

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

398-0356
32

PD CBA 535

AUG 31 1988

Ms. Susan Eastman
Vitamin A Program Director
15 West 16th Street
New York, New York 10011

Subject: Cooperative Agreement No.: ANE-0356-A-00-8054-00

Dear Ms. Eastman:

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 provides to Helen Keller International, Incorporated (hereinafter referred to as "HRI" or "Recipient") the sum of \$300,000 to develop a Vitamin A Deficiency Course in collaboration with an institutional member of the Historically Black Colleges and Universities (HBCU) and counterpart institution overseas, as morefully described in Attachment 1 of this Cooperative Agreement entitled "Schedule" and Attachment 2 entitled "Program Description."

This cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives from August 31, 1988 and ending on the estimated completion date of August 30, 1990.

The total estimated amount of the program is \$300,000, with a total anticipated AID contribution to be funded under this Cooperative Agreement (hereinafter referred to as "Total Estimated Cooperative Agreement Amount") of \$300,000, of which \$300,000 is hereby obligated. AID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount. It is anticipated that the obligated amount will be sufficient through approximately August 30, 1990. For the purposes of this Cooperative Agreement, HKI shall not be authorized to expend in excess of \$88,859, for the total amount of year I budgeted, prior to AID review and approval of HKI's detailed implementation plan as specified in Attachment I hereto.

This Cooperative Agreement is made to the Recipient on condition that the funds will be administered in accordance with terms and conditions as set forth in this Cover Letter, Attachment 1 entitled "Schedule", Attachment 2 entitled "Program Description", and Attachment 3 entitled "Standard Provisions", which together constitute the complete Cooperative Agreement document and have been agreed to by your organization.

Please sign the original and eight (8) copies of this letter to acknowledge your acceptance of this Cooperative Agreement, and return the original and seven (7) copies to the undersigned. Please ensure that all copies stamped "Funds Available" are returned.

Sincerely,



Judith D. Johnson
Grant Officer
Office of Procurement
Overseas Division/ANE

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

HELEN KELLER INTERNATIONAL

BY: S. J. Eastman

TYPED NAME: Susan J. Eastman

TITLE: Vitamin A Program Director

DATE: September 15, 1988

FISCAL DATA

A. General

A.1. Total Estimated Program Amount: \$300,000
 A.2. Total Estimated Cooperative Agreement Amount: \$300,000
 A.3. Total Obligated Amount: \$300,000
 A.4. Project No.: 398-0356
 A.5. AID Project Office: ANE/TR/HPM
 A.6. Funding Source: AID/W
 A.7. DUNS Number: 00-091-6312
 A.8. LOC. No.: 72-00-1481

B. Specific

B.1. (a) PIO/T No.: 398-0356-3-86315
 17
 B.1. (b) Appropriation Symbol: 72-1181021.3
 B.1. (c) Allotment Symbol: 843-63-398-00-69
 -81
 B.1. (d) Budget Plan Code: QDNA-88-37398-KG
 -12
 B.1. (e) Amount: \$300,000

FUNDS AVAILABLE
Gloria Craig
 AUG 31 1988
 o/c 4/90
 Program Acctg Fin Division
 Office of Financial Management

SCHEDULE

A. PURPOSE OF COOPERATIVE AGREEMENT

A.1. The purpose of this Cooperative agreement is for HKI to work with an Historically Black College or University (HBCU) in the development of a course on Vitamin A Deficiency as specified in Attachment 2 hereto.

B. PERIOD OF COOPERATIVE AGREEMENT

B.1. The effective date of this Cooperative Agreement is August 31, 1988 and the estimated completion date is August 30, 1990.

B.2. Funds obligated hereunder are available for program expenditures for the estimated period from August 30, 1988 to August 30, 1990.

C. AMOUNT OF COOPERATIVE AGREEMENT AND PAYMENT

C.1. The total estimated amount of the program for the period shown in Section B.1., above, is \$300,000. The total estimated amount of this Cooperative Agreement, representing the AID contribution to the total estimated program amount for the period shown in Section B.1., above is \$300,000.

C.2. AID hereby obligates the amount of \$300,000 for program expenditures during the period set forth in Section B.2., above.

C.3. Payment shall be made to the Recipient in accordance with procedures set forth in the Standard Provision of this Cooperative Agreement entitled "Payment - Letter of Credit", as shown in Attachment 3.

D. COOPERATIVE AGREEMENT BUDGET

D.1. The following is the Budget for this Cooperative Agreement. The Recipient may not exceed the grand total of the total estimated amount of the obligated amount (see part C., above).* Except as specified in the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget ", as shown in Attachment 3, the Recipient may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of program objectives.

