



EMBASSY OF THE  
UNITED STATES OF AMERICA  
Lagos, Nigeria  
USAID

PD-AA2-768  
62446



August 29, 1984

Mr. C. Payne Lucas  
Executive Director  
**Africare**  
1601 Connecticut Avenue, N.W.  
Washington, D. C. 20009

Subject: Cooperative Agreement No. 620-0062-A-00-4078-00

Dear Mr. Lucas:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "AID") hereby grants Africare (hereinafter referred to as "Recipient") the sum of \$334,613 to upgrade certain health clinics in Nigeria to serve as model integrated health clinics as outlined in Attachment 1, Cooperative Agreement Schedule and Attachment 2, Program Description.

The Cooperative Agreement is effective and obligation is made as of the date this letter is signed and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending two years after that date. Funds disbursed by AID but uncommitted by the Recipient at the expiration of this period shall be refunded to AID.

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

Please sign the original and seven (7) copies of this letter to acknowledge your receipt of this Cooperative Agreement, and return the original and six (6) copies to the Agreement Officer listed below.

Sincerely yours,

*Elizabeth Keys MacManus*

Elizabeth Keys MacManus  
AID Affairs Officer/Agreement  
Officer  
Lagos, Nigeria (ID)  
Department of State  
Washington, D. C. 20520

Attachments:

1. Cooperative Agreement Schedule
2. Program Description
3. Standard Provisions
4. Africare Application

ACKNOWLEDGED:

Africare

BY: *C Payne Lucas*

TITLE: *Executive Director*

DATE: *Sept. 8, 1984*

FISCAL DATA

Appropriation	:	71-1141021.4
Budget Plan Code	:	GDA-84-21620-BG12
PIO/T No.	:	698-0662.20-3-40501
Project No.	:	698-0662.20
Total Estimate Amount	:	\$334,613
Total Obligated Amount	:	\$334,613
IRS Employer Identification Number	:	23-7116952
Funding Source	:	AID/W/AF
Agreement Officer	:	AID Affairs Officer, AID/Lagos

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COOPERATIVE AGREEMENT  
SCHEDULE

A. Purpose

To upgrade certain health clinics in Nigeria with equipment and supplies so that they can serve as model integrated health clinics.

B. Period of Cooperative Agreement

The effective date of this Cooperative Agreement is the date of its execution, which is the date on which the Agreement is signed by the Agreement Officer. The date through which commitments can be made is that date two years from the effective date.

C. Amount of Cooperative Agreement

AID hereby obligates the amount of \$334,613 for purposes of this Cooperative Agreement. This represents the total intended award and no further funding is anticipated.

Payment shall be made to the Recipient in accordance with procedures set forth in Attachment 1--Standard Provision No. 7-A entitled, "Payment--Federal Reserve Letter of Credit (FRLC) Advance."

The total obligated amount column under D. Financial Plan, below, represents the total funds authorized to be expended by the Recipient during the period indicated.

Financial Reports shall be submitted to the Agreement Officer listed on the second page of the Cooperative Agreement letter, above. The final "SF-269-Financial Status Report" shall include an attachment that shows expenditures for the Cooperative Agreement by line item

D. Financial Plan

The following is the Financial Plan for this Cooperative Agreement. Revision to this Plan shall be made in accordance with Standard Provision 6 of this Cooperative Agreement, "Revision of Financial Plans," in Attachment 3.

<u>COST ELEMENT</u>	<u>TOTAL OBLIGATED</u>
Salaries and Fringe Benefits	\$ 16,856
Travel and Per Diem	20,292
Equipment and Supplies	167,106
Direct Cost for Materials and Supplies	86,053
Indirect Costs	44,306
<u>GRAND TOTAL</u>	<u>\$334,613</u>

Budget line items in this Cooperative Agreement may be adjusted up to 15 percent between the major categories without prior written approval by Agreement Officer provided that the total amount of the Cooperative Agreement shall not exceed \$334,613.

E. Payment

Payment to the Recipient will be made through a Federal Reserve Letter of Credit (FRLC). The Recipient will submit to AID/W and the Financial Management Program Accounting Division (FM/PAD), the signature cards required to indicate the commercial bank where payment drawdowns will be made and to specify the documentation that will be used in making the drawdown.

