, a candidate for a masters degree in public health would take courses such as infectious diseases or nutrition. Fellowships and training experiences in tuberculosis, midwifery, and agromedicine are easily accessible.

Additional fellowships and short subject specific programs designed with USAID/Haiti, the Haiti Department of Public Health, Medical Schools, and volunteer agencies would also be conducted. Each training program will be carefully designed so that Haitian health professionals would acquire knowledge compatible to the health and environmental needs of Haiti.

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