

United States Agency for
International Development (USAID)
Quito, Ecuador



P.D-1156-184
Agencia de los Estados Unidos para
el Desarrollo Internacional (USAID)
Quito, Ecuador 101 83014

Mr. Henry Alderfer
Director
Emergency Preparedness Program
Compañeros de las Américas
Quito

Ref : Project 518-0119
Subject: Grant No. 518-0119-G-3180
April 28, 1993

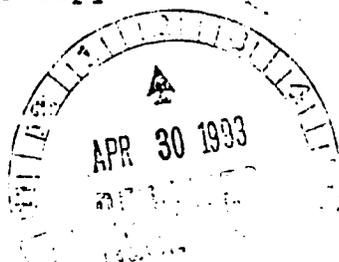
Dear Mr. Alderfer:

Pursuant to the Authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "AID" or "Grantor"), hereby grants to Compañeros de las Américas (hereby referred to as "Partners" or "Grantee"), the sum of US\$ 19,130 to provide for a two month project and the participation of the Chief of Party of Partners' Emergency Preparedness Program.

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee, Partners, in furtherance of program objectives during the period beginning May 1, 1993 and ending June 30, 1993.

This Grant is made to Partners on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment No. 1, entitled "Schedule", Attachment No. 2, entitled "Program Description", and Attachment No. 3, entitled "Standard Provisions", which have been agreed to by your organization.

Please sign the original and each copy of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to the offices of USAID/Ecuador.



Sincerely,

H. Robert Kramer
H. Robert Kramer
Acting Director

Accepted by:

Henry Alderfer
Henry Alderfer,
Director

Emergency Preparedness Program
Compañeros de las Américas

ACTION	INFO	DIR	DD	POD	FXO	CONT	MO	RIA	INTD	AMRO	DDO	DDO/HE	DDO/ED	AMRO	AP	CR - 8	EMR	STAFF
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INTERNATIONAL MAIL ADDRESS: U. S. AID Mission to Ecuador - c/o American Embassy - Quito, Ecuador
U. S. MAIL ADDRESS: USAID, AMEMBASSY QUITO, UNIT 5330 - APO AA 34039 - 3420
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Attachments: 1. Schedule
2. Program Description
~~3. Standard Provisions~~

Attachment No. 1

SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide for a two month project and the participation of the Chief of Party of Partners' Emergency Preparedness Program, as more specifically described in Attachment No. 2 to this Grant entitled "Scope of Work".

B. Period of Grant

The effective date of this Grant is May 1, 1993. The expiration date of this Grant is June 30, 1993.

C. Amount of Grant and Payment

1. AID hereby obligate the amount of US\$19.130 for program expenditures during the period set forth in B. above and as shown in the Estimated Budget below.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Annex 3 Standard Provision entitled "Payment - Periodic Advance".

D. Estimated Budget

ITEMS	UNIT	No.	COST	TOTAL
Salary	Months	2	\$6,381	\$12,762
Allowances Quarters rent and utilities	Months	2	1,550	3,100
FICA	Months	2	344	688
Other Costs and Travel			2,580	2,580
ESTIMATED BUDGET				<hr/> \$ 19,130

Changes within budget line items of over 15% will require AID approval.

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E. Reporting, Evaluation and Audit

6. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Standard Provision of this grant entitled "Payment" as shown in Annex No.3

b. The original and two copies of all financial reports shall be submitted to the Controller, Avenida Colombia 1573 y Queseras del Medio, Edificio Computec, Quito. In addition, one copy of all financial reports shall be submitted to the USAID project officer.

2. Program Performance Reporting

a. Recipient shall monitor performance under the Agreement and, where appropriate, ensure that time schedules are being met, and other performance goals are being achieved. This review shall be made for each program, function, or activity of the Agreement.

b. Recipient shall submit a quarterly performance report (technical report) that briefly presents the following information for each program, function, or activity involved:

(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of programs can be readily quantified, such quantitative data should be related to cost for computation of unit costs.

(2) Reason why established goals were not met.

(3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

c. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Recipient shall inform USAID as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of objectives by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any USAID assistance needed to resolve the situation.