F. Reporting Requirements

Africare will provide quarterly financial reports to AID following a format and procedures prescribed in the Standard Provisions, No. 2 and 7-A. In addition, upon completion of the equipment survey described in the Program Description, below, but prior to the Africare specialist's departure from Nigeria, Africare will provide the Agreement Officer with a draft report of the equipment survey summarizing its major findings and observations, analyzing the sites visited and their potential for participation in the program, and listing conclusions and recommendations for future actions regarding equipment needs and placement in Nigeria. Within one month of the survey's completion, Africare will submit to the Agreement Officer five copies of a final survey report.

Progress reports on substantive program activities will also be due quarterly. The first progress report will accompany the first financial report. Each subsequent progress report will be due at three-month intervals

from the submission of the first report. The last report submitted will be considered both the quarterly report and the final report and will summarize the accomplishments of the entire project period. Each progress report will compare accomplishments with plans and explain any variance.

Five copies of each progress and financial report shall be submitted to the Agreement Officer, AID/Lagos.

G. Alterations and Additions to Standard Provisions

The Standard Provisions for Grants with Non-Profit Organizations (AID Form 1420-52, dated 2/82) attached as Attachment 3 constitutes the Standard Provisions of this Cooperative Agreement except to the extent that Standard Provisions have been deleted or amended as follows:

1. When these Standard Provisions are applied to the Cooperative Agreement, the following applies:
  - "Grantee" shall mean "Recipient"
  - "Grant" shall mean "Cooperative Agreement"
  - "AID Grant Officer" shall mean "AID Agreement Officer"
  - "Subgrant" shall mean "Subcooperative Agreement"
  - "Subgrantee" shall mean "Subrecipient "
2. The following Standard Provisions are hereby deleted from this Agreement:
  - 5A. Negotiated Overhead Rates--Predetermined
  - 7B. Payment--Periodic Advances
  - 7C. Payment--Reimbursement
  - 10A. Procurement of Goods and Services under \$250,000
  - 13B. Title to and Care of Property (U.S. Government Title)
  - 13C. Title to and Care of Property (Cooperating Country Title)
3. The July 1982 attachment to AID Forms 1420-51-52-53-54, "Alterations in Grant," is attached hereto and made a part hereof.
4. Standard Provision 7A is hereby deleted and replaced with the following in lieu thereof:
  - 7A. Payment-Letter of Credit (July 1984)  
(This provision is applicable only when the following conditions are met:

- (i) Total advances under all the Grantee's cost reimbursement contracts and assistance instruments with AID exceed \$120,000 per annum,
- (ii) AID has, or expects to have, a continuing relationship with the Grantee for at least one year,
- (iii) The Grantee has the ability to maintain procedures that will minimize the time elapsing between the transfer of funds and the disbursement thereof;
- (iv) The Grantee's financial management system meets the standards for fund control and accountability required under the Standard Provisions of the Grant, entitled, "Accounting, Audit and Records," and either
- (v) The foreign currency portion of the total advance under this Grant is less than 50 percent or
- (vi) The foreign currency portion of the total advance under this Grant is more than 50 percent but more than one foreign currency country is involved.)

(a) Payment under this Grant shall be by means of a Letter of Credit (LOC) in accordance with the terms and conditions of the LOC and any instructions issued by AID's Office of Financial Management, Program Accounting Division (M/FM/PAD).

(b) As long as the LOC is in effect, the terms and conditions of the LOC and any instructions issued by M/FM/PAD constitute payment conditions of this Grant, superseding and taking precedence over any other provision of this Grant concerning payment.

(c) Reporting:

(i) A "Financial Status Report" SF-269, shall be prepared on an accrual basis and submitted quarterly no later than 30 days after the end of the period, in an original and two copies to AID/M/FM/PAD, Washington, D.C. 20523. If the Grantee's accounting records are not normally kept on an accrual basis, the Grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand.

The final report must be submitted within 90 days after the conclusion of the grant to M/FM/PAD. In cases where grants are Mission funded, the Grantee will forward an information copy to the AID Mission Accounting Station at the same time the original and one copy are mailed to M/FM/PAD, AID/Washington.

(ii) The Grantee shall submit an original and one copy of SF-272, "Federal Cash Transaction Report," within 15 working days following the end of each quarter to M/FM/PAD. Grantees receiving advances totalling more than \$1,000,000 per year shall submit the SF-272 on a monthly basis within 15 working days following the close of the month. Grantees shall report all cash advances in the Remarks Section of SF-272. Those cash advances in excess of immediate disbursement requirements in the hands of sub-recipients or the Grantee's field organizations shall be supported by short narrative explanations of action taken by the Grantee to reduce the excess balances.