BUDGET
(TWO - YEAR)

<u>Description</u>	<u>Year I*</u>	<u>Year II</u>	<u>Total</u>
Personnel	\$10,000	\$10,000	\$20,000
HKI			
HBCU Member	25,000	25,000	50,000
Fringe (17.5%)	6,125	6,125	12,250
Consultants	7,500	7,500	15,000
Travel			
HKI	5,700	15,000	20,700
HBCU member	5,300	25,000	30,300
Supplies	7,500	27,755	35,255
Training	3,500	40,250	43,750
Evaluation	1,500	13,260	14,760
Other Direct Cost	10,000	25,250	35,250
Subtotal	\$82,125	\$195,140	\$277,265
Overhead (8.2%)*	6,734	16,001	22,735
Total	\$88,859*	\$211,141	\$300,000

*AID approval of design implementation plan required prior to expenditures in excess of \$88,859.

**In accordance with current provisional rate agreement between HKI and AID.

D.2. INDIRECT COST RATE

The following provisional indirect cost rate is incorporated herein to this Cooperative Agreement:

<u>Description</u>	<u>Base</u>	<u>Percentage</u>	<u>Period</u>
Overhead	Total Direct Cost	8.2%	September 1, 1980 until amended

E. REPORTING

E.1. Financial Reporting

E.1. (a) Financial reporting requirements shall be in accordance with the Standard Provisions of this Cooperative Agreement entitled "Payment - Letter of Credit", as shown in Attachment 3.

E.1. (b) All financial reports shall be submitted to AID, Office of Financial Management, Program Accounting and Finance Division (M/FM/PAFD), Washington, D.C. 20523. In addition, three copies of all financial reports shall be submitted to the AID Project Office specified in the Cover Letter of this Cooperative Agreement.

E.2. TECHNICAL REPORTING

In addition to the internal evaluation described in Attachment 2, Program Description, Section D.1., the Recipient shall submit the following typewritten reports:

E.2. (a) A proposal for AID review and approval of HBCU course staff and the amount of time that each HBCU member will devote to the project within 3 months of the effective date of this cooperative agreement.

E.2. (b) During year I, Phase I, a detailed implementation plan for AID review and approval which as a minimum includes the following:

1. Final identification of consultants.
2. Final identification of HBCU sub-grantee (counterpart institution).
3. Final travel plans for implementation of Phase II.
4. HKI's working relationships with their HBCU sub-grantee and identification of their respect roles.
5. Timetable, detail of tasks, identification of individuals

responsible for each task, expected level of effort for each task, for Year II.

6. Detailed plan of expenditures for completion of Year II.

The design implementation plan shall be due within six months of the effective date of this cooperative agreement.

E.2.(c) A final report, which shall be due within thirty (30) days of the of the estimated completion date of this Cooperative Agreement. This report shall summarize the overall accomplishments of the program in terms of its original objectives.

F. SUBSTANTIAL INVOLVEMENT UNDERSTANDINGS

F.1. It is understood and agreed that AID shall be substantially involved during the implementation of this Cooperative Agreement, as follows:

F.1. (a) HKI and AID will closely cooperative in the development of a Vitamin A Deficiency course with an HBCU as specified in Section E above and Attachment 2, Program Description.

F.1. (b) HKI and AID shall jointly review and revise, as necessary, the detailed implementation plan specified in Section E.2 (b) and Attachment 2 Program Description.

G. TITLE TO PROPERTY

G.1. Title to property acquired hereunder shall vest in the HBCU. The Standard Provision of this Cooperative Agreement entitled "Title To and Care of Property (Grantee Title)" applies.

H. SPECIAL PROVISIONS

H.1. For the purposes of this Cooperative Agreement, references herein to the cost principles of OMB Circular A-122 shall include the AID implementation of such cost principles.

H.2. Recipient shall perform this cooperative agreement in accordance with the cover letter, attachments I, II, and III.

I. STANDARD PROVISIONS

The Standard Provisions set forth as Attachment 3 of this Cooperative Agreement consist of the following Standard Provisions marked by a "X" which are attached hereto and made a part of this Cooperative Agreement.