(2) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

d. If any performance review conducted by the Recipient discloses the need for change in the budget estimates in accordance with the criteria established in Mandatory Standard Provision 4, the Recipient shall submit a request for budget revision.

F. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this Grant is United States (Code 000).

G. Closeout Procedures

This section prescribes uniform closeout procedures for this Agreement.

1. The following definitions shall apply for the purpose of this Section:

a. Closeout. The closeout of a grant or agreement is the process by which AID determines that all applicable administrative actions and all required work of the grant or agreement have been completed by the recipient and AID.

b. Date of Completion. The date of completion is the date on which all work under grants and agreements is completed, of the date on the award document, or any supplement or amendment thereto, on which AID sponsorship ends.

c. Disallowed Costs. Disallowed costs are those charges to a grant or agreement that AID or its representative determines to be unallowable, in accordance with the applicable Federal cost principles or other conditions contained in the grant or agreement.

2. AID closeout procedures include the following requirements:

a. Upon request, AID shall make prompt payments to a recipient for allowable reimbursable costs under the grant or agreement being closed out.

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

c. AID shall obtain from the recipient within 90 calendar days after the agreement all financial, performance, and other reports required as the condition of the grant or agreement. AID may grant extensions when requested by the recipient.

d. The recipient shall account for any property acquired with AID funds or received from the Government in accordance with the Attachment 1 of OMB Circular A-100 entitled, "Property Management Standards".

e. In the event the final audit has not been performed prior to the closeout of the grant or agreement, AID shall retain the right to recover an appropriate amount after fully considering the recommendations on questioned costs resulting from the final audit.

I. Special Provisions

The Annex 3 required as applicable Standard Provisions for US, Non-Governmental grantees incorporated in this grant are attached to this agreement.

Attachment 2

PROGRAM DESCRIPTION

Background

Ecuador is one of the five most natural disaster-prone countries in the Western Hemisphere, and, as such, has been targeted by Partners as one of its high priority countries in developing a more effective disaster preparedness and response system for the Americas.

During the 1980s, Ecuador was hit by two catastrophic disasters: widespread coastal flooding in 1982 and 1983 caused by the "El Niño" phenomenon, and a devastating earthquake in the eastern lowland region in 1987. The government of Ecuador was ill-prepared for these disasters and its slow and poorly coordinated response exacerbated human suffering and material losses. Both of these natural disasters caused serious damage to housing and infrastructure, especially to low-income families.

Partners of the Americas-Ecuador currently manages a comprehensive Emergency Preparedness Program for Ecuador. This program which began in October 1989 and which is scheduled to end in October 1993, has significantly strengthened, upgraded and expanded Ecuador's emergency preparedness system at the national and provincial levels. In addition to strengthening the operational capacity of the National Office of Civil Defense and related civil defense support institutions, the Emergency Preparedness Program has facilitated major improvements in the monitoring of natural disaster agents which most affect Ecuador - earthquakes, floods and volcanic eruptions; trained a cadre of disaster managers and implemented a school preparedness program countrywide.

An independent evaluation of the Emergency Preparedness Program by Basic Health Management Inc. on January 29, 1993 called the program "Outstanding". It further said that the program had been managed "with uncommon administrative efficiency and sensitivity to all sectors involved in disaster preparedness" and recommended that AID obtain financing "to continue the Emergency Preparedness Program for an additional three years to ensure program sustainability".

Project Goal

The goal of the requested two-month extension of the Chief of Party for Partners' Emergency Preparedness program is to maintain the high level of Partners' administrative and managerial capacity during the crucial months when the program is finishing its present four-year program commitment and laying the groundwork for an extension and expansion of its activities for coming years.

Statement of Work

During the two-month extension for the Chief of Party of Partners Emergency Preparedness Program, he will undertake the following tasks and responsibilities:

Prepare the Deputy Project Manager to assume responsibility for the program;

Pursue negotiations for funding of Partners' new Emergency Preparedness Program for Ecuador and Peru (1993-1995); and,

Assist in the oversight of the USG-funded activities to assist disaster victims caused by the landslide cam which occurred in an area known as "La Josefina", about 25 kilometers from Cuenca in central Ecuador. March 29, 1993.

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