(c) Revocation of the LOC is at the discretion of the authorized LOC certifying officer of M/FM/PAD. Notification of revocation must be in writing and must specify the reason for the revocation. The recipient may appeal any such revocation to the Grant Officer.

#### H. Special Provisions

##### 1. OMB Circular A-122

(a) The cost principles contained in "OMB Circular A-122" are applicable to this Grant.

(b) The Circular reserves the section on bid and proposal costs and independent research and development costs. AID and the Grantee hereby agree upon the following treatments of these costs, pending such time as the Circular is amended to include them:

(i) Bid and Proposal (B&P) costs are the immediate costs of preparing bids, proposals and applications for potential activities such as government and non-government grants, contracts, and agreements, including the development of scientific costs and other data needed to support the bids, proposals and applications. In general, (B&P) costs of the current accounting period are allowable as indirect costs. (B&P) costs of prior accounting periods are unallowable in the current period.

In this regard, (B&P) 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. If the organization's established practice is to treat (B&P) costs by some other method, the results obtained may be accepted only if found to be reasonable and equitable. (B&P) costs do not include independent research and development costs which are covered by Paragraph (ii) below, or pre-award costs covered by Attachment B, Paragraph 33, of OMB Circular A-122. (FPR 1-15.603.2.)

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

## 2. Close Out

(a) Upon request, AID shall make prompt payments to a recipient for allowable reimbursable costs under this Grant.

(b) The Grantee shall immediately refund any balance of unobligated (unencumbered) cash that AID has advanced or paid and that is not authorized to be retained by the Grantee for use in other grants or agreements.

(c) AID shall obtain from the Grantee within 90 calendar days after the date of completion of the agreement all financial, performance and other reports required as the condition of the Grant. AID may grant extensions when requested by the Recipient.

(d) When authorized by the Grant, AID shall make a settlement for any upward or downward adjustments to AID's share of the costs after these reports are received.

(e) The Grantee shall account for any property acquired with AID funds or received from the Government in accordance with provisions of Paragraph T of Chapter I of Handbook 13.

(f) In the event that a final audit has not been performed prior to the close-out of the Grant, AID shall retain the right to recover an appropriate amount after fully considering the recommendations.

3. Travel to Nigeria: All travel to Nigeria by Africare under the terms of this Agreement will be made only when the Agreement Officer approves such travel.
4. U.S. citizen employees of Africare will have access to the use of the diplomatic pouch for first-class letter mail or as Embassy regulations dictate.
5. To the extent possible, Africare permanent staff and not consultants will be used to develop, implement, and manage project activities.

#### I. Overhead Rate

Pursuant to Standard Provision No. 5B entitled Negotiated Overhead Rates--Nonprofit Organizations--Other than Educational Institutions, a rate or rates shall be established for each of the Recipient's accounting periods during the term of the Cooperative Agreement. Pending establishment of final indirect cost rates for the initial period, provisional payments on account of allowable indirect costs shall be made on the basis of the following provisional rates applied to the base set forth below.

<u>Rate</u>	<u>Base</u>	<u>Period</u>
21.45%	Salaries, Travel, Per Diem, Direct Costs for Commo- dities	Life of Project
10.7%	Equipment and Supplies	Life of Project

If the overhead rate is later adjusted, the total Cooperative Agreement amount of \$334,613 remains in force and no further amounts shall be made available to the Recipient unless this Cooperative Agreement is otherwise amended.

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J. Title to Property

Title to all equipment shall vest in Africare until such time as Africare deems transfer of title to a local private or public agency appropriate. This Transfer shall occur only after the agency has developed a proven capability to operate and care properly for the equipment within the standards set forth in Handbook 13, Chapter 1T, entitled, "Property Management Standards". Africare shall include specific usage instructions in agreements to transfer property. The instructions should require the agency's adherence and certification to the provisions of informed consent and voluntary participation requirements that govern this Cooperative Agreement both prior to and following transfer.

K. Authorized Geographic Code

Procurement of goods and services under the terms of this Cooperative Agreement shall be in accordance with Standard Provision No. 10B entitled "Procurement of Goods and Services over \$250,000".