J.1. (a) MANDATORY STANDARD PROVISIONS FOR U.S.,
NONGOVERNMENTAL GRANTEES

- (x) Allowable Costs, (November 1985)
- (x) Accounting, Audit, and Records (March 1987)
- (x) Refunds (May 1986)
- (x) Revision of Grant, (November 1985)
- (x) Termination and Suspension (November 1985)
- (x) Disputes (March 1987)
- (x) Ineligible Countries (May 1986)
- (x) Nondiscrimination (May 1986)
- (x) U.S. Official Not to Benefit (November 1985)
- (x) Nonliability (November 1985)
- (x) Amendment (November 1985)
- (x) Notices (November 1985)

J.1. (b) ADDITIONAL STANDARD PROVISIONS FOR U.S.,
NONGOVERNMENTAL GRANTEES

- (x) Payment - Letter of Credit (November 1985)
- () Payment - Periodic Advance (November 1985)
- () Payment - Cost Reimbursement (November 1985)
- (x) Air Travel and Transportation (November 1985)
- (x) Procurement of Goods and Services (November 1985)
- (x) A.I.D. Eligibility Rules for Goods and Services (November 1985)
- (x) Subagreements (November 1985)
- (x) Local Cost Financing (May 1986)
- (x) Patent Rights (November 1985)
- (x) Publications (November 1985)
- () Negotiated Indirect Cost Rates - Predetermined (May 1986)
- (x) Negotiated Indirect Cost Rate - Provisional (May 1986)
- (x) Regulations Governing Employees (November 1985)
- () Participant Training (May 1986)
- () Voluntary Population Planning (August 1986)
- () Protection of the Individual as a Research Subject (November 1985)
- () Care of Laboratory Animals (November 1985)
- () Government Furnished Excess Personal Property (November 1985)
- (x) Title to and Use of Property (Grantee Title) (November 1985)
- () Cost Sharing (Matching) (November 1985)
- () Use of Pouch Facilities (November 1985)
- (x) Conversion of United States Dollars to Local Currency (November 1985)

ATTACHMENT II

BUREAU OF ASIA AND NEAR EAST
AGENCY FOR INTERNATIONAL DEVELOPMENT

PROPOSAL

INSTITUTION BUILDING

VITAMIN A DEFICIENCY COURSE
DETECTION, ASSESSMENT TECHNIQUES AND PROGRAM DEVELOPMENT

HELEN KELLER INTERNATIONAL
IN COLLABORATION WITH
HISTORICALLY BLACK COLLEGE AND UNIVERSITY (HBCU)

AUGUST 1988

HELEN KELLER INTERNATIONAL
15 West 16 St., New York, N.Y. 10011
212/807-5800
John M. Palmer, Executive Director

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APPENDIX II	AFRICA TECHNICAL ASSISTANCE GRANT

INSTITUTION BUILDING

VITAMIN A COURSE

DETECTION, ASSESSMENT TECHNIQUES AND PROGRAM DEVELOPMENT

SECTION A EXECUTIVE SUMMARY

Vitamin A deficiency is the major cause of childhood blindness in Asia. In addition, recent data from Indonesia indicate that vitamin A deficient children are more susceptible to diarrhea, respiratory infection and death. These findings have galvanized international attention and support for expanding vitamin A programs.

Helen Keller International (HKI) is an American private voluntary organization (PVO) committed to blindness prevention and education/rehabilitation of the blind. In 1972, HKI began its program to prevent nutritional blindness caused by vitamin A deficiency. The experience over the last fifteen years has resulted in its position as lead agency in vitamin A programming.

However, with the increased awareness of the impact of vitamin A deficiency on child morbidity and mortality, other PVOs and institutions are now persuaded of the importance of developing intervention strategies. The need exceeds the supply of vitamin A specialists available to develop programs. AID recently awarded HKI a grant to provide vitamin A technical assistance to other PVO staff.

working in Africa. HKI is now asking ANE for support for a comparable activity in its region, directed to a university who can assist in the training required to develop vitamin A programs, specifically to a member of the historically black colleges and universities (HBCU).

The general goal is to expand the resource base of vitamin A technical assistance. The specific goal is to strengthen the capability of an HBCU member to train public health professionals in the ANE region in vitamin A detection, assessment techniques, and program development.

The project is divided into two phases: Phase I: project development, including identification of appropriate HBCU collaborator, course development, and workshop; Phase II: field-testing in ANE region, including identification of counterpart institution, local workshop, course revision and standard training protocol (curriculum and materials) finalized.

Phase I will be completed within nine months; Phase II activities within fifteen months. Phase I costs are estimated at about \$75,000; Phase II at \$222,600.

SECTION B BACKGROUND AND EXPERIENCE

Helen Keller International was founded in 1915. Originally directed to education and rehabilitation of the war-wounded in Europe, HKI activities soon expanded to the developing world. Currently, all of its programs are in developing nations.

