



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT PD-ABB-480

MISSION TO GUYANA

6840067
67553
P.O. BOX 75
65 MAIN STREET
GEORGETOWN, GUYANA
TEL. 83766

July 21, 1978

Mr. Roger K. Ackley
President
American Leprosy Missions, Inc.
1262 Broad Street
Bloomfield, New Jersey 07003

Subject: Grant No. 504-0067

Dear Mr. Ackley:

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 American Leprosy Missions, Inc. (hereinafter referred to as "Grantee") the sum of \$126,000 to provide support for a medical program in Guyana as more fully described in the attachment to this Grant, entitled "Program Description."

The total estimated cost of this program is \$250,000 and, subject to the availability of funds, A.I.D. intends to provide an additional \$124,000 over the next two years of this Grant. However, the amount presently obligated is \$126,000, and A.I.D. shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount.

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 July 1, 1978 to June 30, 1981.

This Grant is made to the American Leprosy Missions, Inc. on condition that the funds will be administered in accordance with the terms and conditions set forth in Attachment A, entitled "Program Description," and Attachment B, entitled "Standard Provisions," which have been agreed to by your organization.

Please sign the Statement of Assurance of Compliance, enclosed herein, and the original and seven (7) copies of this letter to acknowledge your acceptance of the conditions under which these funds have been granted.

ASSURANCE OF COMPLIANCE WITH THE AGENCY FOR
INTERNATIONAL DEVELOPMENT REGULATION UNDER TITLE VI
OF THE CIVIL RIGHTS ACT OF 1964

AMERICAN LEPROSY MISSIONS, INC. (hereinafter called the "Grantee")

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Agency for International Development (22 CFR Part 209, 30 FR 317) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Grantee receives Federal financial assistance from the Agency; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Grantee by the Agency, this assurance shall obligate the Grantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Grantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Grantee for the period during which the Federal financial assistance is extended to it by the Agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Grantee by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Grantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Grantee.

AMERICAN LEPROSY MISSIONS, INC.

BY _____

TITLE President

TYPED NAME Roger K. Ackley

DATE August 1, 1978

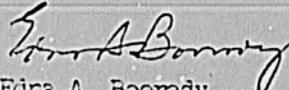
Mr. Roger K. Ackley

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July 21, 1970

Please return the Statement of Assurance of Compliance and the original and six (6) copies of this Grant to me.

Sincerely yours,


Edna A. Boorady
Director
Grant Officer

Attachments:

1. Program Description
2. Standard Provisions
3. Statement of Assurance of Compliance

ACCEPTED:

American Leprosy Missions, Inc.

By: Henry Long
Chairman of the Board

Date: Aug 7, 1970

and

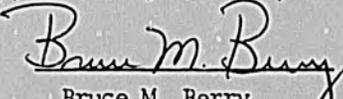
By: Roger K. Ackley
President

Date: _____

FISCAL DATA

Appropriation : 72-1181021.8
Allotment : 848-50-504-00-69-81
Project No. : 504-0067
Total Grant Amount: \$250,000

Certified to be a true copy of the original signed
by Edna A. Boorady, Director, USAID/Guyana.


Bruce M. Berry
Acting Executive Officer
USAID/Guyana

PROGRAM DESCRIPTIONA. Purpose of Grant

The purpose of this Grant is to provide support to the American Leprosy Missions, Inc. (A.L.M.), an American nonprofit voluntary organization, to enable it to conduct a development assistance project with the Ministry of Health of the Government of Guyana. The purpose of the project is to enhance the effectiveness of the existing medical services in Guyana in the treatment of leprosy patients and in leprosy control, to accelerate progress towards the integration of leprosy patient care and leprosy control into the basic health services of Guyana, and to accelerate progress towards eradication of the disease. The project will be carried out in Guyana by the American Leprosy Missions, Inc. in close collaboration and consultation with the Ministry of Health.

B. Specific Objectives

The specific objectives of the Grant are as follows:

1. To enhance the effectiveness of the existing medical services in Guyana in the treatment of leprosy patients and in leprosy control.
2. To improve the treatment of leprosy patients.
3. To identify school children with leprosy.
4. To accelerate progress towards the integration of leprosy patient care and leprosy control into the basic health services and towards eradication of the disease.
5. To initiate the dispersal of aggregations of leprosy patients.

C. Implementation

With funds provided by this Grant, the Grantee shall carry out the following activities to achieve the above objectives:

1. Strengthen the headquarters' capability of the Leprosy Control Unit of the Ministry of Health by (a) increasing the numbers of both the professional and support personnel; (b) by improving the Unit's operational environment [1] through an enlarged and more efficient office; [2] by improved laboratory facilities and additional equipment; and (c) by increasing the number of vehicles to enable the staff to make field visits and improve contact and coordination with the medical staffs throughout the country.

2. Conduct surveys of school children to identify children with leprosy. To the extent possible, survey teams employed to undertake this task should be prepared to treat any skin ailments encountered, but will focus principally on identifying undiscovered cases of leprosy. School children will be targetted in these surveys because of their accessibility through the school system and because of the high incidence of leprosy in children and young adults which have been reported elsewhere recently. These case finding efforts will be corollary to the Control Unit's ongoing surveillance of identified and registered leprosy cases.
3. Improve the treatment of leprosy patients by (a) the upgrading of staff skills through training and instructional conferences and seminars, both in Guyana and elsewhere, and by (b) additional time and attention given to patients made possible by the expanded staff capability, better equipped laboratory facilities, and an increase of vehicles to improve communication with the rural areas and clinics, as well as by additional drugs funded by the project.
4. Undertake social surveys in selected parts of Guyana to ascertain the public attitude toward leprosy and leprosy patients. Thereafter, based on such studies, a public health education campaign should be undertaken to achieve a better understanding of leprosy, both among the general public and within the public health services. These steps should accelerate progress towards the integration of leprosy patient care and leprosy control into the basic health services of Guyana, and towards eventual eradication of the disease.
5. In coordination with sociological surveys and increased attention by the public health staff amongst the leprosy patients at Mahaica Hospital, and the public health education program amongst the public, a proposal should be developed to relocate the patients of Mahaica, to the extent possible, in homes for the elderly, with family or relatives, in private homes, etc. If the proposal is approved by the Director, USAID/Guyana, project funds may be used as provided in the budget to undertake the steps needed to implement the relocation.
6. Conduct a training program for the public health service staff to enable them to identify leprosy and to competently refer patients for appropriate care.

D. Reporting and Evaluation

1. Progress Reports. A.L.M. will provide USAID/Guyana with three copies of a quarterly progress report, which report shall commence at the end of the first full quarter following initiation of the Project. These reports will focus on activities during the period accomplishments or shortfalls vis-a-vis planned targets, problems encountered and actions to resolve them, and projections for the succeeding quarter's activities. In addition, there should be an annual report as of the anniversary date of project implementation which will review activities over the preceding year.
2. Financial Reports. A.L.M. will submit at least quarterly to USAID/Guyana Standard Forms 1034, 272, and 269, along with supporting invoices and a summary of costs in the format of the budget line items (see Section E) showing current amount claimed and cumulative totals. These presentations may serve either to request advances of funds for the succeeding period or reimbursement of funds for the preceding period's expenditures. A.L.M. will arrange for annual audits to be prepared at the end of each calendar year and forward two copies to USAID/Guyana not later than the end of the first quarter following the audit year. Following completion of the project, a final audit will be prepared and three copies of it will be forwarded to USAID/Guyana within three months of the completion date of A.I.D.-funded project support.
3. Other Reporting Requirements. A.L.M. will establish whatever reporting requirements from the Leprosy Control Unit/Ministry of Health it deems necessary to satisfy its reporting obligations above.
4. Evaluations. A.L.M. will bear principal responsibility for conducting project evaluations at least annually and a final evaluation upon conclusion of A.I.D.'s project funding at the end of the third project year. USAID/Guyana may at its option choose to participate in some or all of these evaluations. Two copies of the evaluation reports will be submitted to USAID/Guyana within three months of the end of the project year evaluated. The final evaluation should be an in depth evaluation to ascertain the immediate results of the Project and the causal factors in its success or failure to reach stated goals and lessons that can be learned that may be applied to efforts to attain similar goals elsewhere. The appropriateness of stated goals in the light of the overall purpose of the Project will also be examined.

E. Budget

A.I.D.'s contribution to the Project will be provided in increments, the initial one being made available by this Grant in a sum not to exceed One Hundred Twenty-Six Thousand United States ("U.S.") Dollars (\$126,000). Subsequent increments anticipated to be Sixty-Two Thousand United States ("U.S.") Dollars (\$62,000) each for U.S. Fiscal Year 1979 and 1980 will be subject to the availability of funds to A.I.D. for this purpose, and to the mutual agreement of the Parties to proceed.

The funds made available in the initial Grant herein and those which may become available subsequently shall be used to finance the following items:

COST ELEMENT	ESTIMATES FOR IMPLEMENTATION YEARS			OBLIGATED FUNDS
	First Year	Second Year	Third Year	
A. Personnel	22,929	33,972	27,110	22,929
B. Office and Laboratory	37,027	5,108	4,715	37,027
C. Transportation	38,504	6,286	9,037	38,504
D. Training and Education	11,198	5,697	7,072	11,198
E. Relocation of Mahaica Patients	1,964	3,929	3,929	1,964
F. Other Costs, Contingency	<u>14,378</u>	<u>7,008</u>	<u>10,137</u>	<u>14,378</u>
TOTAL	US\$126,000	62,000	62,000	126,000

Since the grant is incrementally funded, the Grantee may not exceed the funds obligated against the Budget which for the first year are the same as the ESTIMATE for that period. A tentative pro forma detailed budget is attached hereto, together with explanatory notes related to that Budget.

Adjustments among the line items may be made up to 10 per cent provided there is a corresponding decrease in other line items so that the overall budget for the specified period is not exceeded. Adjustments in excess of 10 per cent may be made if approved in advance by the Director, USAID/Guyana.

F.(1) The following provisions of the Standard Provisions, Attachment B, are not applicable:

Paragraphs 5, 7A, 7C, 12A, 12B, 13, 15, 16, 17, 18, 19.

(2) Paragraph 6(a) of the Standard Provisions is modified as follows:

Delete "Attachment 1" and substitute "Attachment A, Para E."

G. Overhead Rate

The Grantee hereby agrees to absorb all indirect costs generated under this Grant. If, however, the first year's experience under this Grant indicates that such costs will be burdensome to A.L.M., the Grantee will so advise USAID/Guyana in advance, in writing, whereupon paragraph 5 of the Standard Provisions at Attachment B will become applicable on a prospective basis on a date to be agreed upon between A.L.M. and USAID/Guyana.

H. Title to Property

All property acquired under the Project and financed by this Grant will be titled in the Government of Guyana, but shall be placed in the custody and control of the Project throughout the life of the Project, and thereafter will be used so as to further the objectives sought in carrying out the Project.

PRO-FORMA BUDGET

Leprosy Control Program
(Project 501-0067)

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
A. PERSONNEL	58,360	86,465	69,000	213,825
1. Project Administrator	10,000	11,500	13,000	
2. Secretary	6,360	7,125	8,500	
3. Clerical Assistants (2)	9,000	13,800	16,000	
4. Drivers (4)	12,000	17,840	20,000	
5. Training Officer	8,000	9,200	10,500	
6. Case-Finding Staff (5)	10,000	26,000	-	
7. Leprologist (Consultant)	1,000	1,000	1,000	
8. Sociologist (Consultant)	2,000	-	-	
B. OFFICE AND LABORATORY	94,240	13,000	12,000	119,240
1. Office Construction	58,000	-	-	
2. Office Equipment	11,240	-	-	
3. Office Supplies	3,000	3,000	2,000	
4. Laboratory Equipment	12,000	-	-	
5. Laboratory Supplies, Drugs.	10,000	10,000	10,000	
C. TRANSPORTATION	98,000	16,000	23,000	137,000
1. Vehicles (4)	80,000	-	-	
2. Vehicle operation and maintenance	18,000	16,000	23,000	
D. TRAINING AND EDUCATION	28,500	11,500	18,000	58,000
1. Health Service Staff Training	3,000	3,000	4,000	
2. Public Health Education	5,500	3,500	4,000	
3. International Conferences and Training	20,000	8,000	10,000	
E. RELOCATION OF MAHAICA PATIENTS	5,000	10,000	10,000	25,000
F. OTHER COSTS, CONTINGENCY	36,595	17,837	25,801	80,233
TOTALS:	<u>320,695</u>	<u>159,802</u>	<u>157,801</u>	<u>638,298</u>

All figures are shown in Guyana dollars

Explanatory Notes Concerning Pro-Forma Budget

The Pro-Forma Budget is organized around six principal inputs or areas of activity as discussed below.

a. Personnel. The following personnel will be supported through the Government of Guyana budget:

(1) Project Director. The Project Director will be appointed by mutual agreement between A.L.M., Inc., and the Ministry of Health as soon as possible after this Grant is accepted by A.L.M. (project initiation). This position will be funded by the Ministry of Health and, therefore, does not appear in the A.I.D.-funded budget. The Project Director will prepare job descriptions for those positions (cited below) to be funded by this project, and will provide day to day direction and supervision of project activities.