L. Substantial Involvement

Substantial involvement by AID in this Agreement consists of joint selection of key recipient personnel and AID/Lagos collaboration with Africare on all aspects of the project. (See AID Handbook 13, Chapter 6, Part B(2).) For example, AID/Lagos will make in-country arrangements for Africare site visits including notification of appropriate government officials, basic technical support, and, as appropriate, designation of AID/Lagos staff to accompany the Africare specialist on site visits.

M. Special Covenant

The Grantee agrees that, during the term of this Grant, it will not perform or actively promote abortion as a method of Family Planning in AID recipient countries. This Covenant shall be construed in a manner consistent with the Constitution and Laws of the United States. It shall be implemented in accordance with guidance to be furnished by AID.

PROGRAM DESCRIPTIONA. Purpose

This project is part of the Nigerian Family Health Initiatives project, the purpose of which is to increase the delivery of health and family planning services in selected high demand areas of Nigeria. As part of that larger effort, Africare will upgrade specified clinics by providing them with basic equipment and expendable supplies so that they can serve as model integrated health facilities.

B. Program Description

Africare will survey up to 60 clinic sites mutually determined by AID/Lagos and Africare in the states of Plateau, Niger, Kwara, Kano, and Kaduna, to determine 53 appropriate and suitable sites to receive equipment and supply sets and serve as model clinics. Forty of the 53 clinics will be chosen to be district-level sites capable of serving as referral clinics for high-risk patients and of offering model facilities for clinical training. To complete the upgrading of these clinics, Africare will purchase and assemble 63 sets of basic equipment as mutually determined by AID/Lagos and Africare for distribution to the 53 chosen clinic sites and 10 sets to be maintained by AID/Lagos for distribution. This project extends Africare's existing health support program in Nigeria and 11 other African countries. Through this program, Africare provides "packaged hospital units" to existing African health care networks. In addition, this project complements Africare's current effort in Nigeria to provide technicians and health professionals to improve rural health care in Nigeria.

(1) Equipment Survey

Africare will select an equipment specialist who, after approval by AID/Lagos, will conduct a survey of clinic sites proposed by AID/Lagos in consultation with state Ministries of Health. The Africare specialist will visit clinics in several states and assess each facility's potential for serving as a model integrated service facility. Criteria for equipment placement will include:

commitment to implementing integrated maternal and child health and family planning services;

- . willingness and readiness to expand services to include family planning, oral rehydration therapy, and immunizations;
- . availability of trained personnel to provide services;
- . suitability of facility for providing services; and
- . accessibility of facility to the population.

Africare will assign appropriate staff to conduct the survey; plan and implement the survey (which shall include the development of any necessary survey tools); and prepare a report following the completion of the survey which will specify the observations and conclusions of the survey and recommend future action.

2. Equipment and Supply Procurement and Shipment

Africare will purchase equipment and supplies as indicated by AID/Lagos in the Equipment List attached as Attachment 2A. Equipment and supplies will be purchased in the United States. Specifically, Africare will obtain necessary bids; procure the equipment and supplies; package and mark the equipment and supply sets for easy and accurate distribution of sets to clinics in Nigeria; inspect packaging and marking to ensure complete shipment; arrange for air-freight; prepare all necessary documentation and letters of donation; notify AID/Lagos of arrival date; arrange shipment from customs; and arrange and pay for warehousing until items are picked up by local recipients, as arranged by AID/Lagos.

ATTACHMENT 2A

EQUIPMENT LIST

<u>ITEMS FOR 40 DISTRICT HEALTH UNITS AND 23 OTHER HEALTH UNITS</u>	<u>NUMBER PER UNIT</u>
Angle Poise Lamp (with lightbulbs) . . . . .	1
Flashlight for Emergency Light . . . . .	2
Batteries for Flashlight (1 dozen) . . . . .	1
Adult Weight Scale and Height Measure. . . . .	1
Sphygmomanometer . . . . .	2
Instrument Trolley . . . . .	1
Instrument Tray. . . . .	2
Receiver for Used Instruments. . . . .	1
Dressing Jar for Swabs . . . . .	2
Latex Gloves, boxes of 50 pairs each . . . . .	2
Gauze, by case . . . . .	4
Cotton Balls, by case . . . . .	4
Clinistix, 100-test boxes. . . . .	4
Albustix, 100-test boxes . . . . .	4
Providine-Iodine, gallon . . . . .	12
Liquid Soap Concentrate, gallon. . . . .	8
Thermometer, dozen . . . . .	1
Clinic Privacy Screen. . . . .	1
Kerosene Stove . . . . .	1
Metal Pot for Stove. . . . .	2
Stethoscope. . . . .	2

