

CONTRACT/AGREEMENT DATA SHEET	B 22161	1. M/SER/AAM/A/SUP Action Monitor DRV	2. Date PIO/T Received in M/SER/AAM/A/SUP 8 / 30 / 88
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COMPLETE EACH BLOCK FOR BOTH NEW ASSISTANCE/ACQUISITION AND MODIFICATION ACTIONS

1. Contract/Agreement/Number OTR-0284-A-00-8253-00	
4. Contractor/Recipient Name Helen Keller International	5. Contractor Acronym (HKI)
6. Project Title Vitamin A	7. Project Number 938-0284
8. Project Officer's Name J. McEnaney	9. Bureau or USAID Symbol FVA/PVC
10. PIO/T Number 938-0284-3-8381327	21. Budget Plan Code EDNA-88-13810-KG11 APP. 72-1181021.3 ALL. 843-38-099-00-76-81
11. TYPE OF ACTION A. New Acquisition/Assistance B. Amendment/Modification 1. New/Revised Scope 2. Funded Extension 3. No Cost Extension 4. Transfer of action from AID/W to Mission/Mission to AID/W 5. Incremental Funding 6. Overhead Rate Adjustment 7. Contract Closeout 8. Other C.FPR or FAR <u>HB-13</u>	22. Country or Region of Performance <u>WW</u>
	23. A. This Action Increases or Decreases TEC by <u>\$2,321,610</u> B. Total Estimated Cost of Contractual Document <u>\$2,321,610</u>
12. Amount of this PIO/T Obl. U.S. \$ <u>1,140,000</u>	24. Amount of Non-Federal Funds Pledged to the Project <u>- 0 -</u>
13. Amount <input checked="" type="checkbox"/> Obligated <input type="checkbox"/> Subobligated <input type="checkbox"/> Deobligated by this Contract or Amendment U.S. \$ <u>1,140,000</u>	25. Effective Date of this Action <u>8,31,88</u>
14. Cumulative Obligation (Life of Contract) U.S. \$ <u>1,140,000</u>	26. Estimated Completion/Expiration Date <u>9,29,91</u>
15. This Action Funded Through <u>9,29,89</u>	27. Contractor DUNS Number <u>990911208</u>
16. Date Contractual Documents Signed by AID Official <u>8,30,88</u>	28. Consultant Type Award <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
17. Incrementally Funded Contracts <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	29. Number of Person Months (PASA/RSSA only) <u>NA</u>
18. Host Country/Counterpart Institution (University Contracts) <u>NA</u>	30. Number of Persons (PASA/RSSA only) <u>NA</u>
19. Campus Coordinator (University Contracts) <u>NA</u>	31. CONTRACT TYPE A. Fixed Price (specify: <input type="checkbox"/> FFP <input type="checkbox"/> FPRD <input type="checkbox"/> FPEPA <input type="checkbox"/> FPI) <input checked="" type="checkbox"/> D B. Cost Reimbursement (specify: <input type="checkbox"/> CR <input type="checkbox"/> CPFF <input type="checkbox"/> CS <input type="checkbox"/> CPAF <input type="checkbox"/> CPIF) C. IQC and Requirements Contracts D. Grant/CA/PASA/RSSA E. Contracts with Individuals
20. ADVANCE A. No Advance B. Advance Non-FRLC C. Advance FRLC	32. Negotiator's Typed Name C. Eldridge
32. Negotiator's Typed Name C. Eldridge	33. Negotiator's Signature <u>C. Eldridge</u>
35. Contract/Grant Officer's Organization Symbol W/MS	34. Date Signed <u>8,30,88</u>
36. Contract/Grant Officer's Signature <u>C. Eldridge</u>	37. Date Signed <u>8,30,88</u>

ENTERED
COORS Section

C

38. SUBJECT TO STATUTORY REQUIREMENT

E

- A. Walsh-Healey Act, Manufacturer*
- B. Walsh-Healey Act, Regular Dealer*
- C. Service Contract Act
(U.S. ONLY - Guards, Maintenance, Laborers)
- D. Davis-Bacon Act *(Construction)*
- E. Not subject to Walsh-Bacon Act
(Most AID Contracts)

*Equipment, Supplies, Materials, and Commodities

39. Country of Manufacture

MA

40. CURRENCY INDICATOR

A

- A. U.S. Dollar
- B. Local Currency
- C. Combination
- D. Unfunded

41. SUBCONTRACTS

Is there a provision for a subcontract? *(Contracts only)*

YES NO

42. TYPE OF SERVICE

B

- A. Training of Participants
- B. Technical Assistance to Host Country
(Program, Project related except A&E Services)
- C. A&E Services
- D. Construction
- E. Research
- F. Technical Services to AID
(other than training; usually operating expense)
- G. Training Service for AID
- H. Equipment, Materials, Supplies, Commodities
- I. Translation Service

43. CONTRACT/AGREEMENT SOURCE

A

- A. U.S. Contractor/Grantee
- B. Non-U.S. Contractor/Grantee
- C. Combination of A & B

44. TYPE OF AMERICAN OWNERSHIP

(U.S. Persons or Firms Only)

G

- Minority**
- A. Asian/Pacific Islander
 - B. Black American
 - C. American Aleuts or Eskimos
 - D. American Indian
 - E. Hispanic

G. Non-Minority

45. METHOD OF SOLICITATION

E

- A. Sealed Bid
- B. Competitive Proposal
- C. Combination/Competition
- D. Other Competition
- E. Noncompetitive

46. LABOR SURPLUS AREA PREFERENCE

D

Labor Surplus Area

- A. No Preference
- B. Tie Bid Preference
- C. Total Set Aside
- D. Not a Labor Surplus Area Preference Award

47. TYPE OF BUSINESS

N

- A. Source: Non-U.S. and Used Outside U.S. & Possessions
- B. Source: Non-U.S. and Possessions
(Foreign Purchases Used Inside U.S.)
(If U.S. Source, complete C through Q)
- C. Firm -- Profit Making & PSC's

Non-Profit Organizations

- D. Private Educational Organizations
- E. Hospitals
- F. Research Institutions, Foundations, and Laboratories
- G. Other

Private Voluntary Organizations

- H. U.S. Registered
- I. U.S. Non-Registered
- J. Foreign

State/Local Government

- K. Educational Institutions
- L. Hospitals
- M. Research Organizations
- N. Other

O. International Agricultural Research Organizations

- P. Public International Organizations
- Q. U.S. Cooperatives

48. Women Owned Business?

YES NO

49. TYPE OF AWARD

N

Small Business

- A. Not Set Aside
- B. Partial Set Aside
- C. Total Set Aside

Other Than Small Business

- D. Personal Service Contract
- E. Individual Non-Personal Service Contract
- F. U.S. Government
- G. University
- H. Non-Profit Organizations and PVOs
- I. Large Businesses

50. Paying Office:

Payment will be made by

FM/PAFO

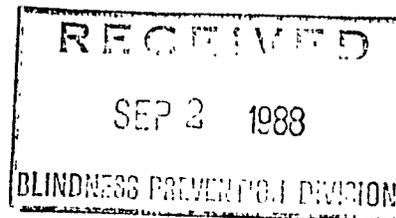
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AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D C 20523

WVRD
SEP 21 1988

ORIGINAL

AUG 31 1988



Mr. John Palmer, Executive Director
Helen Keller, International
15 West 16th Street
New York, NY 10011

SUBJECT: Cooperative Agreement No. OTR-0284-A-00-8253-00

Dear Mr. Palmer:

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.") hereby provides to Helen Keller, International (hereinafter referred to as "HKI" or "Recipient") the sum of \$2,321,610 to provide support for the Recipient's program under A.I.D.'s Vitamin A Grant Program as more fully described in Enclosure 2, of this Cooperative Agreement 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 the period August 31, 1988 through the estimated completion date of September 29, 1991.

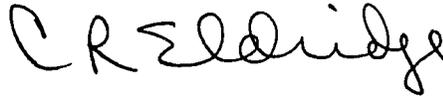
This Cooperative Agreement is made to the Recipient on condition that the funds will be administered in accordance with the terms and conditions as set forth in Enclosure 1 entitled "Schedule," Enclosure 2 entitled "Program Description," and Enclosure 3 entitled "Standard Provisions," which have been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

ORIGINAL

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Please acknowledge receipt of this Cooperative Agreement by signing all copies of this Cover Letter, retaining one set for your files, and returning the remaining copies to the undersigned.

Sincerely,



Carolyn R. Eldridge
Grant Officer
Management Services Branch
Office of Procurement

- Enclosures: 1. Schedule
2. Program Description
3. Standard Provisions

ACCEPTED BY: HELEN KELLER, INTERNATIONAL

John M. Palmer, III
TYPED NAME: John M. Palmer, III

TITLE: Executive Director

DATE: September 23, 1988

FISCAL DATA:

PIO/T NO.: 8381327
APPROPRIATION NO.: 72-1181021.3
ALLOTMENT NO.: 843-38-099-00-7681
BUDGET PLAN CODE: EDNA-88-1381) KG11
THIS OBLIGATION: \$1,140,000
TOTAL OBLIGATION: \$1,140,000
TOTAL ESTIMATED AMOUNT OF COOPERATIVE AGREEMENT: \$2,321,610
TECHNICAL OFFICE: FVA/PVC, John McEnaney
DUNS NO.: 990911208
DOC #: 6220o

FUNDS AVAILABLE

Gloria Craig
AUG 31 1988
0104190

Program Administration
Office of Financial Management

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ENCLOSURE 1

SCHEDULE

A. Purpose of Cooperative Agreement

The purpose of this Cooperative Agreement is to assist Helen Keller International (HKI) to Develop into a Vitamin A center of excellence and provide technical assistance and information exchange to PVOs in the field of Vitamin A in order to assist PVOs in strengthening existing Vitamin A programs and expanding PVO involvement in Vitamin A activities. This is more specifically described in Enclosure 2 to this Cooperative Agreement entitled "Program Description." The Recipient's proposal entitled "FY 1988 PVO Vitamin A Grants Program", dated July 1988 is hereby incorporated by reference. In the event of an inconsistency between the Recipient's proposal, the program description, and this schedule; the schedule and then the program description shall take precedence.

NOTE: In no instance will technical assistance to A.I.D. or the Missions be provided under this Agreement. If A.I.D. or the Missions desire to use the talent developed under this Institutional Building Agreement, such technical assistance must be provided under a "contractual" arrangement separate and apart from this Agreement.

B. SUBSTANTIAL INVOLVEMENT:

1. Countries: The following countries are approved for direct in-country program support under the Cooperative Agreement: AFRICA---Benin, Burkina Faso, Chad, Ghana, Malawi, Mali, Mauritania, Niger, Nigeria, Sudan, Tanzania, Zambia; ASIA--- Bangladesh, India, Indonesia, Nepal, Philippines, Sri Lanka; LATIN AMERICA/CARIBBEAN---Brazil, Haiti. Other countries may be approved during the period of the grant. Such approval must be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission.

2. Evaluation Plan: Recipient will submit to FVA/PVC by March 1, 1989 a detailed evaluation plan which will at a minimum define the : (a) objectives and outputs that each VITAP Unit will be held accountable for, including proposed and actual budgetary expenditures for each Unit; (b) specific indicators that will be used to measure Unit, and consequently Program, success in reaching objectives and outputs; (c) mechanisms for identifying regional priorities in Vitamin A and methods for addressing these priorities; (d) criteria for determining PVO demand for VITAP resources and VITAP success or failure in meeting these demands.

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3. Evaluation: A mid-term evaluation will be conducted between month twelve and month eighteen of the agreement. A.I.D. retains the option of participating. An external evaluation by A.I.D. will be conducted between month thirty and month thirty-four of the agreement. The scope of work for the twelve month evaluation must be developed with, and the evaluator(s) chosen to carry out these activities must be approved in advance by the AID/FVA/PVC Project Officer. This approval must be communicated in writing. For both the twelve and thirty month evaluation, the recipient is encouraged to provide at least one evaluator from its permanent staff. For the twelve month evaluation, at least one evaluator will be an individual not currently employed by the recipient. The A.I.D. FVA/PVC Project Officer is to participate in the pre and post evaluation briefings and to receive six (6) copies of the completed evaluation reports.