(2) Medical Officer. This position, funded by the Ministry of Health, will be filled upon the appointment by the Ministry of a qualified officer within 30 days of project initiation. This medical officer will work at the direction of the Project Director to broaden and intensify leprosy patient care by the Leprosy Control Unit. This position does not appear in the A.I.D.-funded budget.

(3) Training Consultants. These will be appointed by the Project Director as needed.

b. The following positions will be funded from the Grant:

(1) Project Administrator. This person, to be appointed by the Ministry of Health as soon as possible after this Grant is accepted by A.L.M., will be responsible for project administration under the direction of the Project Director. Among the duties of the Administrative Officer will be responsibility (jointly with the Project Director) for disbursing funds provided by A.L.M. through its local account in Guyana.

(2) Secretary. This position will be filled by an experienced person who will handle the Administrative Officer's work as well as supervise the office secretarial staff. Appointment to the position will be made by the Ministry of Health within 30 days of project initiation.

(3) Clerical Assistants. One of these two positions may be filled by a statistical clerk. Both positions will support the Administrative Officer's office management activities. Appointments will be made by the Ministry of Health, one position to be filled immediately and the other as needed.

(4) Drivers. Four project-funded drivers will be hired by the Ministry of Health as soon as needed (contingent upon delivery of project-procured vehicles). Thus drivers are budgeted below full-year estimated costs for the first year of the project.

(5) Training Officer. Appointment to this position will be made by the Ministry within four months of project initiation. The Training Officer will be responsible for organizing and supervising the conduct of training for health service staff as well as the public health education program.

(6) Case-Finding Staff. This five-person staff will be appointed by the Project Director within the course of the project's first year to carry out the surveys of school children.

(7) Leprologist. This consultant will be appointed by A.L.M. upon project initiation and will represent A.L.M. on the Project Board (composed additionally of the Project Director and a representative of the Ministry of Health). Budgeted costs cover transportation and per diem for semi-annual visits to Guyana.

(8) Sociologist. This consultant will be appointed by the Project Director to help organize the surveys of public attitudes. It is anticipated that the University of Guyana may be capable of providing these survey services.

c. Office and Laboratory.

(1) Office Construction. The Ministry of Health will undertake the expansion of the existing Leprosy Control Unit's office to incorporate adjacent space. The project will reimburse the costs of this activity which is to be started as soon as possible following project initiation.

(2) Office Equipment. This equipment, to be procured by the Administrative Officer for the expanded office will include such locally available standard office items as typewriters, air conditioners, copy machinery, and furniture. Procurement is to be effected as soon as office space is available.

(3) Office Supplies. These will be procured locally as needed.

(4) Laboratory Equipment. This will include items identified by A.L.M. and the Project Director to upgrade the laboratory's operational capacities. A.L.M. will undertake to procure such items as may not be available in Guyana within 30 days of project initiation.

(5) Laboratory Supplies, drugs. These will include the medicines indicated for proper leprosy treatment. Procurement in the United States as necessary will be undertaken by A.L.M. Supplies will be procured as needed.

d. Transportation.

(1) Vehicles. A.L.M. will arrange for the procurement of four vehicles as soon as possible after project initiation. Toyotas are recommended because of the right-hand drive requirement, the comparatively low unit cost, and the availability of maintenance in Guyana. USAID/Guyana will seek the necessary waiver to permit procurement of these vehicles.

(2) Vehicle Operation and Maintenance. This item is to cover the costs of fuel, lubricants, maintenance, and related operational costs.

e. Training and Education.

(1) Health Service Staff Training. This training will be the job of the Training Officer. Funds budgeted are to cover material and operational costs associated with staff training throughout Guyana. Training will be initiated during the first year of the project and is expected to continue over the life of the project.

(2) Public Health Education. This program will be undertaken by the Training Officer upon completion of the sociological surveys and based upon survey findings. This activity will begin by the end of the first project year. Budgeted funds are for materials and related operational costs.

(3) International Conferences and Training. These will be arranged by A.L.M. and the Project Director from time to time as appropriate. Activities anticipated in the project's first year include a quinquennial international leprosy conference (in Mexico), a health management seminar (in England), and possibly an orientation at the leprosy facility in Carville, Louisiana. Budgeted costs include air fares and per diem for participants.

f. Relocation of Mahaica Patients.

A.L.M. will seek prior approval of the Director, USAID/Guyana, before undertaking activities to expend funds budgeted for this item. This activity is not yet defined but may include some reconstruction of facilities at the leprosarium at Mahaica and other costs as identified in the relocation proposal to be prepared by the Project Director.

g. Other Costs, Contingency

This item is budgeted to permit flexibility and adjustments as indicated by project operational experience. Funds budgeted here may be applied to any other budget line item up to ten percent in excess of that item's budgeted cost without prior approval of USAID/Guyana. Similarly, funds may be shifted between other budgeted line items within the same ten percent limit. Changes exceeding ten percent will be approved in writing in advance by USAID/Guyana.

U.S. Grantees and U.S. Subgrantees:
OTHER THAN EDUCATIONAL INSTITUTIONS
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| **12A. Title to and Use of Property (Grantee Title) | 26. The Grant |
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* Select only 1 payment provision from Group 7.

** Select only 1 property provision from Group 12, if title to all property is to vest in one entity; however, if title is to be split by categories among two or more entities, select the appropriate provisions from Group 12 and identify the categories and entities in Attachment 1 of the Grant.

1. ALLOWABLE COSTS AND PAYMENT (OTHER THAN EDUCATIONAL INSTITUTIONS)

(This provision is applicable to other than educational institutions.)

The Grantee shall be reimbursed for costs incurred in carrying out the purposes of this Grant which are determined by the Grant Officer to be allowable in accordance with the terms of this Grant and Subpart 15.2 (Contracts with Commercial Organizations) of the Federal Procurement Regulations (41 CFR 1-15.2) in effect on the date of this Grant. Payment of allowable costs shall be in accordance with the payment provision of this Grant.

2. ACCOUNTING, RECORDS, AND AUDIT

The Grantee shall maintain books, records, documents, and other evidence in accordance with the Grantee's usual accounting procedures to sufficiently substantiate charges to the Grant. The Grantee shall preserve and make available such records for examination and audit by AID and the Comptroller General of the United States, or their authorized representatives (a) until the expiration of three years from the date of termination of the program and (b) for such longer period, if any, as is required to complete an audit and to resolve all questions concerning expenditures unless written approval has been obtained from the AID Grant Officer to dispose of the records. AID follows generally accepted auditing practices in determining that there is proper accounting and use of Grant funds. The Grantee agrees to include the requirements of this clause in any subordinate agreement hereunder.

3. REFUNDS

- (a) If use of the Grant funds results in accrual of interest to the Grantee or to any other person to whom Grantee makes such funds available in carrying out the purposes of this Grant, the Grantee shall refund to AID an amount equivalent to the amount of interest accrued.
- (b) Funds obligated hereunder but not disbursed to the Grantee at the time the Grant expires or is terminated, shall revert to AID, except for funds encumbered by the Grantee by a legally binding transaction applicable to this Grant. Any funds disbursed to but not expended by the Grantee at the time of expiration or termination of the Grant shall be refunded to AID.
- (c) If, at any time during the life of the Grant, it is determined by AID that funds provided under the Grant have been expended for purposes not in accordance with the terms of the Grant, the Grantee shall refund such amounts to AID.

4. EQUAL OPPORTUNITY IN EMPLOYMENT

(This provision is applicable to all grantees and subgrantees who either perform work in the United States or who recruit personnel in the United States to do work abroad.)

(a) With regard to the employment of persons in the U.S. under this Grant, the Grantee agrees to take all reasonable steps to ensure equality of opportunity in its employment practices without regard to race, color or

national origin of such persons and, in accordance with Title VI of the Civil Rights Act of 1964, when work funded by this Grant is performed in the U.S., no person shall, on the grounds of race, color or national origin, be excluded from participation, be denied benefits, or be subjected to discrimination. In addition, the Grantee agrees to comply, in accordance with its written assurance of compliance, with the provisions of Part 209 of Chapter II, Title 22 of the Code of Federal Regulations, entitled "Non-Discrimination in Federally Assisted Programs of the Agency for International Development - Effectuation of Title VI of the Civil Rights Act of 1964."

(b) In addition, the Grantee agrees to take all reasonable steps to ensure equality of opportunity in its employment practices without regard to sex, religion, age and handicap, in accordance with P.L. 92-261, P.L. 93-259, P.L. 93-112 and P.L. 93-506. When work funded by AID under this Grant is performed in either the U. S. or overseas no person shall, on the grounds of sex, religion, age or handicap, be excluded from participation, be denied benefits, or be subjected to discrimination.

5. NEGOTIATED OVERHEAD RATES - OTHER THAN EDUCATIONAL INSTITUTIONS

(This provision is applicable to other than educational institutions.)

- (a) Pursuant to this provision, an overhead rate shall be established for each of the Grantee's accounting periods during the term of this Grant. Pending establishment of a final rate, the parties have agreed that provisional payments on account of allowable indirect costs shall be at the rate(s), on the base(s), and for the period shown in Attachment 1 to this Grant.
- (b) The Grantee, as soon as possible but not later than 90 days after the close of each of its accounting periods during the term of this Grant, shall submit to the Grant Officer with copies to the Overhead and Special Cost Branch, Special Operations Division, Office of Contract Management, AID, Washington, D.C. and to the Office of the Auditor General, AID, Washington, D.C., proposed final rate(s) for the period, together with supporting cost data. Negotiation of final overhead rates by the Grantee and the Grant Officer shall be undertaken as promptly as practicable after receipt of the Grantee's proposal.
- (c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with Subpart 1-15.2 (Contracts with Commercial Organizations) of the Federal Procurement Regulations as in effect on the date of this Grant.
- (d) The results of each negotiation shall be set forth in a written overhead rate agreement executed by both parties. Such agreement shall specify (1) the agreed final rate(s), (2) the base(s) to which the rate(s) applies, and (3) the period(s) for which the rate(s) applies. The overhead rate agreement shall not change any monetary ceiling, Grant obligation, or specific cost allowance or disallowance provided for in this Grant.
- (e) Pending establishment of the final overhead rate(s) for any

period, the Grantee shall be reimbursed either at the negotiated provisional rate(s) as provided above or at a billing rate(s) acceptable to the Grant Officer, subject to appropriate adjustment when the final rate(s) for that period is established. To prevent substantial over or under payment, the provisional or billing rate(s) may, at the request of either party, be revised by mutual agreement, either retroactively or prospectively. Any such revision of the negotiated provisional rate(s) provided in this provision shall be set forth in a modification to this Grant.

6. LIMITATION OF FUNDS

(This provision is applicable to all incrementally or partially funded grants; it becomes inapplicable when the grant is fully funded.)

(a) It is estimated that the cost to the Government for the performance of this Grant will not exceed the estimated cost set forth in Attachment 1 (hereinafter referred to as "the Schedule") to this Grant, and the Grantee agrees to perform the work specified in the Schedule and all obligations under this Grant within such estimated cost.

(b) The amount presently available for payment and obligated under the Grant, the items covered thereby, and the period of performance which it is estimated the obligated amount will cover, are specified in the Schedule. It is contemplated that from time to time additional funds will be obligated under this Grant up to the full estimated cost set forth in the Schedule. The Grantee agrees to perform or have performed work on this Grant up to the point at which the total amount paid and payable by the Government pursuant to the terms of this Grant approximates but does not exceed the total amount actually obligated under the Grant.