<u>ADDITIONAL ITEMS FOR 40 DISTRICT HEALTH UNITS</u>	<u>NUMBER PER UNIT</u>
Ob/Gyn Examination Table . . . . .	1
Basic Non-electric Microscope. . . . .	1
Gram Stain Kits, sets of 50 tests each . . . . .	20

## ATTACHMENT 2B

EQUIPMENT SPECIFICATIONS  
(Illustrative List)

BASIC MEDICAL EQUIPMENT (For 63 Units)

Angle Poise Lamp: Examination floor lamp, gooseneck, 220 volt 50 Hz, adjustable height, swivel mounted, dual cool shade, 3 wire 8' grounded cord set with molded plug, two spare bulbs. Approximate cost: \$54.35 each.

Flashlight for Emergency Light: Duracell CKF Flashlight, 2 cell(D) battery, 2.4 volts prefocussing bulb. Approximate cost: \$3.00 each.

Batteries for Flashlight: Size D. Approximate Cost: \$7.00 per dozen.

Adult Weight Scale with Height Measure: Similar to Delecto Model 439 with metric system. Approximate cost: \$160.00 each.

Syphgnomanometer: Desk Model, heavy duty case and cup. Approximate cost: \$98.00 each.

Stethoscope: Double head, rotary eartips. Approximate cost: \$13.00 each.

Instrument Trolley: At least 32" high with shelf and castors. Approximate cost: \$85.50 each.

Receiver for Used Instruments: Single basin on stand without castors. Lower shelf, if possible. Approximate cost: \$85.50 each.

Instrument Tray: Approximately 18" x 12" with raised rim. Approximate cost: \$10.00 each.

Dressing Jar for Swabs: Heavy guage, capacity 3 qts, diameter 6", height 7"-8". Approximate cost:\$26.50 each.

Latex Gloves: Non-disposal, sizes 7 and 8. Approximate cost: \$31.00 per 50 pair.

Gauze: 12 4" x 4" rolls/case. Approximate cost: \$14.00 per case.

Cotton Balls: 4,000 balls per case. Approximate cost: \$21.00 per case.

Clinistix: For testing urine glucose, 100 tests/box. Approximate cost: \$3.25/100 tests.

Albustix: For detection of protein in urine, 100 tests/box. Approximate cost: \$11.38/100 tests.

Providine-Iodine: Solution 10% concentrate. Approximate cost: \$21.92 per gallon.

Liquid Soap Concentrate. For cleaning of instruments. Approximate cost: \$8.75 per gallon.

Thermometer: Centigrade, 1 dozen per box. Approximate cost: \$12.00 per dozen.

Clinic Privacy Screen: Simple metal frame with cloth panels. Approximate cost: \$100.00 each.

Kerosene Stove: Basic kerosene unit with one burner (to be used as heat source for sterilizing instruments). Approximate cost: \$78.00 each.

Metal Pots for Stove: For sterilizing instruments and use with above kerosene stove. Approximate cost: \$30.00 each.

#### SPECIALIZED EQUIPMENT (For 40 Units)

OB/GYN Examination Table: Heavy gauged tubular steel 65" L x 23" W x 32"H, baked enamel finish, large perineal cutout with drain pan; sliding bucket shelf on bottom frame, chrom plated heel stirrups. Cushion, if possible. Approximate cost: \$500.00 each

Basic Microscope: Non-electric, reflector light, capable of 40 x to 50 x, oil immersion, for use with gram stain tests. Approximate cost: \$500.00 each.

Gram Stain Kit: Including gentian violet solution, iodine solution, decolorizer, safranin regents, slides, eye dropper and squirt caps. Approximate cost: \$20.00 per 50 tests.

PACKING INSTRUCTIONS FOR EQUIPMENT SETS

DESTINATION	ITEMS FOR 63 UNITS "REGULAR SETS"	ITEMS FOR 40 UNITS "SPECIAL SETS"
Plateau State	20 sets	5 sets
Niger State	5 sets	5 sets
Kwara State	8 sets	5 sets
Kano State	10 sets	5 sets
Kaduna State	10 sets	5 sets
Ondo State	0 sets	5 sets
Ogun State	0 sets	5 sets
Reserve	10 sets	5 sets
Total	63 sets	40 sets

1. Equipment Sets for States: Designated equipment should be packaged by each state and marked accordingly. Equipment does not need to be broken down by each individual set (i.e. Equipment designated for Plateau State can be packaged as a whole and marked "Plateau" including 20 anglepoise lamps, 40 flashlights, etc.)
2. Equipment Sets for the Reserve: Equipment should be packaged by each individual set and each marked "Reserve". Therefore, there should be 10 separate "regular sets" and 5 separate "special sets" each marked "Reserve".