4. Sub-grant/Sub-Contract Component: The recipient will submit either the individual agreements/contracts or a format for all such agreements/contracts which includes the procedures and evaluation criteria applied for prior approval to the Grant Officer.

5. Review and Approval of Detailed Implementation Plan (DIP). The recipient will prepare and submit a draft Detailed Implementation Plan to FVA/PVC for review by December 1, 1988. Guidelines for this DIP will be prepared by FVA/PVC in collaboration with the recipient within 30 days from the signing of this agreement. The recipient will submit a final DIP by March 1, 1989. Implementation of activities under this agreement may not be initiated until approval of the DIP has been communicated in writing by the DAA/FVA/PVC.

6. Review and Approval of Key Personnel. The following persons are considered Key Personnel and require approval by A.I.D. prior to change, substitution or placement:
John Palmer, Executive Director
Susan Eastman, VITAP Project Director
Ann Ralte, VITAP Deputy Project Director.

7. In addition to the VITAP Project Director and VITAP Deputy Project Director, the recipient will prepare for FVA/PVC approval detailed job descriptions noting the duties and areas of responsibility for these positions and the proposed Medical

Director, Technical Assistance Manager, Education and Training Manager, Assessment/Monitoring and Evaluation Manager and Material Development Specialist. Prior approval by FVA/PVC will be obtained for the candidate selection criteria to be used for the new positions proposed in this agreement.

C. Period of Cooperative Agreement:

1. The period of this Cooperative Agreement is August 31, 1988 through September 29, 1991.

2. Funds obligated hereunder are available for the period August 31, 1988 through September 29, 1989. In the event there are funds remaining after this date, the Recipient is authorized to utilize them for the purposes of the Cooperative Agreement as long as they are used within the period shown in C.1 above.

3. Funding for an additional 4th and 5th year of this agreement may be added, contingent upon a resolution satisfactory to A.I.D./ FVA/PVC of all issues raised by the external thirty month evaluation.

D. Amount of Cooperative Agreement and Payment:

1. The total estimated amount of this Cooperative Agreement is \$2,321,610.

2. AID hereby obligates the amount of \$1,140,000 for the purposes of this Cooperative Agreement for the period cited in paragraph C.2 above and shown in the budget below.

3. Payment shall be made to the Recipient in accordance with procedures set forth in Enclosure 3 - Standard Provision, entitled "Payment - Letter of Credit."

4. Additional funds up to the total amount of the Cooperative Agreement shown in D.1 above may be obligated by A.I.D. subject to the availability of funds, program priorities at the time, and the requirements of the Mandatory Standard Provision of this Cooperative Agreement entitled "Revision of Cooperative Agreement Budget."

E. Budget: The following is the Budget for this Cooperative Agreement. The Recipient may not exceed the total estimated amount or the obligated amount, whichever is less (see Part D above).

Line Items	FR: 9/1/88 TO: 9/29/89	FR: 9/30/89 TO: 9/29/91	TOTAL
Proc. Consultants	\$66,000	\$132,000	\$198,000
Proc. Equip/Supplies	46,900	33,000	79,900
Proc. Subcontracts	50,000	80,000	130,000
Indirect Costs	122,330	264,470	386,935
Other Program Costs	448,752	1,078,158	1,526,910
Total	\$733,982	\$1,587,628	\$2,321,610

Notes To Budget:

1. Flexibility: The Recipient is allowed 5% flexibility among line items in the budget.

2. Since the total procurement element (equipment, supplies, subcontracts, and consultants) is in excess of \$250,000, the Recipient is required to obtain a source origin waiver on all procurements which are not obtained from U.S. source and origin.

3. OMB Circular A-110 approval is required for all equipment whose purchase value is over \$500 and which is purchased using Federal funds. Therefore, the Recipient is required to submit specific details on all such equipment which is to be purchased using A.I.D.'s share of this Grant.

F. Reporting:

1. Financial Reporting:

a. Financial reporting requirements shall be in accordance with the method of payment Standard Provision cited in Paragraph D above.

b. The original and two copies of all financial reports shall be submitted to AID, Office of Financial Management, Program Accounting and Finance Division (FM/PAFD), Washington, D.C. 20523. In addition, one copy of all financial reports shall be submitted to the Technical Office specified in the Cover Letter of this Cooperative agreement.

2. Program Performance Reporting:

a. Quarterly briefings will be held in A.I.D. to review accomplishments to date and review next quarter plans. After each fourth briefing, a summary report of previous year's activities will be prepared and submitted to A.I.D. This summary report will include:

(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 or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

(2) Reasons why established goals were not met.

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

b. VITAP and A.I.D. will collaborate on periodic technical assistance briefings.

c. A quarterly International Travel Plan including estimated costs, will be prepared which will provide scheduling of all VITAP staff and proposed technical assistance.

d. Submit to FVA/PVC by March 1, 1989 a nominal list of the Technical Advisory Group (TAG) members.

e. Annual workshops will be held to review draft workplans.

f. Annual Report: Ten copies of the Annual Report plus one copy for the A.I.D. Mission in each target country in the program will be submitted to the AID/FVA/PVC Project Officer 30 days after each anniversary date of the Agreement. Annual reports will describe project activities and HKI's financial contribution to the project. "PVO Annual Reporting Guidelines" is provided for illustrative purposes. (AID/FVA/PVC is in the process of submitting this guidance format to the Office of Management and Budget (OMB) for their clearance. Once OMB clearance is given the suggested format will be required).

g. Other current A.I.D. grants, cooperative agreements and contracts to HKI such as OPGs, will be noted in the report with an explanation of any relationship of such agreements to this cooperative agreement supported program.

h. Final Report; The last Annual Report is the Final Report. This will be due 30 days prior to the project completion date. All work to be charged to this Agreement, including the preparation of the Final Report, must be completed prior to the expiration date of this Agreement.

i. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Recipient shall inform AID 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 project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any AID 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.

j. One copy of each program performance report shall be submitted to the Technical Office specified in the Cover Letter of this agreement.

H. Indirect Cost Rates: Pursuant to the Optional Standard Provision of this Cooperative Agreement entitled "Negotiated Indirect Cost Rates - Provisional, a rate or rates shall be established for each of the Recipient's accounting periods which apply to this Cooperative Agreement. Pending establishment of revised provisional or final indirect cost rates for each of the Recipient's accounting periods which apply to this Cooperative Agreement, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base(s) which are set forth below:

TYPE OF RATE: Provisional Overhead

RATE: 8.2%

BASE: Total Direct Costs

PERIOD: Jan 1986 until amended

ENCLOSURE 2:

PROGRAM DESCRIPTION

The purpose of these activities is to provide a focus for Vitamin A technical expertise within the PVO community. The Vitamin A Technical Assistance Program (VITAP) is to develop a Vitamin A center of excellence for the provision of technical assistance to PVOs in carrying out Vitamin A interventions. HKI will carry out these major activities: provide technical assistance to PVOs in Vitamin A; increase awareness of Vitamin A among PVOs and LDCs; strengthen skills of PVO and host country technical and administrative personnel working in the field of Vitamin A service delivery; establish a Vitamin A PVO data bank for PVOs to interact and exchange project information.

The Major components of this project are categorized by functional Unit, as follows:

1. VITAP PROJECT MANAGEMENT UNIT

HKI will establish a Project Management Unit to administer the activities under this Grant. The Unit will consist of a management staff, specifically a Project Director, a Deputy Director and support staff. The Unit will oversee all the units in the Project and report to the Medical Director and the Executive Director, HKI. The other Units in this Project are: The Technical Assistance Unit; The Education, Training, and Publications Unit; and the Assessment, Monitoring and Evaluation Unit. Additionally, the Project Management will assure functioning and administration of the Technical Advisory Group.

2. THE TECHNICAL ASSISTANCE UNIT:

This Unit will develop a roster of Vitamin A experts and identify potential consultants to PVOs in the field. HKI will hold seminars for technical personnel identified in this roster to assure their being current with Vitamin A state of the art.

Key to this unit is the development of a core of Vitamin A technical assistance which will be fielded through the VITAP resource and which can be easily accessed by PVOs wishing to develop and design Vitamin A programs or seek assistance with ongoing Vitamin A activities for project evaluation, assessment or baseline surveys.

Institutions such as Cornell University, Johns Hopkins and Tulane Universities will be approached to become a resource for technical assistance to PVOs under this grant. Technical assistance under this cooperative agreement is expected to be provided to PVOs. No technical assistance will be provided to A.I.D. or USAIDS. Should such technical assistance be required, a separate contracting mechanism will be established to respond to this need.

This Unit will also have responsibility for coordinating the programming and logistics in setting up VITAP sponsored workshops, field assignments, scheduling and travel of consultants for PVOs.

3. THE EDUCATION, TRAINING, AND PUBLICATIONS UNIT:

This unit combines the three related areas of education, training, and publications into one communications unit. The major element of this Unit will be training of PVO staff, both at headquarters and field levels through workshops and seminars in all aspects of Vitamin A interventions and service delivery. Training will be done both in the U.S. and at various PVO project sites. Three workshops per year will be scheduled for U.S. PVO headquarter staff. Four to five workshops per year will be conducted in the various regions for both U.S. PVOs and indigenous PVOs to broaden participant's knowledge of Vitamin A deficiency and appropriate interventions.

In addition, the HKI is expected to establish a Technical Advisory Group (TAG) in order to involve a wide spectrum of the Vitamin A community. This TAG will provide guidance and make program recommendations to the VITAP project and HKI to assure effective and appropriate project activities for and involvement of PVOs in the VITAP activities.

ADDITIONAL STANDARD PROVISIONS FOR
U.S., NONGOVERNMENTAL GRANTEES

The following standard provisions which have been checked are hereby incorporated into the grant/agreement.

- | | |
|---|-------------------|
| 1. Payment - Letter of Credit | <u> X </u> |
| 2. Payment - Periodic Advance | <u> </u> |
| 3. Payment - Cost Reimbursement | <u> </u> |
| 4. Air Travel and Transportation | <u> X </u> |
| 5. Ocean Shipment of Goods | <u> X </u> |
| 6. Procurement of Goods and Services | <u> X </u> |
| 7. AID Eligibility Rules for Goods and Services | <u> X </u> |
| 8. Subagreements | <u> X </u> |
| 9. Local Cost Financing | <u> X </u> |
| 10. Patent Rights | <u> </u> |
| 11. Publications | <u> X </u> |
| 12. Negotiated Indirect Cost Rates - Predetermined | <u> </u> |
| 13. Negotiated Indirect Cost Rates - Provisional | <u> X </u> |
| 14. Regulations Governing Employees | <u> X </u> |
| 15. Participant Training | <u> </u> |
| 16. Voluntary Population Planning | <u> </u> |
| 17. Protection of the Individual as a Research Subject | <u> </u> |
| 18. Care of Laboratory Animals | <u> </u> |
| 19. Government Furnished Excess Personal Property | <u> </u> |
| 20. Title to and Use of Property (Grantee Title) | <u> X </u> |
| 21. Title to and Care of Property (U.S. Government Title) | <u> </u> |
| 22. Title to and Care of Property (Cooperating Country Title) | <u> </u> |
| 23. Cost Sharing (Matching) | <u> </u> |
| 24. Use of Pouch Facilities | <u> X </u> |
| 25. Conversion of United States Dollars to Local Currency | <u> X </u> |

MANDATORY STANDARD PROVISIONS FOR
U.S., NONGOVERNMENTAL GRANTEES¹

INDEX OF
MANDATORY STANDARD PROVISIONS

- | | |
|-----------------------------------|----------------------------------|
| 1. Allowable Costs | 7. Ineligible Countries |
| 2. Accounting, Audit, and Records | 8. Nondiscrimination |
| 3. Refunds | 9. U.S. Officials Not to Benefit |
| 4. Revision of Grant Budget | 10. Nonliability |
| 5. Termination and Suspension | 11. Amendment |
| 6. Disputes | 12. Notices |

1. ALLOWABLE COSTS (NOVEMBER 1985)

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 reasonable, allocable, and allowable in accordance with the terms of this grant, any negotiated advance understanding on particular cost items, and the applicable* cost principles in effect on the date of this grant.