(c) If at any time the Grantee has reason to believe that the costs which it expects to incur in the performance of this Grant in the next succeeding 30 days, when added to all costs previously incurred, will exceed 75 percent of the total amount then obligated under the Grant, the Grantee shall notify the Grant Officer in writing to that effect. The notice shall state the estimated amount of additional funds required to continue performance for the period set forth in the Schedule. Thirty days prior to the end of the period specified in the Schedule, the Grantee will advise the Grant Officer in writing as to the estimated amount of additional funds, if any, that will be required for the timely performance of the work under the Grant or for such further period as may be specified in the Schedule or otherwise agreed to by the parties. If, after such notification, additional funds are not obligated by the end of the period set forth in the Schedule or an agreed date substituted therefor, the Grant Officer will, upon written request by the Grantee, terminate this Grant pursuant to the "Termination" provision of this Grant on such a date. If the Grantee, in the exercise of its reasonable judgment, estimates that the funds available will allow it to continue to discharge its obligations hereunder for a period extending beyond such date, it shall specify the later date in its request and the Grant Officer, in his discretion, may terminate this Grant on that later date.

(d) Except as required by other provisions of this Grant specifically citing and stated to be an exception from this provision, the Government shall not be obligated to reimburse the Grantee for costs incurred in excess of the total amount obligated under the Grant, and the Grantee shall not be obligated to continue performance under the Grant (including actions under the "Termination" provision) or otherwise to incur costs in excess of the amount obligated under the Grant, unless and until the Grant Officer has notified the Grantee in writing that such obligated amount has been increased and has specified in such notice an increased amount constituting the total amount then obligated under the Grant. To the extent the amount obligated exceeds the estimated cost set forth in the Schedule, such estimated cost shall be correspondingly increased. No notice, communication or representation in any other form or from any person other than the Grant Officer shall affect the amount obligated under this Grant. In the absence of the specified notice, the Government shall not be obligated to reimburse the Grantee for any costs in excess of the

total amount then obligated under the Grant, whether those excess costs were incurred during the course of the Grant or as a result of termination. When and to the extent that the amount obligated under the Grant has been increased, any costs incurred by the Grantee in excess of the amount previously obligated shall be allowable to the same extent as if such costs had been incurred after such increase in the amount obligated; unless the Grant Officer issues a termination or other notice and directs that the increase is solely for the purpose of covering termination or other specified expenses.

(e) Nothing in this provision shall affect the right of the Government to terminate this Grant. In the event this Grant is terminated, the Government and the Grantee shall negotiate an equitable distribution of all property produced or purchased under the Grant based upon the share of cost incurred by each.

7A. PAYMENT - FEDERAL RESERVE LETTER OF CREDIT (FRLC) ADVANCE

(This provision is applicable when the Grantee's total AID grants and cost-reimbursement contracts exceed \$250,000 per annum and AID has, or expects to have a continuing relationship with the Grantee for at least one year.)

(a) AID shall open a Federal Reserve Letter of Credit (hereinafter referred to as an "FRLC") in the amount of this Grant, against which the Grantee may present payment vouchers (i.e., TUS 5401). The payment vouchers shall not ordinarily be submitted more frequently than daily and shall not be less than \$10,000 or more than \$1,000,000. Since the FRLC method enables the recipient organization to obtain funds from the U.S. Treasury concurrently with and as frequently as disbursements are made by the recipient, there need be no time lag between disbursements by the recipient organization and drawdowns from the U.S. Treasury by FRLC. Therefore, there is no necessity for the recipient to maintain balances of Federal cash other than small balances.

(b) In no event shall the accumulated total of all such payment vouchers exceed the amount of the FRLC.

(c) If at any time, SER/PM determines that the Grantee has presented payment vouchers in excess of the amount or amounts allowable in (a) and (b) above, SER/PM shall advise the Grant Officer who may: (1) cause the FRLC to be suspended or revoked; or (2) direct the Grantee to withhold submission of payment vouchers until such time as, in the judgment of SER/PM, an appropriate level of actual, necessary and allowable expenditures has occurred or will occur under this Grant, and/or (3) request the Grantee to repay to AID the amount of such excess. Upon receipt of the Grant Officer's request for repayment of excess advance payments, the Grantee shall promptly contact SER/PM to make suitable arrangements for the repayment of such excess funds. Advances made by primary recipient organizations (those which receive payments directly from the Government) to secondary recipients shall conform to the same standards outlined above applicable to advances made by the Government to primary recipient organizations.

(d) Procedure for Grantee

(1) After arranging with a commercial bank of its choice for operation under the FRLC and obtaining the name and address of the Federal Reserve Bank or branch serving the commercial bank, the Grantee shall deliver to the AID Controller 3 originals of Standard Form 1194, "Authorized Signature Card for Payment Vouchers on Letters of Credit" signed by those official(s) authorized to sign payment vouchers against the FRLC and by an official of the Grantee who has authorized them to sign.

(2) The Grantee shall subsequently receive one certified copy of the FRLC.

(3) The Grantee shall confirm with his commercial bank that the FRLC has been opened and is available when funds are needed.

(4) To receive payment, the Grantee shall:

(A) Periodically, although normally not during the last five days of the month, prepare payment vouchers (Form TUS 5401) in an original and three copies.

(B) Have the original and two copies of the voucher

signed by the authorized official(s) whose signature(s) appear on the Standard Form 1194.

- (C) Present the original, duplicate and triplicate copy of the Form TUS 5401 to his commercial bank.
 - (D) Retain the quadruplicate copy of the voucher.
 - (5) After the first payment voucher (Form TUS 5401) has been processed, succeeding payment vouchers shall not be presented until the existing balance of previous payments has been expended or is insufficient to meet current needs.
 - (6) In preparing the payment voucher, the Grantee assigns a voucher number in numerical sequence beginning with 1 and continuing in sequence on all subsequent payment vouchers submitted under the FRLC.
 - (7) A report of expenditures (i.e., SF 269, "Financial Status Report") shall be prepared and submitted not less than quarterly within 30 days of the end of the period to the Office of Financial Management, AID, Washington, D. C. 20523. This SF 269 Report, submitted with Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personal", shall be in an original and 2 copies.
 - (8) The SF 269 report is reviewed against the Grant provisions, and any improper disbursement is disallowed. The Grantee is notified of the reason for the disallowance and is directed to adjust the next periodic report of expenditures to reflect the disallowance and to reduce its next payment voucher against the FRLC by the amount of the disallowance.
 - (9) In addition to the submission of the SF 269 and the SF 1034, the Grantee shall submit an original and 2 copies of SF 272, "Federal Cash Transaction Report" as follows:
 - (A) For advances totaling less than \$1 million per year, the Grantee shall submit the SF 272 within 15 working days after the end of the reporting quarter.
 - (B) For advances totaling more than \$1 million per year, the Grantee shall submit the SF 272 within 15 working days after the end of each month, and
 - (C) The Grantee's cash needs for the ensuing period (i.e., quarter or month) shall be explained under the "Remarks" section of the SF 272.
 - (e) Refund of Excess Funds
 - (1) If all costs have been settled under the Grant and the Grantee fails to comply with the Grant Officer's request for repayment of excess FRLC funds, the Government shall have the right, on other contracts or grants held with the Grantee, to withhold reimbursements due to the Grantee in the amount of the excess being held by the Grantee.
 - (2) If the Grantee is still holding excess FRLC funds on a grant, contract, or similar instrument under which work has been completed or terminated but all costs have not been settled, the Grantee agrees to:
 - (A) Provide within 30 days after requested to do so by the Grant Officer, a breakdown of the dollar amounts which have not been settled between the Government and the Grantee. (The Grant Officer will assume no costs are in dispute if the Grantee fails to reply within 30 days.)
 - (B) Upon written request of the Grant Officer, return to the Government the sum of dollars, if any, which represents the difference between (i) the Grantee's maximum position on claimed costs which have not been reimbursed and (ii) the total amount of unexpended funds which have been advanced under the Grant; and
 - (C) If the Grantee fails to comply with the Grant Officer's request for repayment of excess FRLC funds, the Government shall have the right, on other contracts, grants or similar instruments held with the Grantee, to withhold payment of FRLC or other advances and/or withhold reimbursements due to the Grantee in the amount of the excess being held by the Grantee.
- 7B. PAYMENT--PERIODIC ADVANCE**
(This provision is applicable when the Grantee's total AID grants and cost-reimbursement contracts do not exceed \$250,000 per annum or if the advance to the Grantee aggregates more than \$250,000 per annum but there is not a continuing relationship of at least one year.)
 - (a) Each month (or quarter, if the Grantee is on a quarterly basis) after the initial advance, the Grantee shall submit to the AID Controller an original and 2 copies of SF 272, "Federal Cash Transactions Report" as

follows:

- (1) The Grantee shall submit the SF 272 within 15 working days after the end of the reporting period, and
- (2) The Grantee's cash needs for the ensuing period (i.e., quarter or month) shall be explained under the "Remarks" section of the SF 272.
- (b) Along with each SF 272 submission, the Grantee shall submit an original and 3 copies of SF 1034, "Public Voucher for Purchases and Services Other Than Personal"; each voucher shall be identified by the Grant number and shall state the total actual expenditures for the reporting period.
- (c) Each quarterly voucher (i.e., SF 1034) or third monthly voucher, if the Grantee is on a monthly basis, shall also be supported by an original and 2 copies of a SF 269, "Financial Status Report". The SF 269 shall be submitted within 30 days after the end of the reporting quarter and may be submitted separately from the SF 1034 and the SF 272; however, the SF 269 shall cover the same quarterly period as the SF 1034(s) and the SF 272(s).
- (d) Refund of Excess Funds
 - (1) If all costs have been settled under the Grant and the Grantee fails to comply with the Grant Officer's request for repayment of excess advance funds, the Government shall have the right, on other contracts or grants held with the Grantee, to withhold reimbursements due to the Grantee in the amount of the excess being held by the Grantee.
 - (2) If the Grantee is still holding excess advance funds on a grant, contract, or similar instrument under which the work has been completed or terminated but all costs have not been settled, the Grantee agrees to:
 - (A) Provide within 30 days after requested to do so by the Grant Officer, a breakdown of the dollar amounts which have not been settled between the Government and the Grantee. (The Grant Officer will assume no costs are in dispute if the Grantee fails to reply within 30 days.)
 - (B) Upon written request of the Grant Officer, return to the Government the sum of dollars, if any, which represents the difference between (i) the Grantee's maximum position on claimed costs which have not been reimbursed and (ii) the total amount of unexpended funds which have been advanced under the Grant; and
 - (C) If the Grantee fails to comply with the Grant Officer's request for repayment of excess advance funds, the Government shall have the right, on other contracts, grants or similar instruments held with the Grantee, to withhold payment of other advances and/or withhold reimbursements due to the Grantee in the amount of the excess being held by the Grantee.

7C. PAYMENT--REIMBURSEMENT

- (This provision is applicable to grants for construction, or to grants which do not provide for either a periodic advance or an FRLC in accordance with AID Handbook 13, paragraph 10.5.)
 - (a) Each month the Grantee shall submit to the AID Controller an original and 3 copies of SF 1034, "Public Voucher for Purchases and Services Other Than Personal"; each voucher shall be identified by the Grant number and shall state the total amount of costs incurred for which reimbursement is being requested.
 - (b) In addition to the SF 1034, each non-construction grant voucher shall be supported by an original and 2 copies of SF 270, "Request for Advance or Reimbursement", and each construction grant voucher shall be supported by an original and 2 copies of SF 271, "Outlay Report and Request for Reimbursement for Construction Programs".
 - (c) Each quarterly voucher (or each third monthly voucher) shall also be supported by an original and 2 copies of a SF 269, "Financial Status Report". The SF 269 shall be submitted within 30 days after the end of the reporting quarter and may be submitted separately from the SF 1034; however, the SF 269 shall cover the same quarterly period as the SF 1034(s).
- 8. TRAVEL AND TRANSPORTATION**
(This provision is applicable when domestic or international air travel or shipment costs are reimbursable under the Grant.)
 - (a) The Grant Officer hereby approves international air travel hereunder provided that the Grantee shall obtain

written concurrence from the cognizant Project Officer in AID prior to sending any individual outside the United States to perform work under the Grant; the Grantee shall advise the Project Officer at least 30 days in advance of any travel to be undertaken outside the United States. After concurrence is received the Grantee shall provide the cognizant Mission or U. S. Embassy advance notification (with a copy to the Project Officer) of the arrival date and flight identification of Grant financed travellers.