LINE-ITEM  
BUDGET BY PLANNED ACTIVITY

EQUIPMENT AND SUPPLY PROCUREMENT AND SHIPMENT

<u>Salaries and Fringe Benefits</u>		\$3,528
Africare Program Manager (\$175/day x 14 days)	\$2,450	
Secretary (\$50/day x 14 days)	700	
Fringe (12%)	378	
<u>Equipment and Supplies</u>		167,106
Medical Equipment/Supplies 63 units	105,506	
Medical Equipment/Supplies 40 units	61,600	
<u>Direct Costs for Equipment and Supplies</u>		86,053
Handling, Packaging, and Air Freight	76,053	
Local Clearances, Warehousing	10,000	
<u>Indirect Costs</u>		37,095
21.45 percent of Salaries and Direct Costs for Commodities (21.45% of \$89,581)	19,215	
10.7 percent of Equipment and Supplies (10.7% of \$167,106)	17,880	
<b>SUBTOTAL FOR EQUIPMENT PROCUREMENT AND SHIPMENT</b>		<b><u>\$293,782</u></b>

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<u>EQUIPMENT SURVEY</u>		
<u>Salaries and Fringe Benefits</u>		\$13,328
Equipment Specialist (\$175/day x 60 days)	\$10,500	
Secretary (\$50/day x 28 days)	1,400	
Fringe (12 percent)	1,428	
<u>Travel and Per Diem</u>		20,292
Travel Incidentals (visa, immunizations, etc.)	100	
International Airfare (\$2,200 x 2 round trips)	4,400	
Per Diem for Specialists (\$134/day x 50 days)	6,700	
Per Diem for National (\$134/day for 38 days)	5,092	
In-country Transportation (Land and Air)	4,000	
<u>Indirect Costs</u>		7,211
21.45 percent of Direct Costs of \$33,620	7,211	
SUBTOTAL FOR EQUIPMENT SURVEY		<u>\$40,831</u>
<u>GRAND TOTAL</u>		<u>\$334,613</u>

B.

## ATTACHMENT 2B

EQUIPMENT SPECIFICATIONS  
(Illustrative List)

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Basic Microscope: Non-electric, reflector light, capable of 40 x to 50 x, oil immersion, for use with gram stain tests. Approximate cost: \$500.00 each.

Gram Stain Kit: Including gentian violet solution, iodine solution, decolorizer, safranin regents, slides, eye dropper and squirt caps. Approximate cost: \$20.00 per 50 tests.



# Africare

"Improving the quality of life in rural Africa through the development of water resources, increased food production and the delivery of health services."

1601 Connecticut Avenue, N.W.

Washington, D.C. 20009

Telephone (202) 462-3614 • Telex 64239

13 August 1984

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President of the Republic of Zambia

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Washington, D.C.

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U.S. House of Representatives

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### JAMES M. HARKLESS, Esq.

Labor Arbitrator, Washington, D.C.

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The Council on Foundations

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Physician, Honolulu, Hawaii

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Vice President, C & P Telephone

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University of Wisconsin-Madison

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President Emeritus  
Texas Tech University

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Community College, Flint, Michigan

### ALDENE E. WALKER, M.S., D.D.S.

Asst. Professor, Howard University  
College of Dentistry

### CURTIN WINSOR, JR., Ph.D.

U.S. Ambassador to Costa Rica

Executive Director  
C. PAYNE LUCAS

Ms. Keys MacManus  
AID Affairs Officer  
Lagos, Nigeria (ID)  
Department of State  
Washington, D.C. 20520

Dear Ms. MacManus:

Per the attached August 10, 1984 letter I received from Ms. Judith Jacobsen, enclosed you will find an original signed Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs.

Since I do not have an address for Ms. Jacobsen, I am mailing a copy of this letter to Ms. Joyce Frame, who I understand will be back at AID's Office of Contract Management from Abidjan on August 27th.