* NOTE: For Educational Institutions use OMB Circular A-21; for all other non-profits use OMB Circular A-122; and for profit making firms use FAR 31.2. and AIDAR 731.2.

2. ACCOUNTING, AUDIT, AND RECORDS (JANUARY 1988)

(a) 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's financial management system shall provide for the following:

(1) Accurate, current, and complete disclosure for each A.I.D.-sponsored project or program in accordance with the reporting requirements of this grant. While A.I.D. requires reporting on an accrual basis, the grantee shall not be required to establish an accrual accounting system but shall develop such accrual data for its reports on the basis of an analysis of the documentation on hand.

¹When these Standard Provisions are used for cooperative agreements, the following terms apply: "Grantee" means "Recipient," "Grant" means "Cooperative Agreement," and "A.I.D. Grant Officer" means "A.I.D. Agreement Officer."

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(2) Records that identify adequately the source and application of funds for A.I.D.-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, and income.

(3) Effective control over and accountability for all funds, property, and other assets. Grantee shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes.

(4) Comparison of actual outlays with budget amounts for each grant. Financial information should be related to performance and unit-cost data whenever appropriate.

(5) Procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and the disbursement by the recipient, whenever funds are advanced by the Federal Government.

(6) Procedures for determining the reasonableness, allowability, and allocability of costs in accordance with the provisions of the applicable Federal cost principles and the terms of the grant.

(7) Accounting records that are supported by documentation that at a minimum will identify, segregate, accumulate, and record all costs incurred under a grant and which fully disclose (i) the amount and disposition by the grantee of the proceeds of such assistance, (ii) the total cost of the project or undertaking in connection with which such assistance is given or used, (iii) the amount of that portion of the cost of the project or undertaking supplied by other sources, and (iv) such other records as will facilitate an effective audit.

(8) Examinations in the form of audits or internal audits shall be made by qualified individuals that are sufficiently independent of those that authorize the expenditure of A.I.D. funds to produce unbiased opinions, conclusions, or judgments. They shall meet independence criteria along the lines of Chapter IV, Part B of the U.S. General Accounting Office Publication Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (1981 Revision). These examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the grant. It is not intended that each grant awarded to the grantee be examined. Generally, examinations should be conducted on an organization-wide basis to determine whether the institution has implemented and utilizes appropriate financial and administrative systems and controls in accordance with the uniform administrative requirements of OMB Circular A-110 and the applicable cost principles specified in the "Allowable Costs" standard provision of this grant, and to test the fiscal integrity of financial transactions, including accuracy and reliability of financial reports submitted to A.I.D. and other Federal agencies under agreements to which the terms of Attachment G of OMB Circular A-110 apply, as well as compliance with the

terms and conditions of the A.I.D. grant. Such tests would include an appropriate sampling of A.I.D. and other Federal grants and agreements. Examinations will be conducted with reasonable frequency, on a continuing basis or at scheduled intervals, usually annually, but not less frequently than every two years. A copy of the audit report shall be furnished to the A.I.D. grant officer who shall make appropriate distribution within the Agency. The frequency of these examinations shall depend upon the nature, size, and the complexity of the activity. These grantee self-examinations do not relieve A.I.D. of its audit responsibilities, but may affect the frequency and scope of such audits.

(9) A systematic method to ensure timely and appropriate resolution of audit findings and recommendations.

(b) The grantee shall preserve and make available such records for examination and audit by A.I.D. and the Comptroller General of the United States, or their authorized representatives:

(1) until the expiration of three years from the date of termination of the grant;

(2) for such longer period, if any, as is required to complete an audit to resolve all questions concerning expenditures unless written approval has been obtained from the grant officer to dispose of the records. A.I.D. follows generally accepted accounting practices in determining that there has been proper accounting and use of grant funds. The grantee agrees to make available any further information requested by A.I.D. with respect to any questions arising as a result of the audit; and

(3) If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.

(c) The grantee shall require subrecipients to adopt the standards in paragraphs (a) and (b) above except that portion of subparagraph (a) 1 that would require specific financial reporting forms and frequencies in accordance with the payment provisions of the grant.

3. REFUNDS (JANUARY 1988)

(a) The grantee shall remit to A.I.D. all interest earned on funds provided by A.I.D. at least quarterly, except that interest amounts up to \$100 per year may be retained by the grantee for administrative expense.

(b) Funds obligated by A.I.D. but not disbursed to the grantee at the time the grant expires or is terminated shall revert to A.I.D., except for such funds encumbered by the grantee by a legally binding transaction applicable to this grant. Any funds advanced to but not expended by the grantee and not encumbered by a legally binding transaction applicable to this grant at the time of expiration or termination of the grant shall be refunded to A.I.D.

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(c) If, at any time during the life of the grant, or as a result of final audit, it is determined by A.I.D. that funds it provided under this grant have been expended for purposes not in accordance with the terms of this grant, the grantee shall refund such amount to A.I.D.

4. REVISION OF GRANT BUDGET (NOVEMBER 1985)

(a) The approved grant budget is the financial expression of the grantee's program as approved during the grant award process.

(b) The grantee shall immediately request approval from the grant officer when there is reason to believe that within the next 30 calendar days a revision of the approved grant budget will be necessary for the following reasons:

(1) Changes in the scope or the objectives of the program and/or revisions in the funding allocated among program objectives.

(2) The need for additional funding.

(3) The grantee expects the amount of A.I.D. authorized funds to exceed its needs by more than \$5,000 or five percent of the A.I.D. award, whichever is greater.

(4) The grantee plans to transfer funds budgeted for indirect costs to absorb increases in direct costs or vice versa.

(5) The grantee intends to contract or subgrant any of the substantive programmatic work under this grant, and such contracts or subgrants were not included in the approved grant budget.

(6) The grantee plans to incur an expenditure which would require advance approval in accordance with the applicable Federal cost principles and was not included in the approved grant budget.

(7) The grantee plans to transfer funds allotted for training allowances to other categories of expense.

(c) When requesting approval for budget revisions, the grantee shall use the budget formats that were used in the application unless a letter request will suffice.

(d) Within 30 calendar days from the date of the receipt of the request for budget revisions, the grant officer shall review the request and notify the grantee whether the budget revisions have been approved. If the revisions are still under consideration at the end of 30 calendar days, the grant officer shall inform the grantee in writing of the date when the grantee may expect the decision. The grant officer shall obtain the project officer's clearance on all such requests prior to communication with the grantee.

(e) If the requested budget revision requires the obligation of additional funding, and, if after notification pursuant to this standard provision, AID determines not to provide additional funds, the AID grant officer will, upon written request of the grantee, terminate this grant pursuant to the standard provision of this grant, entitled "Termination and Suspension."

(f) Except as required by other provisions of this grant specifically 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. The grantee shall not be obligated to continue performance under the grant (including actions under the "Termination and Suspension" 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 the new obligated grant total amount.

5. TERMINATION AND SUSPENSION (MAY 1986)

(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 it is determined that the grantee has failed to comply with the conditions of the grant.

(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 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) Suspension: Termination for Changed Circumstances. If at any time AID determines that continuation of funding for a program should be suspended or terminated because such assistance is not in the national interest of the United States or that it would be in violation of an applicable law, then AID may, following notice to the grantee, suspend this grant and prohibit the grantee from incurring additional obligations chargeable to this grant other than necessary and proper costs in accordance with the terms of this grant during the period of suspension. If the situation causing the suspension continues for 60 days or more, then AID may terminate this grant on written notice to the grantee and cancel that portion of this grant which has not been disbursed or irrevocably committed to third parties.

(d) Termination Procedures. Upon receipt of and in accordance with a termination notice as specified in either paragraph (a) or (b) above, the grantee shall 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. The grantee shall within 30 calendar days after the effective date of such termination repay to the Government all unexpended AID funds 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 in the 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. The grant officer shall determine the amount(s) to be paid by the Government to the grantee under such claim in accordance with the applicable cost principles.

6. DISPUTES (MARCH 1987)

(a) Any dispute under this grant shall be decided by the AID grant officer. The grant officer shall furnish the grantee a written copy of the decision.

(b) Decisions of the AID grant officer shall be final unless, within 30 days of receipt of the decision of the grant officer, the grantee appeals the decision to AID's Associate Assistant to the Administrator for Management. Any appeal made under this provision shall be in writing and addressed to the Associate Assistant to the Administrator for Management, Agency for International Development, Washington, D.C. 20523. A copy of the appeal shall be concurrently furnished to the grant officer.

(c) In order to facilitate review on the record by the Associate Assistant to the Administrator for Management, the grantee shall be given an opportunity to submit written evidence in support of its appeal. No hearing will be provided.

(d) A decision under this provision by the Associate Assistant to the Administrator for Management shall be final.

7. INELIGIBLE COUNTRIES (MAY 1986)

Unless otherwise approved by the AID grant officer, funds will only be expended for assistance to countries eligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

8. NONDISCRIMINATION (MAY 1986)

(This provision is applicable when work under the grant is performed in the U.S. or when employees are recruited in the U.S.)

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this grant on the basis of race, color, national origin, age, handicap, or sex.

9. U.S OFFICIALS NOT TO BENEFIT (NOVEMBER 1985)

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.

10. NONLIABILITY (NOVEMBER 1985)

AID does not assume liability for any third party claims for damages arising out of this grant.

11. AMENDMENT (NOVEMBER 1985)

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.

12. NOTICES (NOVEMBER 1985)

Any notice given by AID or the grantee shall be sufficient only if in writing and delivered in person, mailed, or cabled 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 designated within the grant.

Notices shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

(END OF MANDATORY STANDARD PROVISIONS)

1. Payment - Letter of Credit (NOVEMBER 1985)

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

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

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

(c) Reporting:

(1) A "Financial Status Report" SF-269, shall be prepared on an accrual basis and submitted quarterly no later than 30 days after the end of the period, in an original and two copies to AID/M/FM/PAFD, Washington, D.C. 20523. If the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand. The final report must be submitted within 90 days after the conclusion of the grant to M/FM/PAFD. In cases where grants are Mission funded, the Grantee will forward an information copy to the AID Mission accounting station at the same time the original and one copy are mailed to M/FM/PAFD, AID/Washington.

(2) The grantee shall submit an original and one copy of SF-272, "Federal Cash Transactions Report," within 15 working days following the end of each quarter to M/FM/PAFD. Grantees receiving advances totaling more than \$1 million per year shall submit the SF-272 on a monthly basis within 15 working days following the close of the month. Grantees shall report all cash advances in the remarks section of SF-272. Those cash advances in excess of immediate disbursement requirements in the hands of subrecipients or the grantee's field organizations shall be supported by short narrative explanations of actions taken by the grantee to reduce the excess balances.

(d) Revocation of the LOC is at the discretion of the authorized LOC certifying officer of M/FM/PAFD after consultation with the grant officer. Notification of revocation must be in writing and must specify the reason for revocation. M/FM/PAFD shall provide the grant officer a copy of the revocation notice and a recommendation for an alternative method of payment (periodic advance or cost reimbursement) based upon the reasons for the revocation. The grant officer shall immediately amend this agreement to provide for an appropriate alternative method of payment. The recipient may appeal any such revocation to the grant officer.

(END OF STANDARD PROVISION)

2. PAYMENT - PERIODIC ADVANCE (JANUARY 1988)

(This provision is applicable when the conditions for use of letter of credit cannot be met (including those pertaining to mixed dollar and local currency advances) and when the grantee meets the requirements of paragraph 1.0.6 of Handbook 13.)

(a) Periodic advances shall be limited to the minimum amounts needed to meet current disbursement needs and shall be scheduled so that the funds are available to the grantee as close as is administratively feasible to the actual disbursements by the grantee for program costs. Cash advances made by the grantee to secondary recipient organizations or the grantee's field organizations shall conform substantially to the same standards of timing and amount as apply to cash advances by A.I.D. to the grantee.