(b) Travel to certain countries shall, at AID's option, be funded from U.S.-owned local currency. When AID intends to exercise this option, it will so notify the Grantee upon receipt of advice of intent to travel requested above. AID will issue a Government Transportation Request (GTR) which the Grantee may exchange for tickets, or AID will issue the tickets directly. Use of such U.S.-owned currencies will constitute a dollar charge to this Grant.

(c) All international air travel and all international air shipments under this Grant shall be made on United States flag carriers. Exceptions to this rule will be allowed in the following situations, provided that the Grantee certifies to the facts in the voucher and other documents retained as part of his Grant records to support his claim for reimbursement and for post audit:

- (1) Where the traveler, while enroute, has to wait 6 hours or more to transfer to a U.S. flag air carrier to proceed to the intended destination, or
- (2) Where a flight by a U.S. flag air carrier is interrupted by a stop anticipated to be 6 hours or more for refueling, reloading, repairs, etc. and no other flight by a U.S. flag air carrier is available during the 6 hour period, or
- (3) Where by itself or in combination with other U.S. flag air carriers (if U.S. flag air carriers are "unavailable") it takes 12 hours or longer from the original airport to the destination airport to accomplish the Grantee's program than would service by a non-U.S. flag air carrier or carriers, or
- (4) When the elapsed traveltime on a scheduled flight from origin to destination airports by non-U.S. flag air carrier(s) is 3 hours or less, and services by U.S. flag air carrier(s) would involve twice such traveltime.

NOTE: Where U.S. Government funds are used to reimburse Grantee's use of other than U.S. flag air carriers for international transportation, the Grantee will include a certification on vouchers involving such transportation which is essentially as follows:

CERTIFICATION OF UNAVAILABILITY OF U.S. FLAG AIR CARRIERS
I hereby certify that the transportation service for personnel (and their personal effects) or property by U.S. flag air carrier was unavailable for the following reason(s): (State appropriate reason(s) as set forth above; see 41 CFR 1-1.323-3 for further guidance).

(d) Travel allowances shall be reimbursed in accordance with the Federal Travel Regulations (FTR); however, if the Grantee's domestic and international travel allowance policies and procedures have been reviewed and approved by AID or another Federal department or agency pursuant to the applicable Federal cost principles, the Grantee may use its travel allowance system in lieu of the FTRs after it has furnished the Grant Officer with a copy of such approval.

9. OCEAN SHIPMENT OF GOODS

(This provision is applicable when ocean shipment costs are reimbursable under the Grant.)

(a) 50% of all international ocean shipments made by the Grantee, to be financed hereunder, shall be made on U.S. flag vessels. Where U.S. flag vessels are not available, or their use would result in a significant delay, the Grantee may request a release from this requirement from the Transportation Support Division, Office of Commodity Management, AID, Washington, D.C. 20523, giving the basis for the request.

(b) When the AID Transportation Support Division makes and issues a determination to the Grantee that U.S. flag vessels are not available, the ocean shipment costs on foreign flag vessels, as named in the determination, will be eligible for reimbursement under the Grant. In all instances Grantee vouchers submitted for reimbursement under the Grant which include ocean shipment costs will include a certification essentially as follows: "I

hereby certify that a copy of each ocean bill of lading concerned has been submitted to the Maritime Administration, Cargo Preference Control Center, Commerce Building, Washington, D.C. 20235, and that such bill(s) of lading state all of the carrier's charges including the basis for calculation such as weight or cubic measurement, and indicate the applicable AID Grant Number."

(c) Shipments by voluntary non-profit relief agencies (i.e., PVO's) shall be governed by paragraphs (a) and (b) above and by AID Regulation 2, "Overseas Shipments of Supplies by Voluntary Non-Profit Relief Agencies" (22 CFR 202).

10. PROCUREMENT OF GOODS AND SERVICES UNDER \$250,000

(This provision is applicable when the total procurement element (i.e., the sum of all purchase orders and contracts for goods and services) of this Grant does not exceed \$250,000.)

(a) Geographic Source and Order of Preference

Except as may be specifically approved or directed in advance by the Grant Officer, all goods (e.g., equipment, vehicles, materials, and supplies) and services, the costs of which are to be reimbursable under this Grant and which will be financed with United States dollars, shall be purchased in and shipped from only "Special Free World" countries (i.e., AID Geographic Code 935) in accordance with the following order of preference:

- (1) the United States (AID Geographic Code 000),
- (2) "Selected Free World" countries (AID Geographic Code 941),
- (3) the cooperating country,
- (4) "Special Free World" countries (AID Geographic Code 935).

(b) Application of Order of Preference

When the Grantee procures goods and services from other than U.S. sources, under the order of preference in (a) above, it shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement and shall be based on one or more of the following reasons, which will be set forth in the Grantee's documentation:

- (1) the procurement was of an emergency nature, which would not allow for the delay attendant to soliciting U.S. sources,
- (2) the price differential for procurement from U.S. sources exceeded by 50% or more the delivered price from the non-U.S. source,
- (3) impelling local political considerations precluded consideration of U.S. sources,
- (4) the goods or services were not available from U.S. sources, or
- (5) procurement of locally available goods or services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance Program under the Grant.

(c) Ineligible Goods and Services

Under no circumstances shall the Grantee procure any of the following under this Grant:

- (1) military equipment,
 - (2) surveillance equipment,
 - (3) commodities and services for support of police or other law enforcement activities,
 - (4) abortion equipment and services,
 - (5) luxury goods and gambling equipment, or
 - (6) weather modification equipment.
- (For a more detailed discussion of the subject, see AID Handbook 1, Supplement B, paragraph 40.)

If AID determines that the Grantee has procured any of the ineligible goods and services specified above under this Grant, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount of the purchase.

(d) Restricted Goods

The Grantee shall not procure any of the following goods or services from a non-U.S. source (i.e., other than AID Geographic Code 000) without the prior written authorization of the Grant Officer:

- (1) agricultural commodities,
- (2) motor vehicles,
- (3) pharmaceuticals,
- (4) pesticides,
- (5) plasticizers,
- (6) used equipment, or

(7) U.S. Government-owned excess property.
(For a detailed discussion of the subject, see AID Handbook 1, Supplement B, paragraph 4c.)

If AID determines that the Grantee has procured any of the restricted goods specified above under this Grant, without the prior written authorization of the Grant Officer, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount of the purchase.

(e) The Grantee's Procurement System

(1) The Grantee may use its own procurement policies and procedures provided they conform to the geographic source and order of preference requirements of this provision and paragraphs 3. and 4., Attachment D of OMB Circular No. A-110.

(2) If the Grantee's procurement policies and procedures have been reviewed against the procurement requirements of paragraphs 3. and 4. of Attachment D to OMB Circular No. A-110 and have been approved by AID or another Federal department or agency, the Grantee shall furnish the Grant Officer with a copy of such approval; otherwise the Grantee's procurement policies and procedures shall conform to the specified requirements of OMB Circular No. A-110. (See AID Handbook 13, Chapter 1, paragraph 1U.)

(f) Small Business

To permit AID, in accordance with the small business provisions of the Foreign Assistance Act of 1961, as amended, to give United States small business firms an opportunity to participate in supplying commodities and services procured under this Grant, the Grantee, shall, to the maximum extent possible, provide the following information to the Small Business Office, AID, Washington, D.C. 20523 at least 45 days prior (except where a shorter time is requested of, and granted by the Small Business Office) to placing any order or contract in excess of \$25,000:

- (1) Brief general description and quantity of goods or services;
- (2) Closing date for receiving quotations, proposals, or bids; and
- (3) Address where invitations or specifications can be obtained.

(g) Ineligible Suppliers

Funds provided under this Grant shall not be used to procure any commodity or commodity-related services furnished by any supplier whose name appears on the List of Ineligible Suppliers under AID Regulation 8, "Suppliers of Commodities and Commodity-Related Services Ineligible for AID Financing" (22 CFR 208). The Grantee agrees to review said list prior to undertaking any procurement the cost of which is to be reimbursable under this Grant. AID will provide the Grantee with this list.

11. GOVERNMENT FURNISHED EXCESS PERSONAL PROPERTY

(This provision applies when personal property is furnished under the Grant.)

The policies and procedures of AID Handbook 16, "Excess Property", and the appropriate provisions of 41 CFR 101-43 apply to the government furnished excess personal property under this Grant.

12A. TITLE TO AND USE OF PROPERTY (GRANTEE TITLE)

(This provision is applicable when the Government vests title in the Grantee only.)

Title to all property financed under this Grant shall vest in the Grantee, subject to the following conditions:

(a) The Grantee shall not charge for any depreciation, amortization, or use of any property, title to which remains in the Grantee under this provision under this Grant or any other U.S. Government grant, subgrant, contract or subcontract.

(b) The Grantee agrees to use and maintain the property for the purpose of the Grant in accordance with the requirements of paragraph 11 of Chapter 1, AID Handbook 13.

(c) With respect to nonexpendable property having an acquisition cost of \$1,000 or more, title to which vests in the Grantee, the Grantee agrees:

(1) To report such items to the Grant Officer from time to time as they are acquired and to maintain a control system which will permit their ready identification and location.

(2) To transfer title to any such items to the Government in accordance with any written request therefor issued by the Grant Officer at any time prior to final payment under this Grant.

12B. TITLE TO AND CARE OF PROPERTY (U.S. GOVERNMENT)

(This provision is applicable when title to property is vested in the U.S. Government.)

(a) Property, title to which vests in the Government under this Grant, whether furnished by the Government or acquired by the Grantee, is subject to this provision and is hereinafter collectively referred to as "Government property." Title to Government property shall not be affected by the incorporation or attachment thereof to any property not owned by the Government, nor shall such Government property, or any part thereof, be or become a fixture or lose its identity as personally by reason of affixation to any realty.

(b) Use of Government Property

Government property shall, unless otherwise provided herein or approved by the Grant Officer, be used only for the performance of this Grant.

(c) Control, Maintenance and Repair of Government Property

The Grantee shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of Government property so as to assure its full availability and usefulness for the performance of this Grant. The Grantee shall take all reasonable steps to comply with all appropriate directions or instructions which the Grant Officer may prescribe as reasonably necessary for the protection of the Government property.

The Grantee shall submit, for review and written approval of the Grant Officer, a records system for property control and a program for orderly maintenance of Government property; however, if the Grantee's property control and maintenance system has been reviewed and approved by another Federal department or agency pursuant to Attachment M of OMB Circular No. A-110 (see paragraph 11 of Chapter 1, AID Handbook 13), the Grantee shall furnish the Grant Officer proof of such approval in lieu of another approval submission.

(1) Property Control

The property control system shall include but not be limited to the following:

(A) Identification of each item of Government property acquired or furnished under the Grant by a serially controlled identification number and by description of item. Each item must be clearly marked "Property of U.S. Government."

(B) The price of each item of property acquired or furnished under the Grant.

(C) The location of each item of property acquired or furnished under the Grant.

(D) A record of any usable components which are permanently removed from items of Government property as a result of modification or otherwise.

(E) A record of disposition of each item acquired or furnished under the Grant.

(F) Date of order and receipt of any item acquired or furnished under the Grant.

The official property control records shall be kept in such condition that at any stage of completion of the work under this Grant, the status of property acquired or furnished under this Grant may be readily ascertained. A report of current status of all items of property acquired or furnished under the Grant shall be submitted yearly concurrently with the annual report.

(2) Maintenance Program

The Grantee's maintenance program shall be such as to provide for, consistent with sound business practice and the terms of the Grant: (i) disclosure of need for and the performance of preventive maintenance, (ii) disclosure and reporting of need for capital type rehabilitation, and (iii) recording of work accomplished under the program.

(A) Preventive maintenance - Preventive maintenance is maintenance generally performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.

(B) Records of maintenance - The Grantee's maintenance

program shall provide for records sufficient to disclose the maintenance actions performed and deficiencies discovered as a result of inspections.

A report of status of maintenance of Government property shall be submitted annually concurrently with the annual report.

(d) Risk of Loss

(1) The Grantee shall not be liable for any loss of or damage to the Government property, or for expenses incidental to such loss or damage except that the Grantee shall be responsible for any such loss or damage (including expenses incidental thereto):

(i) Which results from willful misconduct or lack of good faith on the part of any of the Grantee's directors or officers, or on the part of any of its managers, superintendents, or other equivalent representatives, who have supervision or direction of all or substantially all of the Grantee's business, or all or substantially all of the Grantee's operations at any one plant, laboratory, or separate location in which this Grant is being performed;

(ii) Which results from a failure on the part of the Grantee, due to the willful misconduct or lack of good faith on the part of any of its directors, officers, or other representatives mentioned in (i) above, (A) to maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection, and preservation of Government property as required by (4) above, or (B) to take all reasonable steps to comply with any appropriate written directions of the Grant Officer under (c) above;

(iii) For which the Grantee is otherwise responsible under the express terms of the article or articles designated in Attachment 1 to this Grant.