Sincerely,

*C. Payne Lucas*  
C. Payne Lucas  
Executive Director

c.c. Ms. Joyce Frame  
Office of Contracts Management, A.I.D.  
1735 North Lynn Street  
Room 727  
Arlington, VA 22209

August 10, 1984

C. Payne Lucas  
Executive Director  
Africare  
1601 Connecticut Ave., N.W.  
Washington, D.C. 20009

Dear Mr. Lucas:

I have been working with Keys MacManus in Lagos preparing your Cooperative Agreement for a project in Nigeria. Yesterday and today I spent in Abidjan discussing the Agreement with Joyce Frame, on TDY from the AID contracts office in Washington. She has provided me with the enclosed form, which you need to sign and send to Keys as soon as possible. Keys' address is AID Affairs Officer, Lagos, Nigeria (ID), Department of State, Washington, D.C. 20520.

Thanks very much.

Sincerely,

*Judith Jacobsen*

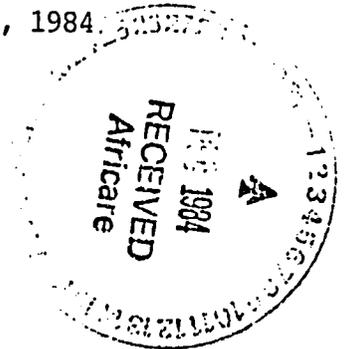
Judith Jacobsen  
Consultant to AID

cc: Keys MacManus



EMBASSY OF THE  
UNITED STATES OF AMERICA  
Lagos, Nigeria  
USAID

November 21, 1984



Mr. C. Payne Lucas  
Executive Director  
Africare  
1601. Connecticut Avenue, N.W.  
Washington, D.C. 20009

Subject: Cooperative Agreement No. 620-0062-A-00-4078-00

Amendment #01

Dear Mr. Lucas:

This cooperative agreement is hereby amended as follows: Attachment 1, "Cooperative Agreement Schedule" Item K. "Authorized Geographical Code" should read:

If the combined procurement of goods and services is less than Dols. 250,000 this cooperative agreement shall be in accordance with standard provision 10A entitled "procurement of goods and services under Dols. 250,000." If combined procurement of goods and services is greater than Dols. 250,000, this cooperative agreement shall be in accordance with standard provisions 10B entitled "procurement of goods and services over Dols. 250,000." Except as expressly herein amended, the subject agreement is in all respects ratified, confirmed and continues in full force and effect in accordance with its original terms.

Please sign the original and eight (8) copies of this letter to acknowledge your acceptance of the conditions under which these funds are provided.

Sincerely yours,

*Elizabeth Keys MacManus*

Elizabeth Keys MacManus  
AID Affairs Officer/Agreement  
Officer

Lagos, Nigeria (ID)  
Department of State  
Washington, D. C. 20520

ACKNOWLEDGED:

Africare

BY:

*C. Payne Lucas*

TITLE:

*Executive Director*

DATE:

*Dec 3, 1984*

FISCAL DATA

Appropriation	:	71-1141021.4
Budget Plan Code	:	GDA-84-21620-GB12
PIO/T No.	:	698-0662.20-3-40501
Project No.	:	698-0662.20
Total Estimate Amount	:	\$334,613
Total Obligated Amount	:	\$334,613
IRS Employer Identification Number	:	23-7116952
Funding Source	:	AID/W/AF
Agreement Officer	:	AID Affairs Officer, AID/Lagos



Embassy of the United States of America

Lagos, Nigeria

December 17, 1984

Mr. C. Payne Lucas  
Executive Director  
Africare  
1601 Connecticut Avenue, N.W.  
Washington, D.C. 20009

Subject: Cooperative Agreement No. 620-0062-A-00-4078-00  
Amendment No. 02

Dear Mr. Lucas:

This Cooperative Agreement is hereby amended as follows:  
Attachment 1D Financial Plan is deleted in its entirety and  
is replaced as follows:

D. Financial Plan

The following is the Financial Plan for this Cooperative Agreement. Revision to this Plan shall be made in accordance with Standard Provision 6 of this Cooperative Agreement, "Revision of Financial Plans," in Attachment 3.

<u>COST ELEMENT</u>	<u>TOTAL OBLIGATED</u>
Salaries and Fringe Benefits	\$ 17,571
Travel and Per Diem	25,020
Equipment and Supplies	167,106
Direct Cost for Materials and Supplies	73,426
Indirect Costs	<u>51,490</u>
<b>GRAND TOTAL</b>	<b>\$334,613</b>

Please sign the original and seven (7) copies of this letter to acknowledge your acceptance of this Amendment and return the original and six (6) copies to the Agreement Officer.