(b) Grantees shall maintain advances in interest bearing accounts. Advances of A.I.D. funds to subgrantees shall be maintained in interest bearing accounts.

(c) Grantees shall submit requests for advances at least monthly on SF-270, "Request for Advance or Reimbursement," in an original and two copies, to the address specified in the Schedule of this grant.

(d) The grantee shall submit one copy of SF-272, "Federal Cash Transactions Report," 15 working days following the end of each quarter to the payment office address specified in the schedule. Grantees receiving advances totaling more than \$1 million per year shall submit SF-272 on a monthly basis within 15 working days following the close of the month. Grantees shall report in the Remarks section of SF-272 the amount of cash advances in excess of thirty days requirement in the hands of subrecipients or the grantee's overseas field organizations and shall provide short narrative explanations of actions taken by the grantee to reduce the excess balances.

(e) A "Financial Status Report," SF-269, shall be prepared on an accrual basis by the grantee and submitted quarterly no later than 30 days after the end of the period in an original and two copies to the payment office specified in the schedule. If the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand. The final SF-269 must be submitted to the payment office within 90 days after the conclusion of the grant.

(f) If at any time, the A.I.D. Controller determines that the grantee has demonstrated an unwillingness or inability to: (1) establish procedures that will minimize the time elapsing between cash advances and the disbursement

thereof, (2) timely report cash disbursements and balances as required by the terms of the grant, and (3) impose the same standards of timing of advances and reporting on any subrecipient or any of the grantee's overseas field organizations; the A.I.D. Controller shall advise the grant officer who may suspend or revoke the advance payment procedure.

(END OF STANDARD PROVISION)

3. PAYMENT - COST REIMBURSEMENT (NOVEMBER 1985)

(This provision is applicable to grants for construction, or to grants where the grantee does not meet the conditions for either a letter of credit or periodic advance payment.)

(a) At the end of each month of this grant, the grantee shall submit an original and two copies of SF-270, "Request for Advance or Reimbursement," to the payment office address specified in the schedule of this grant.

(b) A final SF-270, shall be submitted within 60 days after the conclusion of the grant to the payment office.

(c) The reports will be prepared on a cash basis. However, if the grantee's accounting records are not normally kept on a cash basis, the grantee shall not be required to convert its accounting system to meet this requirement.

(d) Assignment of Claims (otherwise known as assignment of proceeds) is authorized under this grant and will be processed by the payment office.

(END OF STANDARD PROVISION)

4. AIR TRAVEL AND TRANSPORTATION (NOVEMBER 1985)

(This provision is applicable when any costs for air travel or transportation are included in the budget.)

(a) The grantee is required to present to the project officer for written approval an itinerary for each planned international trip financed by this grant, which shows the name of the traveler, purpose of the trip, origin/destination (and intervening stops), and dates of travel, as far in advance of the proposed travel as possible, but in no event at least three weeks before travel is planned to commence. At least one week prior to commencement of approved international travel, the grantee shall notify the cognizant U.S. Mission or Embassy, with a copy to the project officer, of planned travel, identifying the travelers and the dates and times of arrival.

(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, AID will, after receipt of advice of intent to travel required above, either issue a U.S. Government S.F. 1169, 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 air travel and shipments under this grant are required to be made on U.S. flag air carriers to the extent service by such carriers is available. A U.S. flag air carrier is defined as an air carrier which has a certificate of public convenience and necessity issued by the U.S. Civil Aeronautics Board authorizing operations between the United States and/or its territories and one or more foreign countries.

(d) Use of foreign air carrier service may be deemed necessary if a U.S. flag air carrier otherwise available cannot provide the foreign air transportation needed, or if use of such service will not accomplish the agency's mission. Travel and transportation on non-free world air carriers are not reimbursable under this grant.

(e) U.S. flag air carrier service is considered available even though:

(1) Comparable or a different kind of service can be provided at less cost by a foreign air carrier;

(2) Foreign air carrier service is preferred by or is more convenient for the agency or traveler; or

(3) Service by a foreign air carrier can be paid for in excess foreign currency, unless U.S. flag air carriers decline to accept excess or near excess foreign currencies for transportation payable only out of such monies.

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5f) Except as provided in paragraph (b) of this section, U.S. flag air carrier service must be used for all Government-financed commercial foreign air travel if service provided by such carriers is available. In determining availability of a U.S. flag air carrier, the following scheduling principles should be followed unless their application results in the last or first leg of travel to or from the United States being performed by foreign air carrier:

(1) U.S. flag air carrier service available at point of origin should be used to destination or in the absence of direct or through service to the farthest interchange point on a usually traveled route;

(2) Where an origin or interchange point is not served by U.S. flag air carrier, foreign air carrier service should be used only to the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or

(3) Where a U.S. flag air carrier involuntarily reroutes the traveler via a foreign air carrier the foreign air carrier may be used notwithstanding the availability of alternative U.S. flag air carrier service.

(g) For travel between a gateway airport in the United States (the last U.S. airport from which the traveler's flight departs or the first U.S. airport at which the traveler's flight arrives) and a gateway airport abroad (that airport from which the traveler last embarks enroute to the U.S. or at which the traveler first debarks incident to travel from the U.S.), passenger service by U.S. flag air carrier will not be considered available:

(1) Where the gateway airport abroad is the traveler's origin or destination airport, and the use of U.S. flag air carrier service would extend the time in a travel status, including delay at origin and accelerated arrival at destination, by at least 24 hours more than travel by foreign air carrier:

(2) Where the gateway airport abroad is an interchange point, and the use of U.S. flag air carrier service would require the traveler to wait six hours or more to make connections at that point, or delayed departure from or accelerated arrival at the gateway airport in the U.S. would extend the time in a travel status by at least six hours more than travel by foreign air carrier.

(h) For travel between two points outside the U.S. the rules in paragraphs (d) through (f) of this section will be applicable, but passenger service by U.S. flag air carrier will not be considered to be reasonably available:

(1) If travel by foreign air carrier would eliminate two or more aircraft changes enroute;

(2) Where one of the two points abroad is the gateway airport (as defined in paragraph (g) of this section) enroute to or from the United States, if the use of a U.S. flag air carrier would extend the time in a travel status by at least six hours more than travel by foreign air carrier

including accelerated arrival at the overseas destination or delayed departure from the overseas origin as well as delay at the gateway airport or other interchange point abroad; or

(3) Where the travel is not part of a trip to or from the United States, if the use of a U.S. flag air carrier would extend the time in a travel status by at least six hours more than travel by foreign air carrier including delay at origin, delay enroute and accelerated arrival at destination.

(i) When travel under either paragraph (g) or (h) of this section involves three hours or less between origin and destination by a foreign air carrier, U.S. flag air carrier service will not be considered available when it involves twice such travel time or more.

(j) Nothing in the above guidelines shall preclude and no penalty shall attend the use of a foreign air carrier which provides transportation under an air transport agreement between the United States and a foreign government, the terms of which are consistent with the international aviation policy goals set forth at 49 U.S.C. 1502(b) and provide reciprocal rights and benefits.

(k) Where U.S. Government funds are used to reimburse the 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 certificated air carrier was unavailable for the following reason(s)." (State appropriate reason(s) as set forth above).

(l) International Travel

(1) As used herein, the term "international travel" means travel to all countries other than those within the home country of the traveler. Travel outside the United States includes travel to the U.S. Trust Territories of the Pacific Islands.

(2) The grantee will be reimbursed for travel and the reasonable cost of subsistence, post differentials and other allowances paid to employees in an international travel status in accordance with the grantee's established policies and practices which are uniformly applied to federally financed and other activities of the grantee. The standard for determining the reasonableness of reimbursement for overseas allowance is the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current subsistence, post differentials, and other allowances may be obtained from the grant officer.

(m) This provision will be included in all subgrants and contracts which require air travel and transportation under this grant.

(END OF STANDARD PROVISION)

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5. OCEAN SHIPMENT OF GOODS (MAY 1986)

(This provision is applicable when goods purchased with funds provided under this grant are transported to cooperating countries on ocean vessels.)

(a) At least 50% of the gross tonnage of all goods purchased under this grant and transported to the cooperating countries shall be made on privately owned U.S. flag commercial ocean vessels, to the extent such vessels are available at fair and reasonable rates for such vessels.

(b) At least 50% of the gross freight revenue generated by shipments of goods purchased under this grant and transported to the cooperating countries on dry cargo liners shall be paid to or for the benefit of privately owned U.S. flag commercial ocean vessels to the extent such vessels are available at fair and reasonable rates for such vessels.

(c) When U.S. flag vessels are not available, or their use would result in a significant delay, the grantee may request a determination of non-availability from the AID Transportation Division, Office of Procurement, Washington, D.C. 20523, giving the basis for the request which will relieve the grantee of the requirement to use U.S. flag vessels for the amount of tonnage included in the determination. Shipments made on non-free world ocean vessels are not reimbursable under this grant.

(d) Vouchers submitted for reimbursement which include ocean shipment costs shall contain a certification essentially as follows:

"I hereby certify that a copy of each ocean bill of lading concerned has been submitted to the U.S. Department of Transportation, Maritime Administration, Division of National Cargo, 400 7th Street, S.W., Washington, D.C. 20590, and that such bills of lading state all of the carrier's charges including the basis for calculation such as weight or cubic measurement."

(e) Shipments by voluntary nonprofit relief agencies (i.e., PVOs) shall be governed by this standard provision and by AID Regulation 2, "Overseas Shipments of Supplies by Voluntary Nonprofit Relief Agencies" (22 CFR Part 202).

(END OF STANDARD PROVISION)

6. PROCUREMENT OF GOODS AND SERVICES (November 1985)

(This provision is applicable when goods or services are procured under the grant.)

The grantee may use its own procurement policies and practices for the procurement of goods and services under this grant, provided they conform to all of AID's requirements listed below and the standard provision entitled "AID Eligibility Rules for Goods and Services."

(a) General Requirements:

(1) The recipient shall maintain a code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the awarding and administration of contracts using AID funds. No employee, officer or agent shall participate in the selection, award or administration of a contract in which AID funds are used, where, to that individual's knowledge, the individual or the individual's immediate family, partners, or organization in which the individual or the individual's immediate family or partners has a financial interest or with whom that individual is negotiating or has any arrangement concerning prospective employment. The recipients' officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors. Such standards shall provide for disciplinary actions to be applied for violations of such standards by the recipients' officers, employees or agents.

(2) All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient should be alert to organizational conflicts of interest or noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals should be excluded from competing for such procurements. Awards shall be made to the bidder/offeree whose bid/offer is responsive/responsible to the solicitation and is most advantageous to the recipient, price and other factors considered. Solicitations shall clearly set forth all requirements that the bidder/offeree must fulfill in order to be evaluated by the recipient. Any and all bids/offers may be rejected when it is in the recipient's interest to do so.

(3) All grantees shall establish procurement procedures that provide for, at a minimum, the following procedural requirements:

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(i) Proposed procurement actions shall follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical practical procurement.

(ii) Solicitations for goods and services shall be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured. Such a description shall not, in competitive procurements, contain features which unduly restrict competition. "Brand-name or equal" descriptions may be used as a means to define the performance of other salient requirements of a procurement and when so used the specific features of the named brand which must be met by bidders/offerors shall be clearly specified.

(iii) Positive efforts shall be made by the recipients to utilize small business and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts utilizing AID funds. 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 Office of Small Disadvantaged Business Utilization, AID, Washington, D.C. 20523, at least 45 days prior (except where a shorter time is requested of and granted by the Office of Small and Disadvantaged Business Utilization) to placing any order or contract in excess of \$25,000:

- (A) Brief general description and quantity of goods or services;
- (B) Closing date for receiving quotations, proposals, or bids; and
- (C) Address where solicitations or specifications can be obtained.

(iv) The type of procuring instruments used, e.g. fixed price contracts, cost reimbursable contracts, purchase orders, incentive contracts, shall be determined by the recipient but must be appropriate for the particular procurement and for promoting the best interest of the program involved. The "cost-plus-a-percentage-of-cost" method of contracting shall not be used.