(iv) Which results from a risk expressly required to be insured under some other provision of this Grant, but only to the extent of the insurance so required to be procured and maintained, or to the extent of insurance actually procured and maintained, whichever is greater; or

(v) Which results from a risk which is in fact covered by insurance or for which the Grantee is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

Provided, that, if more than one of the above exceptions shall be applicable in any case, the Grantee's liability under any one exception shall not be limited by any other exception.

(2) The Grantee shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the Government property, except to the extent that the Government may have required the Grantee to carry such insurance under any other provision of this Grant.

(3) Upon the happening of loss or destruction of or damage to the Government property, the Grantee shall notify the Grant Officer thereof, shall take all reasonable steps to protect the Government property from further damage, separate the damaged and undamaged Government property, put all the Government property in the best possible order, and furnish to the Grant Officer a statement of:

(i) The lost, destroyed, and damaged Government property;

(ii) The time and origin of the loss, destruction, or damage;

(iii) All known interests in commingled property of which the Government property is a part; and

(iv) The insurance, if any, covering any part of or interest in such commingled property.

The Grantee shall make repairs and renovations of the damaged Government property or take such other action as the Grant Officer directs.

(4) In the event the Grantee is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the Government property, it shall use the proceeds to repair, renovate or replace the Government property involved, or shall credit such proceeds against the cost of the work covered by the Grant, or shall otherwise reimburse the Government, as directed by the Grant Officer. The Grantee shall do nothing to prejudice the Government's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the Grant Officer, shall, at the Government's expense, furnish to the Government all reasonable

assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignments in favor of the Government) in obtaining recovery.

(e) Access

The Government, and any persons designated by it, shall at all reasonable times have access to the premises wherein any Government property is located, for the purpose of inspecting the Government property.

(f) Final Accounting and Disposition of Government Property

Upon completion of this Grant, or at such earlier date as may be fixed by the Grant Officer, the Grantee shall submit, in a form acceptable to the Grant Officer, inventory schedules covering all items of Government property not consumed in the performance of this Grant or not theretofore delivered to the Government, and shall prepare deliver, or make such other disposal of the Government property as may be directed or authorized by the Grant Officer.

(g) Communications

All communications issued pursuant to this provision shall be in writing.

12C. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE)

(This provision is applicable to property titled in the name of the cooperating country or such public or private agency as the cooperating Government may designate.)

(a) Except as modified by Attachment 1 of this Grant, title to all equipment, materials and supplies, the cost of which is reimbursable to the Grantee by AID or by the Cooperating Government, shall at all times be in the name of the Cooperating Government or such public or private agency as the Cooperating Government may designate, unless title to specified types or classes of equipment is reserved to AID under provisions set forth in Attachment 1 of this Grant; but all such property shall be under the custody and control of the Grantee until the owner of title directs otherwise or completion of work under this Grant or its termination, at which time custody and control shall be turned over to the owner of title or disposed of in accordance with its instructions. All performance guarantees and warranties obtained from suppliers shall be taken in the name of the title owner.

(b) The Grantee shall prepare and establish a program, to be approved by the Mission, for the receipt, use, maintenance, protection, custody and care of equipment, materials and supplies for which it has custodial responsibility, including the establishment of reasonable controls to enforce such program. The Grantee shall be guided by the requirements of paragraph 11 of Chapter 1, AID Handbook 13.

(c) Within 90 days after completion of this Grant, or at such other date as may be fixed by the Grant Officer, the Grantee shall submit an inventory schedule covering all items of equipment, materials and supplies under his custody, title to which is in the Cooperating Government or public or private agency designated by the Cooperating Government, which have not been consumed in the performance of this Grant. The Grantee shall also indicate what disposition has been made of such property.

13. CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY
Upon arrival in the Cooperating Country, and from time to time as appropriate, the Grantee's Chief of Party shall consult with the Mission Director who shall provide, in writing, the procedure the Grantee and its employees shall follow in the conversion of United States dollars to local currency. This may include, but is not limited to, the conversion of said currency through the cognizant United States Disbursing Officer or Mission Controller, as appropriate.

14. TERMINATION

(a) For Cause. This Grant may be terminated for cause at any time, in whole or in part, by the Grant Officer upon written notice to the Grantee, whenever for any reason he/she shall determine that such termination is in the best interest of the Government.

(b) For Convenience. This Grant may be terminated for convenience at any time by either party, in whole or in part, if both parties agree that the continuation of the Grant would not produce beneficial results commensurate

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with the further expenditure of funds. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The agreement to terminate shall be set forth in a letter from the Grant Officer to the Grantee.

(c) Termination Procedures. Upon receipt of and in accordance with a termination notice as specified in either paragraph (a) or (b) above, the Grantee shall forthwith take immediate action to minimize all expenditures and obligations financed by this Grant, and shall cancel such unliquidated obligations whenever possible. Except as provided below, no further reimbursement shall be made after the effective date of termination, and the Grantee shall within 30 calendar days after the effective date of such termination repay to the Government all unexpended portions of funds theretofore paid by the Government to the Grantee which are not otherwise obligated by a legally binding transaction applicable to this Grant. Should the funds paid by the Government to the Grantee prior to the effective date of the termination of this Grant, be insufficient to cover the Grantee's obligations pursuant to the aforementioned legally binding transaction, the Grantee may submit to the Government within 90 calendar days after the effective date of such termination a written claim covering such obligations, and subject to the limitations contained in this Grant, the Grant Officer shall determine the amount or amounts to be paid by the Government to the Grantee under such claim in accordance with the applicable Federal cost principles.

15. VOLUNTARY PARTICIPATION

(This provision is applicable to all grants involving any aspect of family or population assistance activities, and all Title X grants in particular.)

(a) The Grantee agrees to take any steps necessary to ensure that funds made available under this Grant will not be used to coerce any individual to practice methods of family planning inconsistent with such individual's moral, philosophical, or religious beliefs. Further, the Grantee agrees to conduct its activities in a manner which safeguards the rights, health and welfare of all individuals who take part in the program.

(b) The Grantee shall insert paragraphs (a) and (b) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder.

16. PROHIBITION ON ABORTION-RELATED ACTIVITIES

(This provision is applicable to all grants involving any aspect of family or population assistance activities, and all Title X grants in particular.)

(a) No funds made available under this Grant will be used to finance, support, or be attributed to the following activities: (1) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (2) special fees or incentives to women to coerce or motivate them to have abortions; (3) payments to persons to perform abortions or to solicit persons to undergo abortions; (4) information, education, training, or communication programs that seek to promote abortion as a method of family planning.

(b) The Grantee shall insert paragraphs (a) and (b) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder.

17. VOLUNTARY PARTICIPATION REQUIREMENTS FOR STERILIZATION PROGRAMS

(This provision is applicable when any surgical sterilization will be supported in whole or in part from funds under this Grant.)

(a) None of the funds made available under this grant shall be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any person to practice sterilization.

(b) The Grantee shall insure that any surgical sterilization procedures supported in whole or in part by funds from this Grant are performed only after the individual has

voluntarily presented himself or herself at the treatment facility and has given his or her informed consent to the sterilization procedure. Informed consent means the voluntary, knowing assent from the individual after he or she has been advised of the surgical procedures to be followed, the attendant discomforts and risks, the benefits to be expected, the availability of alternative methods of family planning, the purpose of the operation and its irreversibility, and his or her option to withdraw consent anytime prior to the operation. An individual's consent is considered voluntary if it is based upon the exercise of free choice and is not obtained by any special inducement or any element of force, fraud, deceit, duress or other forms of coercion or misrepresentation.

(c) Further, the Grantee shall document the patient's informed consent by (1) a written consent document in a language the patient understands and speaks, which explains the basic elements of informed consent, as set out above, and which is signed by the individual and by the attending physician or by the authorized assistant of the attending physician; or (2) when a patient is unable to read adequately, a written certification by the attending physician or by the authorized assistant of the attending physician that the basic elements of informed consent above were orally presented to the patient, and that the patient thereafter consented to the performance of the operation. The receipt of the oral explanation shall be acknowledged by the patient's mark on the certification and by the signature or mark of a witness who shall be of the same sex and speak the same language as the patient.

(d) Copies of informed consent forms and certification documents for each voluntary sterilization (VS) procedure must be retained by the Grantee for a period of three years after performance of the sterilization procedure.

(e) The Grantee shall insert paragraphs (a), (b), (c), (d) and (e) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder involving the performance of any sterilization which will be supported in whole or in part from funds under this Grant.

18. PUBLICATIONS

(This provision is applicable to any grant which produces any book, publication, or other copyrightable materials.)

(a) If it is the Grantee's intention to identify AID's contribution to any publication resulting from this Grant, the Grantee shall consult with AID on the nature of the acknowledgment prior to publication.

(b) The Grantee shall provide the Project Manager with one copy of all published works developed under the Grant. The Grantee shall provide the Project Manager with lists of other written work produced under the Grant.

(c) In the event Grant funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost shall be credited to the Grant.

(d) The Grantee is permitted to secure copyright to any publication produced or composed under the Grant in accordance with paragraph 17B.b. of Chapter 1, AID Handbook 13. Provided, the Grantee agrees to and does hereby grant to the Government a royalty-free, non-exclusive and irrevocable license throughout the world to use, duplicate, disclose, or dispose of such publications in any manner and for any purpose to permit others to do so.

19. PATENTS

(This provision is applicable to any grant which produces patentable items, patent rights, processes, or inventions.)

(a) Grantee agrees to notify the Grant Officer, in writing, of any invention or discovery conceived or first actually reduced to practice in the course of or under this Grant. The Grant Officer will determine the patent rights to be afforded the Grantee in accordance with the Presidential Memorandum and Statement of Government Patent Policy (36 FR 16889) and paragraph 17B.a. of Chapter 1, AID Handbook 13.

(b) Nothing contained in this provision shall imply a license to the Government under any patent or be construed as affecting the scope of any license or other right other

wise granted to the Government under any patent.

20. REGULATIONS GOVERNING EMPLOYEES OUTSIDE THE UNITED STATES

(This provision is applicable only to the Grantee's U.S. and third country national employees; it is not applicable to the Grantee's cooperating country national employees.)

- (a) The Grantee's employees, when employed in work overseas, shall maintain private status and may not rely on local U.S. Government offices of facilities for support while so engaged.
- (b) The sale of personal property or automobiles by Grantee employees and their dependents in the foreign country to which they are assigned shall be subject to the same limitations and prohibitions which apply to direct-hire AID personnel employed by the Mission, except as this may conflict with host government regulations.
- (c) Other than work to be performed under this Grant for which an employee or consultant is assigned by the Grantee, no regular or short term employee or consultant of the Grantee shall engage directly or indirectly, either in his own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which he is assigned, nor shall he make loans or investments to or in any business, profession or occupation in the foreign countries to which he is assigned.
- (d) The Grantee's employees, while in a foreign country, are expected to show respect for its conventions, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.
- (e) In the event the conduct of any Grantee employee is not in accordance with the preceding paragraphs, the Grantee's chief of party shall consult with the Mission Director and the employee involved and shall recommend to the Grantee a course of action with regard to such employee.
- (f) The parties recognize the right of the U.S. Ambassador to direct the removal from a country of any U.S. citizen or the discharge from this Grant of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.
- (g) If it is determined, under either (e) or (f) above, that the services of such employee shall be terminated, the Grantee shall use its best efforts to cause the return of such employee to the United States, or point of origin, as appropriate.

21. SUBORDINATE AGREEMENTS

The placement of subordinate agreements (e.g., leases, options, etc.), grants, or contracts with other organizations, firms or institutions and the provisions of such subordinate agreements are subject to prior written consent of the Grant Officer if they will be funded hereunder, unless the Grantee's procurement system has been reviewed and approved pursuant to the appropriate section(s) of paragraph 10, Chapter 1 of AID Handbook 13. In no event shall any such subordinate agreement, grant, or contract be on a cost-plus-a-percentage-of-cost basis. Subordinate contractors (including suppliers) shall be selected on a competitive basis to the maximum practicable extent consistent with the obligations and requirements of this Grant.