Sincerely,

Elizabeth Keys MacManus  
AID Affairs Officer/Agreement  
Officer  
Lagos, Nigeria (ID)  
Department of State  
Washington, D.C. 20520

ACKNOWLEDGED:

Africare

BY:

John S. Kinnel

TITLE:

Direct International Development

DATE:

Dec 27, '84

FISCAL DATA

Appropriation : 71-1141021.4  
Budget Plan Code : GDAA-84-21620-GB12  
PIO/T No. : 698-0662.20-3-40501  
Project No. : 698-0662.20  
Total Estimate Amount : \$334,613  
Total Obligated Amount : \$334,613  
IRS Employer Identification:  
Number : 23-7116952  
Funding Source : AID/W/AF  
Agreement Officer : AID Affairs Officer,  
AID/Lagos

BUDGET INM SHEET (side 1)

BUDGET WORKSHEET

Project name: Nigeria Family Health acct #: 4000

COST CENTER DESCRIPTION	NUMBER	TOTAL:			
Africare Expatriate Salaries	1				
Africare Local Hire Staff	2	1,568			
Africare Headquarters Staff	3	2,200			
Africare Consultants	5	11,800			
Africare Temporary Employees	6				
Africare Interns	7				
Grantee's Regular Staff	8				
Grantee's Temporary Labor	9				
Health & Life Insurance	11	528			
Workman's Compensation	12				
Unemployment Insurance	13				
Annuity Expense	14				
Social Security	15				
Medical Evacuation Expense	16				
Sick Leave Expense	17				
Annual Leave Expense	18				
Home Leave Salary Expense	19				
Holidays	20				
Recruiting: Ads & Interviews	22				
Orientation Per Diem	23				
Travel Incidentals & Immuniza	24	100			
Relocation: Personal Freight	25				
Relocation: Transportation	26				
Relocation: Subsistence	27				
Settling-In Allowances	28				
Household Furnishings	29				
Housing Repair & Maintenance	30				
Housing Rental	31				
General Transportation & Gas	32	4,000			
General Subsistence	33	4,446			
Light Vehicle Repair & Servic	34				
Home Leave Travel	36				
International Transportation	37	2,400			
International Subsistence	38	12,094			
Equipment A:	40	167,106			
Equipment B:	41				
Equipment C:	42				
Equipment D:	43				
Equipment E:	44				
Equipment F:	45				
Technician Tools	46				
Tractors	47				
Heavy Trucks	48				
Light Trucks	49				
Automobiles	50				
Mobylettes	51				
Africare Office Equipment	52				

COST CENTER DESCRIPTION	NUMBER	TOTAL:		
Africara Office Furniture	53			
Equipment Repair	54			
Equipment Rentals	55			
Supplies A:	56			
Supplies B:	57			
Supplies C:	58			
Supplies D:	59			
Supplies E:	60			
Supplies F:	61			
Technician Supplies	62			
Office Supplies	63			
Photocopying	64			
Photography/Printing/Artwork	65			
Refreshments	66			
Construction Contractor Fees-	68			
Construction Contractor Fees-	69			
Construction Contractor Fees-	70			
Construction Materials-A	73			
Construction Materials-B	74			
Construction Materials-C	75			
Construction Crew Wages	76			
Design & Engineering Costs	77			
Foreign Language Training	78			
Subscriptions & Publications	79			
Training Materials	80			
Meeting & Membership Fees	81			
Workshop Travel & Allowances	82			
Dependents' Education	83			
Freight on Commodity Purchase	84	76,881		
Including local clearance/storage/transportation				
Business & Vehicle Insurance	85			
Taxes & Duties	86			
Legal & Audit	87			
Telephone & Telex	89			
Postage & Delivery	90			
Advertising-except help wants	91			
Data Processing Fees	92			
Office Rental	93			
Office Oper & Maintenance	94			
Bank Fees & Foreign Exc Losse	95			
Depreciation	96			
Other Direct Costs	97			
Level I Indirect Costs	98	29,932		
Level II Indirect Costs	99	21,558		
.....				
COLUMN TOTALS:		\$ 334,613		

\$116,017 x 25.8%  
167,106 x 12.9%