(v) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

(vi) All proposed sole source contracts or where only one bid or proposal is received in which the aggregate expenditure is expected to exceed \$5,000 shall be subject to prior approval by an appropriate official within the grantee's organization.

(vii) Some form of price or cost analysis should be made in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.

(viii) Procurement records and files for purchases in excess of \$10,000 shall include the following:

(A) Basis for contractor selection;

(B) Justification for lack of competition when competitive bids or offers are not obtained;

(C) Basis for award cost or price.

(ix) A system for contract administration shall be maintained to ensure contractor conformance with terms, conditions and specifications of the contract, and to ensure adequate and timely followup of all purchases.

(b) Each contract shall contain, in addition to provisions to define a sound and complete contract, the following contract provisions, if applicable, as well as any provision within this grant which requires such inclusion of that provision. Whenever a provision is required to be inserted in a contract under this grant, the grantee shall insert a statement in the contract that in all instances where the U.S. Government or AID is mentioned the grantee's name shall be substituted.

(1) Contracts in excess of \$10,000 shall contain contractual provisions or conditions that will allow for administrative, contractual or legal remedies in instances in which contractors violate or breach contract terms, and provide for such remedial actions as may be appropriate.

(2) All contracts in excess of \$10,000 shall contain suitable provisions for termination by the recipient including the manner by which termination will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

(3) In all contracts for construction or facility improvement awarded for more than \$100,000, recipients shall observe generally accepted bonding requirements.

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(4) All contracts awarded by the grantee or subgrantee to be performed in the United States having a value of more than \$10,000, shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended, and as supplemented in Department of Labor Regulations (41 CFR, Part 60).

(5) All contracts and subgrants in excess of \$2,000 for construction or repair to be performed in the United States awarded by the grantee or subgrantee shall include a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor Regulations (29 CFR, Part 3). This Act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which that individual is otherwise entitled. The grantee shall report all suspected or reported violations to AID.

(6) When required by the Federal program legislation, all construction contracts to be performed in the United States awarded by the grantee or subgrantee of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor Regulations (29 CFR, Part 5). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The grantee shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The grantee shall report all suspected or reported violations to AID.

(7) Where applicable, all contracts awarded by the grantee or subgrantees in excess of \$2,000 for construction contracts to be performed in the United States and its territories and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers, shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work day of 8 hours and a standard workweek of 40 hours. Work in excess of the standard workday or workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to the worker's health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies of materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(8) Contracts, the principal purpose of which is to create, develop or improve products, processes or methods; or for exploration into fields that directly concern public health, safety or welfare; or contracts in the fields of science or technology in which there has been little significant experience outside of work funded by Federal assistance, shall contain a notice to the effect that matters regarding rights to inventions and materials generated under the contract are subject to the regulations included in these grant provisions. The contractor shall be advised as to the source of additional information regarding these matters.

(9) All negotiated contracts over \$10,000 awarded by the grantee shall include a provision to the effect that the grantee, AID, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(10) Contracts in excess of \$100,000 to be performed in the United States shall contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 7401) and the Federal Water Pollution Control Act (40 CFR 15) as amended. Violations shall be reported to AID and the Regional Office of the Environmental Protection Agency.

(11) Contracts which require performance outside the United States shall contain a provision requiring Workmen's Compensation Insurance (42 U.S.C. 1651, et seq.). As a general rule, Department of Labor waivers will be obtained for persons employed outside the United States who are not United States citizens or residents provided adequate protection will be given such persons. The grantee should refer questions on this subject to the AID grant officer.

(END OF STANDARD PROVISION)

7. AID ELIGIBILITY RULES FOR GOODS AND SERVICES (NOVEMBER 1985)

(This provision is applicable when goods or services are procured under the grant.)

(a) Ineligible and Restricted Goods and Services: If AID determines that the grantee has procured any of the restricted or ineligible goods and services specified below, or has procured goods and services from unauthorized sources, and has received reimbursement for such purpose without the prior written authorization of the grant officer, the grantee agrees to refund to AID the entire amount of the reimbursement. AID's policy on ineligible and restricted goods and services is contained in Chapter 4 of AID Handbook 1, Supplement B, entitled "Procurement Policies".

(1) Ineligible Goods and Services. Under no circumstances shall the grantee procure any of the following under this grant:

- (i) Military equipment,
- (ii) Surveillance equipment,
- (iii) Commodities and services for support of police or other law enforcement activities,
- (iv) Abortion equipment and services,
- (v) Luxury goods and gambling equipment, or
- (vi) Weather modification equipment.

(2) Ineligible Suppliers. Funds provided under this grant shall not be used to procure any goods or services furnished by any firms or individuals whose name appears on the AID Consolidated List of Debarred, Suspended, and Ineligible Awardees under AID Regulation 8, entitled "Debarment, Suspension and Ineligibility" (22 CFR 208). AID will provide the grantee with a copy of this list upon request.

(3) Restricted Goods. The grantee shall not procure any of the following goods and services without the prior written authorization of the grant officer:

- (i) Agricultural commodities,
- (ii) Motor vehicles,
- (iii) Pharmaceuticals,
- (iv) Pesticides,
- (v) Rubber compounding chemicals and plasticizers,
- (vi) Used equipment,
- (vii) U.S. Government-owned excess property, or
- (viii) Fertilizer.

(b) Source, Origin, and Nationality: The eligibility rules for goods and services are based on source, origin, and nationality and are divided into two categories. One applies when the total procurement during the life of the grant is over \$250,000 and the other applies when the total procurement element during the life of the grant is not over \$250,000. The total procurement element includes procurement of all goods (e.g., equipment, materials, supplies) and services. Guidance on the eligibility of specific goods or services may be obtained from the grant officer. AID policies and definitions on source, origin, and nationality are contained in Chapters 4 and 5 of AID Handbook 1, Supplement B, entitled "Procurement Policies".

(1) When the total procurement element during the life of this grant is valued at \$250,000 or less, the following rules apply:

(i) All goods and services, the costs of which are to be reimbursed under this grant and which will be financed with U. S. 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:

- (A) The United States (AID Geographic code 000),
- (B) The Cooperating Country,
- (C) "Selected Free World" countries (AID Geographic Code 941), and
- (D) "Special Free World" countries (AID Geographic Code 935).

(ii) Application of Order of Preference: When the grantee procures goods and services from other than U.S. sources, under the order of preference in paragraph b(1)(i) above, the grantee 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:

- (A) The procurement was of an emergency nature, which would not allow for the delay attendant to soliciting U.S. sources,
- (B) The price differential for procurement from U.S. sources exceeded by 50% or more the delivered price from the non-U.S. source,
- (C) Impelling local political considerations precluded consideration of U.S. sources,
- (D) The goods or services were not available from U.S. sources, or
- (E) Procurement of locally available goods and services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance program under the grant.

(2) When the total procurement element exceeds \$250,000, the following rule applies: Except as may be specifically approved or directed in advance by the grant officer, all goods and services, which will be reimbursed under this grant and financed with U. S. dollars, shall be procured in and shipped from the U. S. (Code 000) and from any other countries within the authorized geographic code as specified in the schedule of this grant.

(c) Marine Insurance: The eligibility of marine insurance is determined by the country in which it is placed. Insurance is placed in a country if payment of the insurance premium is made to, and the insurance policy is issued by an insurance company located in that country. Eligible countries for placement are governed by the authorized geographic code, except that if Code 941 is authorized, the Cooperating Country is also eligible. Section 604(d) of the Foreign Assistance Act requires that if a recipient country discriminates by statute, decree, rule, or practice with respect to AID-financed procurement against any marine insurance company authorized to do business in the U. S., then any AID-financed commodity shipped to that country shall be insured against marine risk and the insurance shall be placed in the U. S. with a company or companies authorized to do marine insurance business in the U. S.

(d) Ocean and air transportation shall be in accordance with the applicable provisions contained within this grant.

(e) Printed or Audio-Visual Teaching Materials: If the effective use of printed or audio-visual teaching materials depends upon their being in the local language and if such materials are intended for technical assistance projects or activities financed by AID in whole or in part and if other funds including U.S.-owned or U.S.-controlled local currencies are not readily available to finance the procurement of such materials, local language versions may be procured from the following sources, in order of preference:

- (1) The United States (AID Geographic Code 000),
- (2) The Cooperating Country,
- (3) "Selected Free World" countries (AID Geographic Code 941), and
- (4) "Special Free World" countries (AID Geographic Code 899).

(f) Special Restrictions on the Procurement of Construction or Engineering Services: Section 604(g) of the Foreign Assistance Act provides that AID funds may not be used for "procurement of construction or engineering services from advanced developing countries, eligible under Geographic Code 941, which have attained a competitive capability in international markets for construction services or engineering services." In order to insure eligibility of a Code 941 contractor for construction or engineering services, the grantee shall obtain the grant officer's prior approval for any such contract.

(END OF STANDARD PROVISION)

8. SUBAGREEMENTS (NOVEMBER 1985)

(This provision is applicable when subgrants or cooperative agreements are financed under the grant.)

(a) Funds provided under this grant shall not be used to support any subrecipient whose name appears on the AID Consolidated List of Debarred, Suspended, or Ineligible Awardees under AID Regulation 8, entitled "Debarment, Suspension and Ineligibility" (22 CFR 208). AID will provide the grantee with a copy of this list upon request.

(b) All subagreements shall as a minimum contain, in addition to provisions to define a sound and complete agreement, the following provisions as well as any that are specifically required by any other provision in this grant. Whenever a provision within this grant is required to be inserted in a subagreement, the grantee shall insert a statement in the subagreement that in all instances where the U.S. Government is mentioned, the grantee's name will be substituted.

(1) Subagreements in excess of \$10,000 shall contain provisions or conditions that will allow for administrative or legal remedies in instances where subrecipients violate subagreement terms and provide for such remedial action as may be appropriate.

(2) All subagreements in excess of \$10,000 shall contain suitable provisions for termination by the recipient including the manner by which termination will be effected and the basis for settlement. In addition, such subagreements shall describe conditions under which the subagreement may be terminated for default as well as conditions where the subagreement may be terminated because of circumstances beyond the control of the subrecipient.

(3) Subagreements, the principal purpose of which is to create, develop or improve products, processes or methods; or for exploration into fields that directly concern public health, safety or welfare; or subagreements in the field of science or technology in which there has been little significant experience outside of work funded by Federal assistance, shall contain a notice to the effect that matters regarding rights to inventions and materials generated under the subagreement are subject to the regulations contained in the provisions of this grant. The subrecipient shall be advised as to the source of additional information regarding these matters.

(4) All subagreements over \$10,000 issued by recipients shall include a provision to the effect that the recipient, AID, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the subrecipient which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(END OF STANDARD PROVISION)

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9. LOCAL COST FINANCING (MAY 1986)

(This provision applies only when local costs are authorized by the grant, and must be used with the standard provision entitled "Procurement of Goods and Services.")

(a) Costs qualifying as local costs are eligible for financing under the grant in accordance with the terms of this standard provision. Local costs are defined as (1) indigenous goods, (2) imported shelf items, and (3) services provided by suppliers meeting the requirements contained in subparagraph (b). Indigenous goods are those that have been mined, grown or produced in the cooperating country through manufacture, processing or assembly. In the case of produced goods containing imported components, to qualify as indigenous a commercially recognized new commodity must result that is substantially different in basic characteristics or in purpose or utility from its components. Imported shelf items are goods that are normally imported and kept in stock, in the form in which imported, for sale to meet a general demand in the country for the item.

Imported shelf items are eligible in unlimited quantities if they have their origin in a country included in AID Geographic Code 941. Imported shelf items having their origin in any country included in Code 899 but not in Code 941 are eligible if the price of one unit does not exceed \$5,000. For goods sold by units of quantities; e.g., tons, barrels, etc., the unit to which the local currency equivalent of \$5,000 is applied that which is customarily used in quoting prices. The total amount of imported shelf items purchased from countries included in Code 899 but not in Code 941 may not exceed \$25,000 or 10% of the total local costs financed by AID for the grant, whichever is higher; however, in no case may the total amount of such purchases exceed \$250,000 without first obtaining a specific geographic source waiver. Imported shelf items produced in or imported from countries not included in Geographic Code 899 are ineligible for AID financing.