22. U.S. OFFICIALS NOT TO BENEFIT

No member of or delegate to the U.S. Congress or resident U.S. commissioner shall be admitted to any share or part of this Grant or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this Grant if made with a corporation for its general benefit.

23. COVENANT AGAINST CONTINGENT FEES

The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this Grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except bona fide employees or bona fide established commercial or selling agencies maintained by the Grantee for the purpose of securing business. For breach or violation of this warranty, AID shall have the right to cancel this Grant

without liability or, in its discretion, to deduct from the Grant amount, or otherwise recover, the full amount of each commission, percentage, brokerage, or contingent fee.

24. NONLIABILITY

AID does not assume liability with respect to any third party claims for damages arising out of work supported by this Grant.

25. AMENDMENT

The Grant may be amended by formal modifications to the basic grant document or by means of an exchange of letters between the Grant Officer and an appropriate official of the Grantee.

26. THE GRANT

The letter to the Grantee signed by the Grant Officer, the Program Description and the Standard Provisions which have been reviewed and agreed to by the Grantee, constitute the Grant.

27. NOTICES

Any notice given by any of the parties hereunder, shall be sufficient only if in writing and delivered in person or sent by telegraph, cable, registered or regular mail as follows:

To the AID Grant Officer at the address specified in the Grant

To Grantee - At Grantee's address shown in the Grant, or to such other address as either of such parties shall designate by notice given as herein required. Notices hereunder, shall be effective when delivered in accordance with this provision or on the effective date of the notice, whichever is later.

PROJECT TITLE: Guyana Leprosy Control Project
PROJECT LOCATION: Guyana, South America
P.V.O. NAME AND LOCATION: American Leprosy Missions Inc., (ALM)
1262 Broad Street
Bloomfield, N.J. 07003, U.S.A.
CONTACT PERSON: Dr. W.F. Ross, ALM Inc.
In U.S.A.:
In Guyana: Dr. Patricia Rose
Public Health Clinic
Georgetown Hospital
Georgetown, Guyana, S.A.
DATE OF SUBMISSION TO AID: May 10, 1978

For a general outline of the Project see Appendix II Logical Frame Sheet
Appendix III Flow Chart
Appendix IV Organization Chart
Appendix V Pro-Forma Budget

A. PROJECT PURPOSE AND DESCRIPTION

A.1. Purpose and Target Group of Beneficiaries

The purpose of the project is to enhance the effectiveness of the existing medical services in Guyana in the treatment of leprosy patients and in leprosy control, to accelerate progress towards the integration of leprosy patient care and leprosy control into the basic health services, and towards eradication of the disease.

The direct beneficiaries will include:

A.1.1. Existing patients who will benefit from early case finding and the prevention of the emergence of the strains of *M. Leprae* resistant to therapy.

A.1.2. Potential patients who may be predicted to develop leprosy in the next decades if the disease is not controlled.

The indirect beneficiaries will include:

A.1.3. The families of patients and potential patients who frequently suffer serious social ostracism, loss of social status and economic loss as a result of having a case of leprosy in the family.

A.1.4. More indirectly, the whole of society will benefit as a serious cause of disability is removed.

A.2. General Description of the Project

A.2.1. The project is designed as an integral part of the existing Leprosy Control Program so as to both strengthen and deepen the attack on leprosy and to lead directly to progressively increasing effectiveness which will continue to operate after the project itself is completed. This is planned as a cooperative project between the Ministry of Health and American Leprosy Missions, Incorporated, with project financing made

available by the United States Agency for International Development (USAID). Its principal features include:

- (a) School surveys throughout the country;
- (b) The training of general health personnel to enable them to play a more effective role in leprosy patient care and leprosy control;
- (c) Active case finding in areas of relatively high registration;
- (d) Public health education based on preceding sociological studies;
- (e) Progress toward integration of leprosy patient care into basic health services;
- (f) Resettlement of elderly and disabled patients.

It is worth emphasizing that the project is not something "tacked on" to the existing Program as an optional extra but it an essential part of it. It could result in accelerating leprosy control (achievement of a nil set of new cases per annum) by many years and is a saving of many times the cost of the project in direct public health expenditure alone.

A.2.2. Key Elements of the Project

(a) The existing Leprosy Control Unit of the Ministry of Health has a substantial number of well-qualified, able and experienced people and is the core unit of the Project.

This is the team which will ensure continuity and the ultimate institutionalization of project activities and effects into the structure of the Health Services of Guyana.

Whatever influence the project is able to exert must be such as to strengthen and not disrupt this team. Whatever activities are undertaken must be such as to enhance the effectiveness and increase the influence of the team. Ways must be found to involve the existing Guyana Leprosy Relief Association in a real way in the Project Program so as to strengthen the association and lay a firm foundation for future influence.

(b) The headquarters team of the Leprosy Control Unit must be strengthened by the addition of a Medical Officer, a Training Officer, Senior Health Visitor, Secretarial staff, and Drivers. An Administrative Officer must be appointed to deal with day to day administrative matters.

(c) The headquarters building of the Leprosy Control Unit is a quite inadequate accommodation, even for its present activities. Plans to expand the accommodation have been approved in principle by the Superintendent of the Georgetown Hospital, which is where the Unit is situated, and by the Ministry of Health. Funds are needed to execute these plans and to equip the remodelled and expanded buildings.

The existing laboratory is equipped with apparatus for basic leprosy clinical pathology including equipment for the cutting, processing and examination of skin biopsy specimens. Additional equipment is needed to enable drug intake by the patients to be monitored (especially D.D.S.)*. Extra vehicles will be required for field work.

* D.D.S. Dapsone (Drug)

(d) The problem of resistance to therapy is increasingly common amongst leprosy patients of the lepromatous type. An annual incidence of 5% has been reported, e.g., from Ethiopia. Several cases of resistance to D.D.S. have been recognized in Guyana - and unless steps to prevent its occurrence are taken, others will certainly be found. The project includes the provision of ample supplies of Lamprene, the principal second-line drug now in use. Another step aimed at prevention of resistance is the monitoring of D.D.S. (see para. (c) above).

(e) The need for social surveys is outlined in Section C.3, Sociocultural Factors. An in-depth understanding of public and patient attitudes to leprosy - of patients' mores and personal priorities, of their perceptions of leprosy and of the efficacy of treatments - are an essential basis for effective case holding.

(f) Case finding surveys are already being undertaken by Unit staff on the basis of the geographical locations of known cases, but the scale of these surveys is small and limited by availability of transport and personnel.

The school surveys should reveal areas of high prevalence, if any exist in addition to those already known and be a useful basis for planning future case finding surveys.

(g) Approximately 1,200 clinical staff work for the Ministry of Health. Each one of them should be able to recognize leprosy cases and should know where to refer such cases for help.

At present it is known that some cases of leprosy, including lepromatous cases, are admitted to hospitals for other diseases and go undiagnosed, and it is certainly true that this happens in out-patient units also. A major effort to train selected staff is a part of the project proposal. In addition, training at Medical Staff Training Schools will be intensified. This is one of the main reasons for the need to appoint a second Medical Officer to the Program.

(h) For reasons outlined in Section C.3, extensive public health education is not planned to begin until after the completion of the social surveys but public health education is an important part of the project. A Training Officer will need to be recruited to organize this effort.

(i) Training and development has been possible for a limited number of members of the Leprosy Control Unit staff in the past, e.g., two nurses have received post-graduate training and have qualified as medical-social workers and the laboratory technician has received special training in the U.K. PAHO has provided fellowships for two staff members to receive training in hand and foot care in Venezuela and a shoe-maker (attached to the leprosarium) has been trained in Carville, Louisiana, U.S.A.

The International Leprosy Association meeting occurring once every five years will be held in Mexico in 1978 and it will be important for senior members of the team to attend. Study visits in clinical leprology, social survey and health education work should also be arranged. A small library should be established for training materials.

(j) About fifty patients remain resident at the Mahaica Hospital. The large majority of these are not active cases but are elderly, disabled long-term residents who have nowhere to go and who will need custodial care for the rest of their lives. An effort will be made to relocate them outside the hospital, where possible.

A.3. Conditions expected at the end of the Project

A.3.1. A better data base on the incidence of leprosy and its sociological implications will be available as information is gathered through the project activities.

A.3.2. All members of the Clinical Health Service staff will be aware of leprosy as a public health problem, able to recognize cases and know where to refer cases beyond their competence. Cases of leprosy previously undiagnosed, presenting themselves at health facilities for unrelated complaints, will have their leprosy recognized.

A.3.3. By the end of the program, an effective, wide-spread system for case finding by contact tracing will have been established.

A.3.4. Public attitudes to leprosy will be such as to encourage cases of early leprosy to voluntarily seek help and public knowledge of leprosy will result in a high proportion of cases recognizing that they need medical advice.

A.3.5. The emergence of resistant strains of *M. Leprae* will have been largely if not entirely prevented and the reservoir of undiagnosed and infectious cases in the community will have been reduced.

A.3.6. The foundations will have been laid upon which integration of leprosy patient care into the general health services can proceed - but progress towards complete integration will continue after completion of the project.

A.3.7. Further progress will have been made toward the time when Mahaica Hospital will cease to operate as a specialist leprosy hospital and the elderly and disabled patients will have been accommodated more appropriately elsewhere.

A.3.8. The fully developed project could provide a model for similar projects in other territories in the Caribbean and in countries which have reached a comparable stage of leprosy control.

B. PROJECT BACKGROUND

B.1. History of Proposal Development

The project proposals have grown out of the experience of the Leprosy Control Program team of the Ministry of Health over the past six to seven years (see B.2 and B.3 and Annual Reports - Appendix V & VI). Increasingly effective efforts to treat all known leprosy cases on a domiciliary basis, and to find unknown cases have, despite much success, revealed that a substantial number of cases registered prior to 1971 are still not accounted for. New cases of previously undiagnosed leprosy still come forward in significant numbers (50 per annum). Relatively few cases are found by general health facility staff - 23% for 1976. Resistance to sulphone therapy has occurred in at least one domiciliary case and regressive public attitudes to leprosy still exist. Progress towards leprosy control and integration of leprosy patient care is slow. The true prevalence of leprosy is not known. The project proposals are designed to solve these problems and accelerate progress towards integration.

B.2. Prior Experience in Project and Related Areas

A.L.M., Inc., has been involved in leprosy control activities since 1906 and has been in the forefront of the development of integrated leprosy control program for 20 years (the retired President, Dr. O.W. Hasselblad surveyed leprosy control in Guyana at the request of the Ministry of Health in 1967 and again in 1975). The present Medical Director of A.L.M. has spent 20 years in the field of leprosy control in Government and voluntary agencies' programs. The proposed Project Director has worked in the health field in the Caribbean area since 1952 and in leprosy control in Guyana since 1971. She is an accomplished dermatologist and leprologist. Other project staff are listed in D.1.3.

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B.3. Host Country Activity

Past: Leprosy control in Guyana commenced with the establishment of Mahaica Asylum as a refuge for poor leprosy patients in 1958. Since that date the Government has assumed responsibility for the care of H.D.* patients and since 1877, when the first M.O. was appointed, leprosy has been recognized as a public health problem. (See CAREC Surveillance Report October 1976,)

Present: See Annual Report, Appendix V and Summary of 1976 Annual Report, Appendix VI.

Achievement of leprosy control and of cure without disability in the individual case is largely dependent upon early case finding. As can be seen from the above Reports, case finding efforts in Guyana show quite a good level of effectiveness in that less than 20% of new cases are disabled at the time of diagnosis. However, it is clear that casefinding is not good enough to be progressively reducing the spread of the disease and the number of new cases -- while varying somewhat from year to year -- has not shown much change in the past two decades.

<u>Year</u>	<u>No. of New Patients</u>
1961	39
1962	61
1963	26
1964	14
1965	38
1966	33
1967	17
1968	13
1969	14
1970	2
1971	54
1972	70
1973	38
1974	34
1975	54
1976	58

In addition, quite a large number of cases registered prior to 1971 are not on treatment and cannot be satisfactorily accounted for and a relatively high proportion (29% in 1976) of new cases are of the infectious type, suggesting that quite a high number of infectious cases are remaining undiagnosed. There is also the danger that a high proportion of infectious (L type) cases who underwent irregular or intermittent treatment in the period prior to 1971 will eventually develop resistance to sulphones as is the experience in Ethiopia, Malaysia, Uganda, and other countries.