HKI began its vitamin A activities to prevent nutritional blindness (xerophthalmia) in children in the early 1970s. Its three largest programs are in Bangladesh, Indonesia and the Philippines. Country programs are developed in full collaboration with national governments. They include assessment, training, vitamin A capsule distribution, nutrition education/social marketing, home gardens, food fortification, monitoring and evaluation.

In headquarters, HKI has the full capacity to offer vitamin A technical assistance, with:

1. professional staff (see Appendix I);
2. training materials and slides in several languages;
3. technical assistance experience (most recently, through Africa grant, see Appendix II)
4. extended network throughout the world;
5. organizational commitment.

HKI has a long history of support from AID, with vitamin A activities currently supported within the following nine grants:

<u>Grant No.</u>	<u>Country</u>
PDC-0284-A-00-6131	Indonesia Niger Op. Asst.
PDC-0506A-00-5096	Indonesia Bangladesh
DAN-0045-G-SS-6068	Philippines
DAN-0045-G-SS-7115	Bangladesh

DAN-0045-G-SS-7117	Bangladesh
DAN-0045-G-SS-7116	Indonesia
DAN-0045-G-SS-6069	Haiti
DAN-0045-G-SS-6011	Sudan
PDC-0269-G-SS-5024	Philippines

SECTION C PROJECT DESCRIPTION

The general goal of the project is to expand the resource base of vitamin A technical assistance. The specific goal is to strengthen the capability of a member of the historically black colleges and universities (HBCU) to train health professionals in the ANE region in vitamin A detection, assessment techniques, and program development, in full collaboration with a counterpart institution in the region.

The project consists of two phases: the first phase is developmental, including:

1. identification of appropriate HBCU member;
2. design of vitamin A curriculum;
3. development of package of standard course material;
4. U.S. workshop; and
5. identification of collaborating institution in ANE region.

The second phase is field-testing in the ANE region, including:

1. collaboration with counterpart institution;
2. local workshop;
3. curriculum revision where necessary;
4. materials modified where necessary;
5. training protocol finalized.

At the end of the two-year grant, project outputs include a standard training protocol developed (curriculum and material); additional vitamin A technical resources available in the United States and ANE region; increased awareness of the problem and impact of vitamin A deficiency, with solutions identified for its control.

SECTION D ORGANIZATION AND MANAGEMENT

The project will be managed by Helen Keller International, New York, assisted in the field-testing by its local representatives. The Vitamin A Program Director (Susan Eastman) will have overall responsibility for the grant, with direct supervision of activities by the Operational Assistance Coordinator (Anne Ralte). HKI's Financial Management Division will be responsible for project accounting, with CPA and attorney Nicholas Puma as the financial officer.

The HBCU collaborating institution will be a sub-grantee of the project. A liaison officer will be identified within the university, who will bear

responsibility for coordination and implementation of the activities identified in the sub-grant agreement.

SECTION E GRANT EVALUATION

Two evaluations are proposed during the life of the grant: one towards the end of Phase I and a final evaluation at the end of Phase II.

The first evaluation will be undertaken six to eight months into the project. It will be formative, and allow guidance towards course correction and project modification. The second evaluation will be charged with determining the degree to which project objectives have been met, and will be undertaken before the end of the grant. Funds have been allocated in the grant for the evaluations.

SECTION F TIMELINE

The life of grant is estimated at two years. Activities in Phase I will be completed within nine months; activities in Phase II will be completed within fifteen months. See the Implementation Schedule which follows.

SECTION G FINANCIAL PLAN

Total project costs over two years are estimated at \$297,600. Budget table and description follow.

AUGUST 1988

IMPLEMENTATION SCHEDULE

ACTIVITY/	QUARTER	YEAR I				YEAR II			
		1	2	3	4	1	2	3	4
<u>PHASE I</u>									
ID.HBCU MEMBER		X							
DESIGN CURRIC.		X	X	X	X				
DEV.MATERIAL				X	X				
U.S.WORKSHOP				X					
ID.REGIONAL INST.					X				
MIDTERM EVAL.				X					
<u>PHASE II</u>									
COLLAB. REG.INST.						X	X	X	X
TRAVEL REGION				X		X		X	
LOCAL WORKSHOP								X	
CURRIC.REVISION									X
MATERIAL MOD.									X
TRAINING PROTOCOL									X
FINAL EVALUATION									X

ATTACHMENT III

STANDARD PROVISIONS
COOPERATIVE AGREEMENT ANE-0356-A-00-8056-00