(b) To qualify as local costs, goods and services must also meet the following additional requirements:

- (1) They must be paid for in local currency.
- (2) They must not be specifically imported for this grant.
- (3) The supplier must be located in the cooperating country and must be of cooperating country nationality as defined in AID Handbook 1B, Chapter 5.
- (4) Any component from a country not included in AID geographic code 935 renders a commodity ineligible for financing.

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(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.

(d) Ineligible Suppliers: Funds provided under this grant shall not be used to procure any goods or services furnished by any firm or individual whose name appears on AID's Consolidated List of Debarred, Suspended, or Ineligible Awardees (AID Regulation 8, (22 CFR 208)). AID will provide the grantee with this list upon request.

(e) Restricted Goods: The grantee shall not procure any of the following goods and services without the prior written authorization of the grant officer:

- (1) Agricultural commodities,
- (2) Motor vehicles,
- (3) Pharmaceuticals,
- (4) Pesticides,
- (5) Rubber compounding chemicals and plasticizers,
- (6) Used equipment,
- (7) U.S. Government-owned excess property, or
- (8) Fertilizer.

(f) If AID determines that the grantee has procured any of the restricted or ineligible goods and services specified in subparagraphs (c) through (e) above, or has received reimbursement for such purpose without the prior written authorization of the grant officer, the grantee agrees to refund to AID the entire amount of the reimbursement.

(END OF STANDARD PROVISION)

10. PATENT RIGHTS (NOVEMBER 1985)

(This provision is applicable whenever patentable processes or practices are financed by the grant.)

(a) Definitions.

(1) Invention means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the United States Code.

(2) Subject invention means any invention of the recipient conceived or first actually reduced to practice in the performance of work under this agreement.

(3) Practical application means to manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are, to the extent permitted by law or Government regulations, available to the public on reasonable terms.

(4) Made when used in relation to any invention means the conception or first actual reduction to practice of such invention.

(5) Small business firm means a domestic small business concern as defined at Section 2 of Public Law 85-536 (15 U.S.C. 632) and implementing regulations of the Administrator of the Small Business Administration. For the purpose of this clause, the size standards for small business concerns involved in Government procurement and subcontracting at 13 CFR 121.3-8 and 13 CFR 121.3-12, respectively, shall be used.

(6) Nonprofit organization means a domestic university or other institution of higher education or an organization of the type described in Section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)) and exempt from taxation under Section 501(a) of the Internal Revenue Code (26 U.S.C. 501(a)) or any domestic nonprofit scientific or any educational organization qualified under a state nonprofit organization statute.

(b) Allocation of Principal Rights: The recipient may retain the entire right, title, and interest throughout the world to each subject invention subject to the provisions of this clause and 35 U.S.C. 203. With respect to any subject invention in which the recipient retains title, the Federal Government shall have a non-exclusive, non-transferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world.

(c) Invention Disclosure, Election of Title, and Filing of Patent Applications by Recipient:

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(1) The recipient shall disclose each subject invention to AID within two months after the inventor discloses it in writing to recipient personnel responsible for patent matters. The disclosure to AID shall be in the form of a written report and shall identify the agreement under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding, to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to AID the recipient shall promptly notify AID of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the recipient.

(2) The recipient shall elect in writing whether or not to retain title to any such invention by notifying AID within twelve months of disclosure to the recipient, provided that in any case where publication, on sale, or public use has initiated the one-year statutory period wherein valid patent protection can still be obtained in the United States, the period of election of title may be shortened by AID to a date that is no more than 60 days prior to the end of the statutory period.

(3) The recipient shall file its initial patent application on an elected invention within two years after election or, if earlier, prior to the end of any statutory period wherein valid patent protection can be obtained in the United States after a publication, on sale, or public use. The recipient shall file patent applications in additional countries within either ten months of the corresponding initial patent application or six months from the date permission is granted by the Commissioner of Patents and Trademarks to file foreign patent applications where such filing has been prohibited by a Secrecy Order.

(4) Requests for extension of the time for disclosure to AID, election, and filing may, at the discretion of AID, be granted.

(d) Conditions When the Government May Obtain Title: The recipient shall convey to AID upon written request, title to any subject invention:

(1) If the recipient fails to disclose or elect the subject invention within the times specified in (c) above, or elects not to retain title. AID may only request title within sixty days after learning of the recipient's failure to report or elect within the specified times.

(2) In those countries in which the recipient fails to file patent applications within the times specified in (c) above; provided, however, that if the recipient has filed a patent application in a country after the times specified in (c) above, but prior to its receipt of the written request of AID the recipient shall continue to retain title in that country.

(3) In any country in which the recipient decides not to continue the prosecution of any application for, to pay the maintenance fees on, or defend in reexamination or opposition proceeding on a patent on a subject invention.

(e) Minimum Rights to Recipient:

(1) The recipient shall retain a nonexclusive, royalty-free license throughout the world in each subject invention to which the Government obtains title except if the recipient fails to disclose the subject invention within the times specified in (c) above. The recipient's license extends to its domestic subsidiaries and affiliates, if any, within the corporate structure of which the recipient is a party and includes the right to grant sublicenses of the same scope to the extent the recipient was legally obligated to do so at the time the agreement was awarded. The license is transferable only with the approval of AID except when transferred to the successor of that party of the recipient's business to which the invention pertains.

(2) The recipient's domestic license may be revoked or modified by AID to the extent necessary to achieve expeditious practical application of the subject invention pursuant to an application for an exclusive license submitted in accordance with applicable provisions in the Federal Property Management Regulations and agency licensing regulations (if any). This license shall not be revoked in that field of use or the geographical areas in which the recipient has achieved practical application and continues to make the benefits of the invention reasonably accessible to the public. The license in any foreign country may be revoked or modified at the discretion of AID to the extent the recipient, its licensees, or its domestic subsidiaries or affiliates have failed to achieve practical application in that foreign country.

(3) Before revocation or modification of the license, AID shall furnish the recipient written notice of its intention to revoke or modify the license, and the recipient shall be allowed thirty days (or such other time as may be authorized by AID for good cause shown by the recipient) after the notice to show cause why the license should not be revoked or modified. The recipient has the right to appeal, in accordance with applicable agency licensing regulations (if any) and the Federal Property Management Regulations concerning the licensing of Government-owned inventions, any decision concerning the revocation or modification of its license.

(f) Recipient Action to Protect the Government's Interest:

(1) The recipient agrees to execute or to have executed and promptly deliver to AID all instruments necessary to (i) establish or conform the rights the Government has throughout the world in those subject inventions to which the recipient elects to retain title, and (ii) convey title to AID when requested under paragraph (d) above, and to enable the Government to obtain patent protection throughout the world in that subject invention.

(2). The recipient agrees to require, by written agreement, its employees, other than clerical and nontechnical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the recipient each subject invention made under agreement in order that the recipient can comply with the disclosure provisions of paragraph (c) above, and to execute all papers necessary to file patent applications on subject inventions and to establish the Government's rights in the subject inventions. This disclosure format should require, as a minimum, the information required by (c) (1) above. The recipient shall instruct such employees through employee agreements or other suitable educational programs on the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.

(3) The recipient shall notify AID of any decision not to continue the prosecution of a patent application, pay maintenance fees, or defend in a reexamination or opposition proceeding on a patent, in any country, not less than 30 days before the expiration of the response period required by the relevant patent office.

(4) The recipient agrees to include, within the specification of any United States patent application and any patent issuing thereon covering a subject invention, the following statement: "This invention was made with Government support under (identify the agreement awarded by AID). The Government has certain rights in this invention."

(g) Subagreements and Contracts: The recipient shall include this standard provision suitably modified to identify the parties, in all subagreements and contracts, regardless of tier, for experimental, developmental, or research work to be performed by a small business firm or nonprofit organization. The subrecipient or contractor shall retain all rights provided for the recipient in this standard provision, and the recipient shall not, as part of the consideration for awarding the contract or subagreement, obtain rights in the contractor's or subrecipient's subject inventions.

(h) Reporting Utilization of Subject Inventions: The recipient agrees to submit on request periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the recipient or its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the recipient, and such other data and information as AID may reasonably specify. The recipient also agrees to provide additional reports as may be requested by AID in connection with any march-in proceedings undertaken by AID in accordance with paragraph (j) of this provision. To the extent data or information supplied under this section is considered by the recipient, its licensee or assignee to be privileged and confidential and is so marked, AID agrees that, to the extent permitted by law, it shall not disclose such information to persons outside the Government.

(i) Preference for United States Industry: Notwithstanding any other provision of this clause, the recipient agrees that neither it nor any assignee will grant to any person the exclusive right to use or sell any subject invention in the United States unless such person agrees that any products embodying the subject invention shall be manufactured substantially in the United States. However, in individual cases, the requirement for such an agreement may be waived by AID upon a showing by the recipient or its assignee that reasonable but unsuccessful efforts have been made to grant licenses on similar terms to potential licensees that would be likely to manufacture substantially in the United States or that under the circumstances domestic manufacture is not commercially feasible.

(j) March-in Rights: The recipient agrees that with respect to any subject invention in which it has acquired title, AID has the right to require the recipient, an assignee or exclusive licensee of a subject invention to grant a non-exclusive, partially exclusive, or exclusive license in any field of use to a responsible applicant or applicants, upon terms that are reasonable under the circumstances, and if the recipient, assignee, or exclusive licensee refuses such a request, AID has the right to grant such a license itself if AID determines that:

(1) Such action is necessary because the recipient or assignee has not taken or is not expected to take within a reasonable time, effective steps to achieve practical application of the subject invention in such field of use;

(2) Such action is necessary to alleviate health or safety needs which are not reasonably satisfied by the recipient, assignee, or their licensees;

(3) Such action is necessary to meet requirements for public use specified by Federal regulations and such requirements are not reasonably satisfied by the recipient, assignee, or licensees; or

(4) Such action is necessary because the agreement required by paragraph (i) of this clause has not been obtained or waived or because a license of the exclusive right to use or sell any subject invention in the United States is in breach of such agreement.

(k) Special Provisions for Agreements with Nonprofit Organizations: If the recipient is a nonprofit organization, it agrees that:

(1) Rights to a subject invention in the United States may not be assigned without the approval of AID, except where such assignment is made to an organization which has as one of its primary functions the management of inventions and which is not, itself, engaged in or does not hold a substantial interest in other organizations engaged in the manufacture or sale of products or the use of processes that might utilize the invention or be in competition with embodiments of the invention provided that such assignee shall be subject to the same provisions as the recipient.

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(2) The recipient may not grant exclusive licenses under the United States patents or patent applications in subject inventions to persons other than small business firms for a period in excess of the earlier of:

(i) Five years from first commercial sale or use of the invention;
or

(ii) Eight years from the date of the exclusive license excepting that time before regulatory agencies necessary to obtain premarket clearance, unless on a case-by-case basis, AID approves a longer exclusive license. If exclusive field of use licenses are granted, commercial sale or use in one field of use shall not be deemed commercial sale or use as to other fields of use and a first commercial sale or use with respect to a product of the invention shall not be deemed to end the exclusive period to different subsequent products covered by the invention.

(3) The recipient shall share royalties collected on a subject invention with the inventor; and

(4) The balance of any royalties or income earned by the recipient with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions, shall be utilized for the support of scientific research or education.

(1) Communications: Communications concerning this provision shall be addressed to the grant officer at the address shown in this agreement.

(END OF STANDARD PROVISION)

11. PUBLICATIONS (NOVEMBER 1985)

(This provision is applicable when publications are financed under the grant.)

(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 acknowledgement prior to publication.

(b) The grantee shall provide the AID project officer with one copy of all published works developed under this grant and 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 unless the schedule of the grant has identified the profits or royalties as program income.

(d) Except as otherwise provided in the terms and conditions of the grant, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this grant, but AID reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes.

(END OF STANDARD PROVISION)

12. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (MAY 1986)

(This provision is applicable to organizations whose indirect cost rate(s) under this grant are on a predetermined basis.)