Proposed: The Ministry of Health aims at eventual complete integration of leprosy patient care and leprosy control into the basic health services but in view of the known difficulties is proceeding cautiously. As an interim measure, a program of domiciliary care and partial integration has been adopted in that patients needing hospitalization are cared for in general health facilities. All out-patient clinics are run in general health facility buildings, but treatment for leprosy patient per se and leprosy control activities are in the hands of the specialist leprosy control unit team. This team has been strengthened in the past year by the addition of two practical nurses and is already undertaking intensified, active, case finding and contact tracing, but simply does not have resources in manpower, facilities or funds to embark upon a fully effective program.

* Hansen's Disease

C. PROJECT ANALYSIS

C.1. Economic Effects

The project will have a direct economic effect on leprosy patients in that early casefinding definitely prevents the development of disability; it will also have an effect on the lives of individuals who would have developed the disease but do not, if, as is hoped, the project results in accelerated progress towards leprosy control.

Acceleration of integration of leprosy program activities into the work of general health facility staff will free staff now engaged in leprosy control for other health activities. The rehabilitation of patients and transfer of handicapped patients from Mahaica hospital will reduce costs.

C.2. Technology to be Used

No technologies essentially new to Guyana will be used. Most of the project activities will be relatively unsophisticated.

Manpower is available in Guyana for all project activities including sociological and other surveys.

C.3. Sociocultural Factors

Attitudes to leprosy and leprosy patients are very important in their impact on leprosy patient care and leprosy control. These attitudes are deep rooted and culturally determined but their public expression is often somewhat volatile and regressive attitudes, dormant for a time, may suddenly come to prominence.

In Guyana, patients are by and large accepted, but this is possibly, even probably, largely because the public is not aware of their existence. The true situation has never been studied in depth and is not known.

An ill-advised public health education campaign, or too rapid progress toward integration, could quite easily result in a resurgence of public anxiety about leprosy.

The interests of no group will be threatened by the project and, provided the public is presented with the facts of the situation in an appropriate manner, and at the right time, there is every possibility that the overall cultural effects of the project will be substantial and positive, and will aid leprosy control and accelerate integration.

C.4. Other Considerations

Leprosy patients are found in all strata of society -- there are more amongst the poor, mostly because there are more poor. However, it is, of course, also true that the poor, including poor leprosy patients, are generally more ignorant of their needs and of facilities which exist to help them than are the well to do. The project is deliberately closely tied into the general health services for obvious reasons, and with the results that it will:

- (a) Complement the efforts of the Ministry of Health;
- (b) Have an influence throughout the whole country for a prolonged period through the staff it will train, most of whom are already employed from local funds.

C.5. Prospects for Continuation of Project Activities through Local Institutions and Domestic Resources

The project will have a two-pronged effect in this regard. It should reduce the long-term need for expenditure on leprosy control and increase the efficiency and effectiveness of the existing local resources already devoted to leprosy control activities. Concern for leprosy patient care and leprosy control will undoubtedly be enhanced by the project.

D. PROJECT DESIGN AND IMPLEMENTATION

These are summarized on the attached Flow Chart, Appendix III, Organization Chart, Appendix IV and Logical Framework Sheet, Appendix II.

D.1. General Consideration

D.1.1. The project will be based on the existing Leprosy Control Unit Team (Appendix 1) strengthened for the duration of the Project by key personnel (see Appendix V A: Personnel).

The day to day operation of the project will be under the direction of the Project Director drawing upon the senior staff of the augmented Leprosy Control Unit Team. It is proposed that an ad hoc Board be created for the duration of the Project consisting of one representative each of the Ministry of Health and the P.V.O. together with the Project Director, to ensure co-ordination of the parties concerned with the project. The Board will normally meet twice a year but may be called in an emergency by any two of the members. Periodic evaluation of the project will be undertaken by a consultant specialist leprologist approved by the Board on behalf of the P.V.O.

The Project Director will be named jointly by the Ministry of Health and American Leprosy Missions, Inc. All staff, financed by the funds made available by A.I.D., will be hired by the Ministry of Health and subject to their regulations. As far as possible, project staff will be recruited within Guyana. All commodities purchased by the project, including vehicles and furniture, as well as equipment, shall at all times be in the name of the Ministry of Health, or such other agency as the Government shall designate, but all such property shall be under the custody and control of Project during the life of the project.

D.1.2. A short-term consultant, if possible from the Caribbean area, will be engaged to represent the P.V.O., in addition to the P.V.O.'s Medical Director, for periodic reviews of the project. The P.V.O. will provide administrative and consultative services to the project as required on a cost basis, and will also be reimbursed for expenses incurred in representation at Board Meetings.

D.1.3. It is assumed that the existing resources of the Leprosy Control Unit will continue to be applied to Leprosy control by the Ministry of Health. These include the following: staff - see Appendix I; a clinical laboratory with capability of processing biopsies and preparing slides; funds for medical and other supplies; transportation - per diem; maintenance and repair and other miscellaneous expenses amounting to a total budget of \$1,367,843. These resources will continue to be managed by the Ministry of Health.

In addition, a second Medical Officer will be appointed to the Leprosy Control Unit Team at least for the duration of the project, and leprosy patient care will be undertaken by general health facility staff at an increasing number of clinics as integration of the service proceeds.

P.V.O. resources will include P.V.O. headquarters staff for financial management, medical and planning consultancy, and locally recruited staff.

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D.1.4. Local procedure controls will be in accordance with Ministry of Health regulations, subject to control by the Project Director and the annual audit. P.V.O. procedure and control will be in accordance with existing P.V.O. practice and will be subject to audit by a certified public accountant in the U.S.A.

D.1.5. The P.V.O. intends to monitor the above plan through periodic reports from the Project Director, six-months visits of a consultant leprologist or by the P.V.O. Medical Director, and by the annual audit. During the start up period, P.V.O. intends to stay in close and continuing contact with the Project Director in order to bring to bear prompt and timely advice and experience, as required.

D.1.6. Schedule of actions required: Day 1 is the actual date on which the project is scheduled to begin operations.

(a) Strengthening of Leprosy Control Unit Staff

<u>Action</u>	<u>Executive Agency</u>	<u>Projected Timing</u>
Appointment of M.O.	Ministry of Health	As soon as possible
Appointment of Training Officer	Ministry of Health	3/12
Appointment of Administrative Officer	Ministry of Health	Day 1
Appointment of Project Director	Ministry of Health	As soon as Project is approved by AID
Appointment of Secretariat	Ministry of Health	
Secretary		Within 30 days
Clerical Assistant I		Day 1
Clerical Assistant II		As needed

(b) Outside Consultants

Representative of F.V.O.	P.V.O.	Day 1
Consultant Sociologist	Project Director	As needed
Training Consultants	P.V.O.	As needed

(c) HQ Facility Extension and Procurement of Equipment and Vehicles

Authority to proceed (contractual arrangement)	Ministry of Health & Project Director	As soon as Project is approved
Certificate of Completion	Project Director	6/12 after above
Local purchase of office equipment	Admin. Officer	6/12 after above
Purchase and shipment of Laboratory Equipment	P.V.O.	Within 30 days
Purchase and shipment of vehicles	P.V.O.	Within 30 days

	<u>Action</u>	<u>Executive Agency</u>	<u>Projected Timing</u>
(d)	<u>Purchase and Shipment of Medical Supplies -</u>		
	Schedule I	P.V.O.	As needed
	Schedule II	P.V.O.	Day 9/12
	Schedule III	P.V.O.	Day 21/12
(e)	<u>Leprosy Control Programme Staff Training</u>		
	International Conference	Project Director	November, 1978
	Study visits	Project Director	As needed
	Purchase of educational material	Project Director	As needed
(f)	<u>Sociological Surveys</u>	Project Director	During 1st. Year
(g)	<u>Case Finding Surveys</u>		
	Appointment of temporary staff	Ministry of Health	During 1st. Year
	Execution of survey - Schedule 1 Schedule 2	Survey Officer Survey Officer	Commence as soon as transport is available
	Termination of temporary staff	Ministry of Health	Before 2 3/4 years
(h)	<u>Health Service Staff Training</u>		
	Execution of training schedule	1 Training Officer 2 Training Officer 3 Training Officer	Before one year Before two years Before 2 3/4 years
(i)	<u>Public Health Education Program</u>		
	Execution of Program	Training Officer	Between one year and 2 3/4 years
(j)	<u>Preparation of Proposals for relocation of Mahaica patients</u>	Project Director	Before 2 years
(k)	<u>Intensification of patient care</u>		
	Schedule I	Project Director	3/12
	Schedule II	Project Director	15/12
	Schedule III	Project Director	27/12
(l)	<u>Visits of P.V.O. Consultant</u>	P.V.O.	At 6/12/12/12, 18/12, 24/12, 30/12, 36/12

	<u>Action</u>	<u>Executive Agency</u>	<u>Projected Timing</u>
(m)	<u>Reports</u>		
	Annual Reports	Project Director	15/12, 27/12, 39/12
	Final Reports	Project Director	39/12
	Annual Audit	P.V.O.	15/12, 27/12, 39/12
	Final Audit	P.V.O.	39/12

D.1.7. Waivers

Source and origin waivers to procure right-hand drive vehicles may need to be obtained.

D.2. Measurement and Evaluation

Logical Framework Matrix - see Appendix II.

D.2.1. Routine Evaluations

These will take place at the end of each year of operation of the project and will be conducted jointly by the Project Director and representatives of the P.V.O. and AID.

The parameters used for evaluation of the project will include:

(a) Data collected as part of any well-run leprosy control program, in particular:

- (i) Proportion of new cases referred by the basic health services as a measure of basic health service activity in leprosy control.
- (ii) Proportion of disabled - using standard WHO definitions - among new cases as a measure of the efficiency of case finding and the time lapse between the emergence of the disease and diagnosis.
- (iii) Proportion of treated lepromatous cases which acquire resistance to D.D.S. as a measure of the efficacy of treatment programs.

(b) Data related to the planned output of the Program including:

- (i) Numbers of staff trained by categories with assessment of knowledge and understanding before and after the training.
- (ii) Facilities reconstructed and equipped.
- (iii) Size of school population surveyed and proportion of surveyed population actually examined.
- (iv) Public Health Education activities evaluated by means of surveys of knowledge and understanding of leprosy in selected population before and after the Health Education Programs.

D.2.2. In-Depth Evaluation

An in-depth evaluation of the project will be conducted during the last three months of the project to determine the immediate results of the project, casual factors in its success or failure to reach stated goals, and lessons which can be applied to efforts to attain similar goals in other areas. The appropriateness of stated goals in the light of the overall purpose of the project will also be examined. Data for this evaluation will be collected by project staff and will be included in the final report to be prepared by the P.V.O. consultants.

E. FINANCIAL PLAN

E.1. Major Cost Components

ESTIMATED BUDGET IN U.S. DOLLARS TO BE FUNDED BY A.I.D.

	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>
A. Personnel	22,929	33,972	27,110
B. Office and Laboratory	37,027	5,108	4,715
C. Transportation	38,504	6,286	9,037
D. Training and Education	11,198	5,697	7,072
E. Relocation of Mahaica Patients	1,964	3,929	3,929
F. Other Costs, Contingency	<u>14,378</u>	<u>7,508</u>	<u>10,637</u>
	<u>126,000</u>	<u>62,500</u>	<u>62,500</u>

The above major cost components summarize AID's estimated contribution to the Project. See Appendix V for the detailed estimated Budget. AID's projected contribution will represent approximately 12% of the total costs of leprosy unit operations over the next three years.

E.2. All disbursements for the project will be made by the American Leprosy Missions, Inc., and the USAID will reimburse ALM for approved expenditures. ALM may request an advance of funds from USAID/Guyana representing a three-month requirement by submitting U.S. Government Forms, SFs 1034 and 272, indicating the amount anticipated to be required. Thereafter, this amount may be increased or decreased depending on the next three months' needs or as liquidated by the submission of SFs 1034, 272, and 269 along with supporting invoices. Reimbursements will be claimed from AID at least quarterly during the life of the project by submitting the same SFs and a summary of costs in the format of the approved budget line items showing the current amount claimed and the cumulative totals expended.

It is anticipated that the Ministry of Health will staff the project by contracting for the additional required personnel and it will thereafter bill ALM at least quarterly for the costs incurred. Commodities, supplies, and other budgeted items may be purchased by the Ministry of Health or ALM but AID's source and origin requirements will be adhered to or a waiver of these provisions obtained in advance of procurement. Generally, commodities and services are to be procured from Code 935 countries, as provided in AID regulations.