(a) The allowable indirect costs under this grant shall be obtained by applying predetermined indirect cost rate(s) to the base(s) agreed upon by the parties, as specified in the schedule of this grant.

(b) Not later than 90 days after the close of the grantee's fiscal year, the grantee shall submit to the cognizant Government Audit Activity in accordance with OMB Circular A-88 a proposed predetermined indirect cost rate(s) and supporting cost data. In the event AID is the cognizant agency or no cognizant agency has been designated, the grantee shall submit a copy of the proposed predetermined indirect cost rate(s) and supporting cost data to the AID Inspector General, Washington, D.C. 20523, and to the Overhead and Special Costs - Contract Closeout Branch, Office of Procurement, Washington, D.C. 20523. The proposed rate(s) shall be based on the grantee's actual cost experience during that fiscal year. Negotiations of predetermined indirect cost rate(s) shall begin as soon as practical after receipt of the grantee's proposal.

(c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the provisions of the applicable cost principles in effect on the date of this grant.

(d) Rates for subsequent periods shall be negotiated and the results of each negotiation shall be set forth in a written indirect cost rate agreement executed by both parties. Such agreement shall be automatically incorporated into this grant upon execution and shall specify (1) the agreed upon predetermined rate(s), (2) the base(s) to which the rate(s) apply, (3) the fiscal year (unless the parties agree to a different period) for which the rate(s) apply, and (4) the specific items treated as direct costs or any changes in the items previously agreed to be direct costs. The indirect cost 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 predetermined indirect cost rate(s) for any fiscal year or different period agreed to by the parties, the grantee shall be reimbursed either at the rate(s) fixed for the previous fiscal year or other period or at billing rate(s) acceptable to the AID grant officer subject to appropriate adjustment when the final rate(s) for the fiscal year or other period are established.

(f) Any failure by the parties to agree on any predetermined indirect cost rate(s) under this provision shall not be considered a dispute within the meaning of the "Disputes" provision of this grant. If for any fiscal year or other period specified in the grant the parties fail to agree on a predetermined indirect cost rate(s), it is agreed that the allowable indirect costs under this grant shall be obtained by applying negotiated final indirect cost rate(s) in accordance with the terms of the standard provision of this grant entitled "Negotiated Indirect Cost Rates - Provisional".

(END OF STANDARD PROVISION)

13. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (MAY 1986)

(This provision is applicable to any organization which does not have predetermined indirect cost rate(s); however, it shall also be included when the NEGOTIATED INDIRECT COST RATES - PREDETERMINED standard provision is used.)

(a) A provisional indirect cost rate(s) shall be established for each of the grantee's accounting periods during the term of this grant. Pending establishment of a final rate(s), 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 periods shown in the schedule of this grant.

(b) Not later than 90 days after the close of the grantee's fiscal year, the grantee shall submit to the cognizant Government Audit Activity in accordance with OMB Circular A-88 proposed final indirect cost rate(s) and supporting cost data. In the event AID is the cognizant agency or no cognizant agency has been designated, the grantee shall submit a copy of the proposed final indirect cost rate(s) and supporting cost data to the AID Inspector General, Washington, D.C. 20523, and to the Overhead and Special Costs - Contract Closeout Branch, Office of Procurement, Washington, D.C. 20523. The proposed rate(s) shall be based on the grantee's actual cost experience during that fiscal year. Negotiations of final indirect cost rate(s) shall begin as soon as practical after receipt of the grantee's proposal.

(c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the applicable cost principles in effect on the date of this grant.

(d) The results of each negotiation shall be set forth in a written indirect cost rate agreement executed by both parties. Such agreement shall specify (1) the agreed upon final rate(s), (2) the base(s) to which the rate(s) apply, and (3) the period for which the rate(s) apply. The indirect cost 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 final indirect cost rate(s) for any period, the grantee shall be reimbursed either at negotiated provisional rate(s) as provided above or at billing rate(s) acceptable to the grant officer, subject to appropriate adjustment when the final rate(s) for that period are 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 negotiated provisional rate(s) provided in this standard provision shall be set forth in a modification to this grant.

(f) Any failure by the parties to agree on final rate(s) under this standard provision shall be considered a dispute within the meaning of the standard provision of this grant entitled "Disputes" and shall be disposed of in accordance therewith.

(END OF STANDARD PROVISION)

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14. REGULATIONS GOVERNING EMPLOYEES (NOVEMBER 1985)

(The following applies to the grantee's employees who are not citizens of the cooperating country.)

- (a) The grantee's employees shall maintain private status and may not rely on local U.S. Government offices or facilities for support while under this grant.
- (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 is assigned by the grantee, no employee of the grantee shall engage directly or indirectly, either in the individual's 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 the individual is assigned, nor shall the individual make loans or investments to or in any business, profession or occupation in the foreign countries to which the individual 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 AID 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 rights 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.

(END OF STANDARD PROVISION)

15. PARTICIPANT TRAINING (MAY 1986)

(This provision is applicable when any participant training is financed under the grant.)

(a) Definition: A participant is any non-U.S. individual being trained under this grant outside of that individual's home country.

(b) Application of Handbook 10: Participant training under this grant is to be conducted according to the policies established in AID Handbook 10, Participant Training, except to the extent that specific exceptions to Handbook 10 have been provided in this grant with the concurrence of the Office of International Training. (Handbook 10 may be obtained by submitting a request to the Office of International Training (S&T/IT), Agency for International Development, Washington, D.C. 20523.) Except for paragraph (h) on orientation, the following paragraphs in this standard provision are not subject to waiver except as specifically stated.

(c) Participant Training Information System: All grantees shall ensure that participants trained in the United States or in a third country are included in the Agency's Participant Training Information System.

The grantee shall fill out form AID 1381-4 entitled "Participant Data" and send it to the addresses indicated on the back of the form. The grantee can obtain a supply of these forms and additional instructions for completing them from the Office of International Training. Data should be submitted prior to the initiation of participant travel. If this is not possible, the forms should be prepared and submitted immediately after arrival of the participant(s). The grantee shall also submit to the Office of International Training a blue copy of the form when subsequent changes in the participant's training program are made and at termination of participant's training program, ensuring that the original participant number (pre-printed on the form) is used.

(d) Visa Requirements for Training Within The United States:

(1) Under the authority of Section 635(f) of the Foreign Assistance Act, AID-sponsored participants are admitted to the United States under the Department of State/USIA Exchange Visitor Program and are issued J-1 visas. The program identification number is G-2-0263.

(2) J-1 visas are issued by the U.S. Embassy or Consulate for AID-sponsored participants upon submission by the participant of Form IAP-66A which may be obtained only from the AID Mission. The Mission retains one copy of the IAP-66A and forwards one copy to AID/S&T/IT.

(i) The enrollment fee shall be accompanied by a letter which lists the names of the participants (identical to that on the Participant Data Form), participant I.D. numbers from the Participant Data Form, period of coverage, fee amount paid, grant number, name of grantee, host country, and the U. S. Government appropriation number as shown on the grant.

(ii) The enrollment fees shall be calculated on the basis of fixed rates per participant per each 30 day period. The enrollment fees may not be prorated for fractional periods of less than 30 days and should cover the current training period for which funds are obligated under the grant. Current rates are found in Handbook 10 Participant Training Notices.

(4) The grantee shall assure that enrollment begins immediately upon the participant's departure for the United States for the purpose of participating in a training program financed or sponsored by AID, and that enrollment continues in full force and effect until the participant returns to his or her country of origin or is released from AID's responsibility, whichever occurs first. The grantee shall continue enrollment coverage for participants whose departure is delayed due to medical or other compelling reasons, with the written concurrence of the grant officer.

(5) The grantee shall provide each participant with a copy of the HAC brochure, copies of which are available from S&T/IT at the address indicated in section (b) above.

(6) If the grantee has a mandatory, nonwaivable health and accident insurance program for participants, the costs of such insurance will be allowable under this grant. Any claims eligible under such insurance will not be payable under AID's HAC plan or under this grant. However, even though the participant is covered by the grantee's mandatory, nonwaivable health and accident insurance program, the participant must be enrolled in AID's HAC Program. In addition, a copy of the mandatory insurance policy must be forwarded to the HAC Claims Office.

(7) Medical costs not covered by the grantee's health service program or mandatory, nonwaivable health and accident insurance program, or AID's HAC Program shall not be reimbursable under this grant unless specific written approval from the grant officer has been obtained.

(g) Participant Counseling For Training Within The United States: Problems involving participants such as serious physical or emotional illness, accident or injury, arrest, death, the voluntary or involuntary early termination of a program, and the refusal of a participant to return to the home country upon completion of the program should be referred to the AID Participant Counselor at the Office of International Training.

The Counselor can be reached by calling the Office of International Training during workdays and the AID Duty Officer (202-647-1512) at other times. In referring cases, give the Counselor the name, country, and current location of

the participant as well as a brief description of the problem with names and telephone numbers of hospitals, physicians, attorneys, etc. Following verbal referral, the participant's name, home address, and next of kin, and location of training should be sent to the grant officer, who will transmit the information to the S&T/IT Counselor.

(h) Orientation: In addition to the above mandatory requirements for all participants, grantees are strongly encouraged to provide, in collaboration with the Mission training officer, predeparture orientation (see Chapter 13 of Handbook 10) and orientation in Washington at the Washington International Center (see Chapter 18D of Handbook 10). The latter orientation program also provides the opportunity to arrange for home hospitality in Washington and elsewhere in the United States through liaison with the National Council for International Visitors (NCIV). If the Washington orientation is determined not to be feasible, home hospitality can be arranged in most U.S. cities if a request for such is directed to the grant officer, who will transmit the request to NCIV through S&T/IT.

(END OF STANDARD PROVISION)

16. VOLUNTARY POPULATION PLANNING (AUGUST 1986)

(This provision is applicable to all grants involving any aspect of voluntary population planning activities.)

(a) Voluntary Participation:

(1) 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.

(2) Activities which provide family planning services or information to individuals, financed in whole or in part under this agreement, shall provide a broad range of family planning methods and services available in the country in which the activity is conducted or shall provide information to such individuals regarding where such methods and services may be obtained.

(b) Voluntary Participation Requirements For Sterilization Programs:

(1) 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.

(2) The grantee shall ensure that any surgical sterilization procedures supported in whole or in part by funds from this grant are performed only after the individual has voluntarily gone to the treatment facility and has given informed consent to the sterilization procedure. Informed consent means the voluntary, knowing assent from the individual after being 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 the 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.

(3) Further, the grantee shall document the patient's informed consent by (i) 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 (ii) 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.

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

(c) Prohibition on Abortion-Related Activities:

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

(2) No funds made available under this grant will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

(d) Ineligibility of Foreign Nongovernmental Organizations That Perform or Actively Promote Abortion As A Method of Family Planning:

(1) The recipient agrees that it will not furnish assistance for family planning under this grant to any foreign nongovernmental organization which performs or actively promotes abortion as a method of family planning in AID-recipient countries or which provides financial support to any other foreign nongovernmental organization that conducts such activities. For purposes of this paragraph (d), a foreign nongovernmental organization is a nongovernmental organization which is not organized under the laws of any State of the United States, the District of Columbia or the Commonwealth of Puerto Rico.

(2) Prior to furnishing funds provided under this grant to another nongovernmental organization organized under the laws of any State of the United States, the District of Columbia, or the Commonwealth of Puerto Rico, the recipient shall obtain the written agreement of such organization that the organization shall not furnish assistance for family planning under this grant to any foreign nongovernmental organization except under the conditions and requirements that are applicable to the recipient as set forth in this paragraph (d).

(3) The recipient may not furnish assistance for family planning under this grant to a foreign nongovernmental organization (the subrecipient) unless;

(i) the subrecipient certifies in writing that it does not perform or actively promote abortion as a method of family planning in AID-recipient countries and does not provide financial support to any other foreign nongovernmental organization that conducts such activities, and

(ii) the recipient obtains the written agreement of the subrecipient containing the undertakings described in subparagraph (4), below.