E.3. ALM does not anticipate that the costs of administering this project will be burdensome to it and, therefore, it does not propose to charge any indirect costs to project funds. If, however, based on the first year's experience in supporting the project, ALM finds it necessary to recoup indirect costs, it will so notify AID and a provisional overhead rate will be established for the prospective period of the grant which will be subject to audit, and the establishment of a firm negotiated overhead rate.

Budgeted line items (see E.1.) may be increased by ten percent by transfer from other elements of the budget within a specified period so long as the annual budget is not exceeded. Specific USAID/Guyana approval will be requested in advance of any expenditures if it should become necessary to exceed budgeted amount by more than 10% for any of the cost components of the budget.

LEPROSY CONTROL UNIT TEAM - JUNE 1977

Medical Officer of Health (Leprology) - Dr. Patricia Rose

Medical Officer (Post Vacant)

Staff Nurse

Practical Nurses (4)

District Nurses (4)

Chief Medico-Social Worker (Leprology)

Medical-Social Worker (1)

Laboratory Technician

Secretary

Driver

LOGICAL FRAME SHEET - GUYANA LEPROSY CONTROL PROJECT 1978-81

GOAL

To improve level of basic health services and their acceptability by people in need

OBJECTIVELY VERIFIABLE INDICATIONS

Increased effective utilization of health services by target groups

MEANS OF VERIFICATION

Records and Reports

IMPORTANT ASSUMPTIONS

Priority given to health by government and people does not diminish

PURPOSE

To enhance capability of existing health services to control leprosy amongst the urban and rural poor; that is to reduce the incidence of leprosy to Nil

END OF PROJECT STATUS

Proportion of new cases referred by basic health services increased to
 Proportion of disabled amongst new cases decreased to 5%.
 Proportion of cases resistant to DDS not greater than 5% of LL cases

Records and Reports

Records and Reports

Clinical Trial

Records and Reports

Budget expenditure on leprosy control is not diminished. Current policy of domiciliary care working toward integration and the eradication of leprosy is adhered to. Nothing is done to increase public ostracism of leprosy cases

OUTPUTS

1. Trained Staff
2. Improved Facilities
3. Treated Patients
4. Better Data

Number of staff trained. Facilities reconstructed and equipped. Number of patients found and treated by case type, age, sex, deformity and locality. Regularity rates and DDS spct checks. School population surveyed.

Records of courses and post tests

Inspection

Reports

Clinical Records, Biopsies Reports

Staff trained stay in the service and do not take advantage of their training to emigrate or take jobs in private sector.

INPUTS

Training Programs
 Scholarships
 Consultative Services
 Surveys

Budget & Schedule of Costs

G\$	1st. yr.	2nd. yr.	3rd. yr.
Health Services	1,367,843	1,573,019	1,808,972
A.I.D. Grant G\$	320,695	159,074	159,073

\$ 1US = G2.5452

Program Financial Records
 Certified Audit

Reports

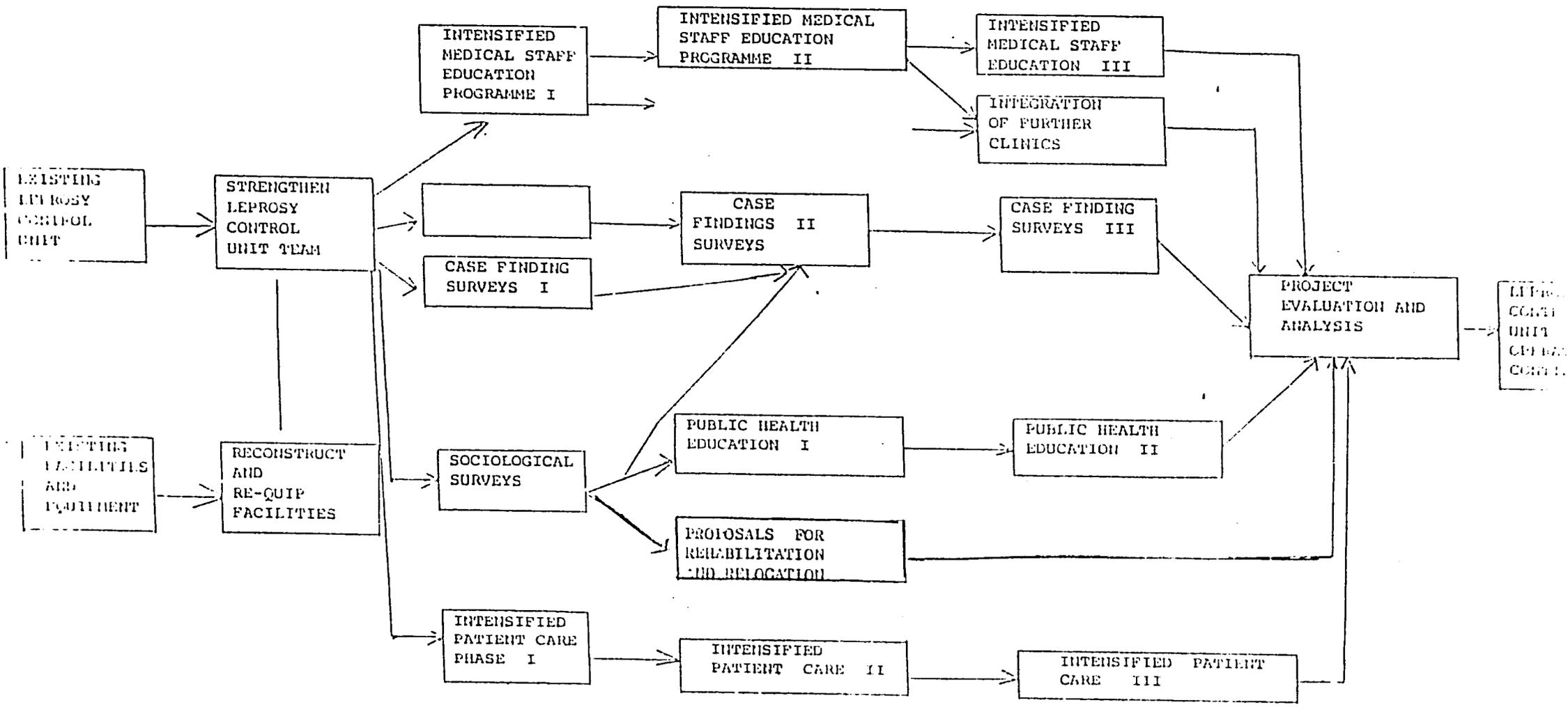
Competent Staff
 Recruited Locally

COMMODITIES

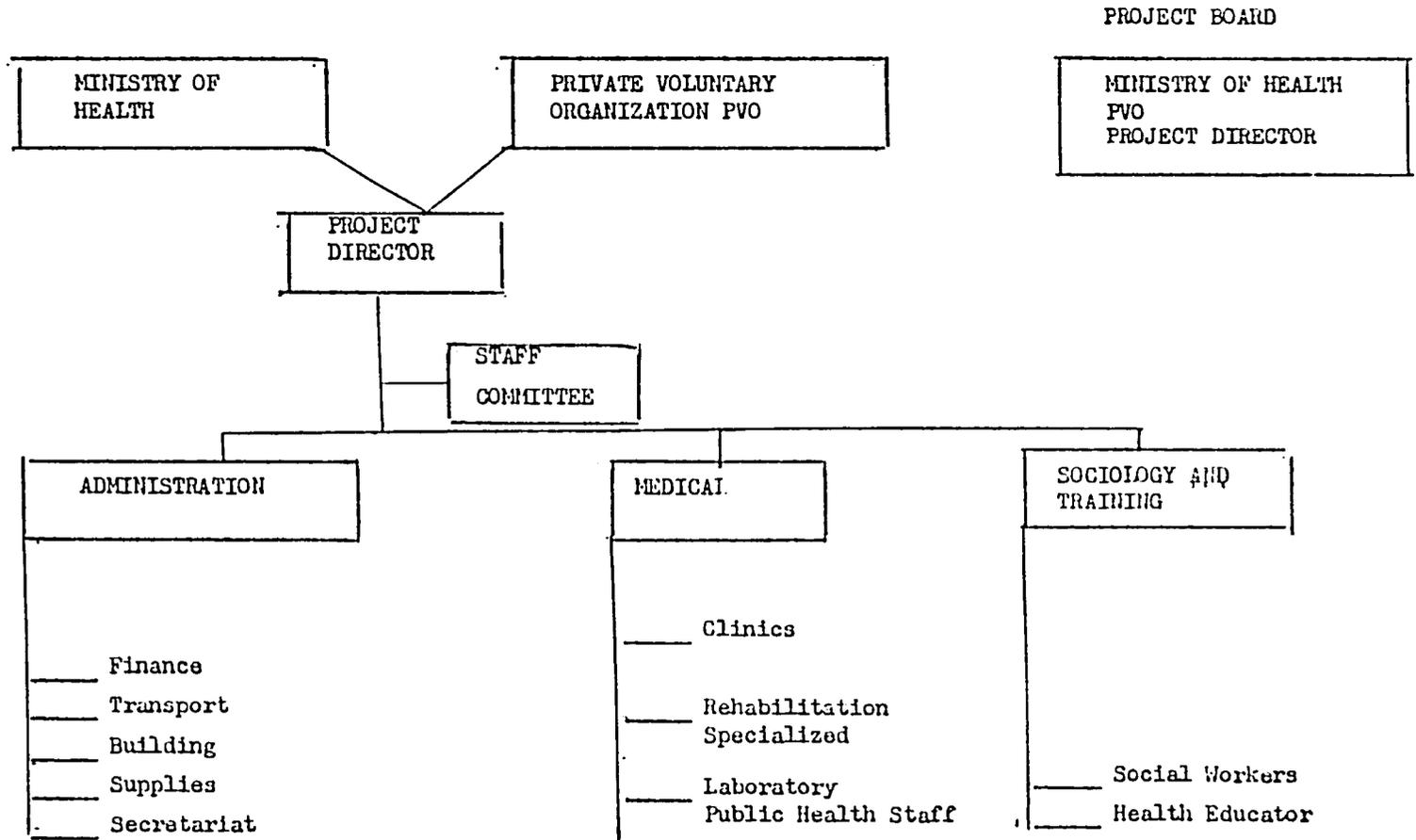
Vehicles for transport
 Teaching Materials. Drugs
 Facilities

GUYANA LEPROSY CONTROL PROJECT 1978-81 FLOW CHART

FIGURE 11



GUYANA LEPROSY CONTROL PROJECT 1978 - 1981
PROJECT ORGANIZATION



APPENDIX V

PRO-FORMA BUDGET

Leprosy Control Program
(Project 504-0067)

		<u>Year 1</u>		<u>Year 2</u>		<u>Year 3</u>	<u>Total</u>
A.	<u>PERSONNEL</u>		58,360		86,465		213,825
	1. Project Administrator	10,000		11,500		13,000	
	2. Secretary	6,360		7,125		8,500	
	3. Clerical Assistants (2)	9,000		13,800		16,000	
	4. Drivers (4)	12,000		17,840		20,000	
	5. Training Officer	8,000		9,200		10,500	
	6. Case-Finding Staff (5)	10,000		26,000		-	
	7. Loprologist (Consultant)	1,000		1,000		1,000	
	8. Sociologist (Consultant)	2,000		-		-	
B.	<u>OFFICE AND LABORATORY</u>		94,240		13,000		119,240
	1. Office Construction	58,000		-		12,000	
	2. Office Equipment	11,240		-		-	
	3. Office Supplies	3,000		3,000		2,000	
	4. Laboratory Equipment	12,000		-		-	
	5. Laboratory Supplies, Drugs	10,000		10,000		10,000	
C.	<u>TRANSPORTATION</u>		98,000		16,000		137,000
	1. Vehicles (4)	80,000		-		23,000	
	2. Vehicle operation and Maintenance	18,000		16,000		23,000	
D.	<u>TRAINING AND EDUCATION</u>		28,500		14,500		61,000
	1. Health Service Staff Training	3,000		3,000		4,000	
	2. Public Health Education	5,500		3,500		4,000	
	3. International Conferences and Training	20,000		8,000		10,000	
E.	<u>RELOCATION OF MAHAICA PATIENTS</u>		5,000		10,000		25,000
F.	<u>OTHER COSTS, CONTINGENCY</u>		36,595		19,109		62,111
	<u>TOTALS:</u>		<u>370,695</u>		<u>159,074</u>		<u>622,769</u>

All figures are shown in Guyana dollars.