(4) Prior to furnishing assistance for family planning under this grant to a subrecipient, the subrecipient must agree in writing that:

(i) The subrecipient will not, while receiving assistance under this grant, perform or actively promote abortion as a method of family planning in AID-recipient countries or provide financial support to other foreign nongovernmental organizations that conduct such activities.

(ii) The recipient and authorized representatives of AID may, at any reasonable time, (A) inspect the documents and materials maintained or prepared by the subrecipient in the usual course of its operations that describe the family planning activities of the subrecipient, including reports, brochures and service statistics; (B) observe the family planning activity conducted by the subrecipient; (C) consult with family planning personnel of the subrecipient; and (D) obtain a copy of the audited financial statement or report of the subrecipient, if there is one.

(iii) In the event the recipient or AID has reasonable cause to believe that a subrecipient may have violated its undertaking not to perform or actively promote abortion as a method of family planning, the recipient shall review the family planning program of the subrecipient to determine whether a violation of the undertaking has occurred. The subrecipient shall make available to the recipient such books and records and other information as may be reasonably requested in order to conduct the review. AID may also review the family planning program of the subrecipient under these circumstances, and AID shall have access to such books and records and information for inspection upon request.

(iv) The subrecipient shall refund to the recipient the entire amount of assistance for family planning furnished to the subrecipient under this grant in the event it is determined that the certification provided by the subrecipient under subparagraph (3), above, is false.

(v) Assistance for family planning provided to the subrecipient under this grant shall be terminated if the subrecipient violates any undertaking in the agreement required by subparagraphs (3) and (4), and the subrecipient shall refund to the recipient the value of any assistance furnished under this grant that is used to perform or actively promote abortion as a method of family planning.

(vi) The subrecipient may furnish assistance for family planning under this grant to another foreign nongovernmental organization (the sub-subrecipient) only if (A) the sub-subrecipient certifies in writing that it does not perform or actively promote abortion as a method of family planning in AID-recipient countries and does not provide financial support to any other foreign nongovernmental organization that conducts such activities and (B) the subrecipient obtains the written agreement of the sub-subrecipient that contains the same undertakings and obligations to the subrecipient as those provided by the subrecipient to the recipient as described in subparagraphs (4)(i)-(v), above.

(5) Agreements with subrecipients and sub-subrecipients required under subparagraphs (3) and (4) shall contain the definitions set forth in subparagraph (10) of this paragraph (d).

(6) The recipient shall be liable to AID for a refund for a violation of any requirement of this paragraph (d) only if (i) the recipient knowingly furnishes assistance for family planning to a subrecipient who performs or actively promotes abortion as a method of family planning, or (ii) the certification provided by a subrecipient is false and the recipient failed to make reasonable efforts to verify the validity of the certification prior to furnishing assistance to the subrecipient, or (iii) the recipient knows or has reason to know, by virtue of the monitoring which the recipient is required to perform under the terms of this grant, that a subrecipient has violated any of the undertakings required under subparagraph (4) and the recipient fails to terminate assistance for family planning to the subrecipient, or fails to require the subrecipient to terminate such assistance to a sub-subrecipient which violates any undertaking of the agreement required under subparagraph (4)(vi), above. If the recipient finds, in exercising its monitoring responsibility under this grant, that a subrecipient or sub-subrecipient receives frequent requests for the information described in subparagraph (10)(iii)(A)(II), below, the recipient shall verify that this information is being provided properly in accordance with subparagraph (10)(iii)(A)(II) and shall describe to AID the reasons for reaching its conclusion.

(7) In submitting a request to AID for approval of a recipient's decision to furnish assistance for family planning to a subrecipient, the recipient shall include a description of the efforts made by the recipient to verify the validity of the certification provided by the subrecipient. AID may request the recipient to make additional efforts to verify the validity of the certification. AID will inform the recipient in writing when AID is satisfied that reasonable efforts have been made. If AID concludes that these efforts are reasonable within the meaning of subparagraph (6) above, the recipient shall not be liable to AID for a refund in the event the subrecipient's certification is false unless the recipient knew the certification to be false or misrepresented to AID the efforts made by the recipient to verify the validity of the certification.

(8) It is understood that AID also may make independent inquiries, in the community served by a subrecipient or sub-subrecipient, regarding whether it performs or actively promotes abortion as a method of family planning.

(9) A subrecipient must provide the certification required under subparagraph (3) and a sub-subrecipient must provide the certification required under subparagraph (4)(vi) each time a new agreement is executed with the subrecipient or sub-subrecipient furnishing assistance for family planning under the grant.

(10) The following definitions apply for purposes of this paragraph (d):

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(i) Abortion is a method of family planning when it is for the purpose of spacing births. This includes, but is not limited to, abortions performed for the physical or mental health of the mother but does not include abortions performed if the life of the mother would be endangered if the fetus were carried to term or abortions performed following rape or incest (since abortion under these circumstances is not a family planning act).

(ii) To perform abortions means to operate a facility where abortions are performed as a method of family planning. Excluded from this definition are clinics or hospitals which do not include abortion in their family planning programs.

(iii) To actively promote abortion means for an organization to commit resources, financial or other, in a substantial or continuing effort to increase the availability or use of abortion as a method of family planning.

(A) This includes, but is not limited to, the following:

(I) Operating a family planning counseling service that includes, as part of the regular program, providing advice and information regarding the benefits and availability of abortion as a method of family planning;

(II) Providing advice that abortion is an available option in the event other methods of family planning are not used or are not successful or encouraging women to consider abortion (passively responding to a question regarding where a safe, legal abortion may be obtained is not considered active promotion if the question is specifically asked by a woman who is already pregnant, the woman clearly states that she has already decided to have a legal abortion, and the family planning counselor reasonably believes that the ethics of the medical profession in the country require a response regarding where it may be obtained safely);

(III) Lobbying a foreign government to legalize or make available abortion as a method of family planning or lobbying such a government to continue the legality of abortion as a method of family planning;

(IV) Conducting a public information campaign in AID-recipient countries regarding the benefits and/or availability of abortion as a method of family planning.

(B) Excluded from the definition of active promotion of abortion as a method of family planning are referrals for abortion as a result of rape, incest or if the life of the mother would be endangered if the fetus were carried to term.

(C) Action by an individual acting in the individual's capacity shall not be attributed to an organization with which the individual is associated, provided that the organization neither endorses nor provides financial support for the action and takes reasonable steps to ensure that the individual does not improperly represent that the individual is acting on behalf of the organization.

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(iv) To furnish assistance to a foreign nongovernmental organization means to provide financial support under this grant to the family planning program of the organization, and includes the transfer of funds made available under this grant or goods or services financed with such funds, but does not include the purchase of goods or services from an organization or the participation of an individual in the general training programs of the recipient, subrecipient or sub-subrecipient.

(v) To control an organization means the possession of the power to direct or cause the direction of the management and policies of an organization.

(11) In determining whether a foreign nongovernmental organization is eligible to be a subrecipient or sub-subrecipient of assistance for family planning under this grant, the action of separate nongovernmental organizations shall not be imputed to the subrecipient or sub-subrecipient, unless, in the judgment of AID, a separate nongovernmental organization is being used as a sham to avoid the restrictions of this paragraph (d). Separate nongovernmental organizations are those that have distinct legal existence in accordance with the laws of the countries in which they are organized. Foreign organizations that are separately organized shall not be considered separate, however, if one is controlled by the other. The recipient may request AID's approval to treat as separate the family planning activities of two or more organizations, which would not be considered separate under the preceding sentence, if the recipient believes, and provides a written justification to AID therefor, that the family planning activities of the organizations are sufficiently distinct as to warrant not imputing the activity of one to the other.

(12) Assistance for family planning may be furnished under this grant by a recipient, subrecipient or sub-subrecipient to a foreign government even though the government includes abortion in its family planning program, provided that no assistance may be furnished in support of the abortion activity of the government and any funds transferred to the government shall be placed in a segregated account to ensure that such funds may not be used to support the abortion activity of the government.

(13) The requirements of this paragraph are not applicable to family planning assistance furnished to a foreign nongovernmental organization which is engaged primarily in providing health services if the objective of the assistance is to finance integrated health care services to mothers and children and birth spacing or family planning is one of several health care services being provided by the organization as part of an integrated system of health service delivery.

(e) The grantee shall insert paragraphs (a), (b), (c), and (e) of this provision in all subsequent subagreements and contracts involving family planning or population activities which will be supported in whole or part from funds under this grant. Paragraph (d) shall be inserted in subagreements and sub-subagreements in accordance with the terms of paragraph (d). The term subagreement means subgrants and subcooperative agreements.

(END OF STANDARD PROVISION)

17. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (NOVEMBER 1985)

(This provision is applicable when human subjects are involved in research financed by the grant.)

(a) Safeguarding the rights and welfare of human subjects involved in research supported by AID is the responsibility of the organization to which support is awarded. It is the policy of AID that no work shall be initiated under any grant for the support of research involving human subjects unless the research is given initial and continuing review and approval by an appropriate committee of the applicant organization. This review shall assure that (1) the rights and welfare of the individuals involved are adequately protected, (2) the methods used to obtain informed consent are adequate and appropriate, and (3) the risks and potential medical benefits of the investigation are assessed.

(b) The organization must provide written assurance to AID that it will abide by this policy for all research involving human subjects supported by AID. This assurance shall consist of a written statement of compliance with the requirements regarding initial and continuing review of research involving human subjects and a description of the organization's review committee structure, its review procedures, and the facilities and personnel available to protect the health and safety of human subjects. In addition to providing the assurance, the organization must also certify to AID for each proposal involving human subjects that its committee has reviewed and approved the proposed research before any work may be initiated.

(c) Since the welfare of the subject individual is a matter of concern to AID as well as to the organization; AID advisory groups, consultants, and staff may independently review all research involving human subjects, and prohibit research which presents unacceptable hazards. This provision, however, shall not derogate in any manner from the responsibility of the organization set forth herein.

(d) All of the above provisions apply to any research involving human subjects conducted outside of the United States and, in addition, such overseas research will conform to legal and other requirements governing human research in the country where they are conducted.

(e) In addition to the procedures set forth above, studies with unmarketed drugs will be carried out in accordance with provisions applicable in the country where the study is conducted. In the United States, the regulations of the Food and Drug Administration will be followed and evidence of such compliance provided to AID.

(f) Guidance on procedures to safeguard human subjects involved in research is found in Title 45, Part 46, of the Code of Federal Regulations. Compliance with these procedures, except as modified above, is required.

(END OF STANDARD PROVISION)

18. CARE OF LABORATORY ANIMALS (NOVEMBER 1985)

(This provision is applicable when laboratory animals are involved in research financed by the grant.)

(a) Before undertaking performance of any grant involving the use of laboratory animals, the grantee shall register with the Secretary of Agriculture of the United States in accordance with Section 6, Public Law 89-544, Laboratory Animal Welfare Act, August 24, 1966, as amended by Public Law 91-579, Animal Welfare Act of 1970, December 24, 1970. The grantee shall furnish evidence of such registration to the grant officer.

(b) The grantee shall acquire animals used in research under this grant only from dealers licensed by the Secretary of Agriculture, or from exempted sources in accordance with the Public Laws enumerated in (a) above.

(c) In the care of any live animals used or intended for use in the performance of this grant, the grantee shall adhere to the principles enunciated in the Guide for Care and Use of Laboratory Animals prepared by the Institute of Laboratory Animals Resources, National Academy of Sciences - National Research Council, and in the United States Department of Agriculture's (USDA) regulations and standards issued under the Public Laws enumerated in (a) above. In case of conflict between standards, the higher standard shall be used. The grantee's reports on portions of the grant in which animals were used shall contain a certificate stating that the animals were cared for in accordance with the principles enunciated in the Guide for Care and Use of Laboratory Animals prepared by the Institute of Laboratory Animal Resources, NAS-NRC, and/or in the regulations and standards as promulgated by the Agricultural Research Service, USDA, pursuant to the Laboratory Animal Welfare Act of 24 August 1966, as amended (P.L. 89-544 and P.L. 91-579). NOTE: The grantee may request registration of the grantee's facility and a current listing of licensed dealers from the Regional Office of the Animal and Plant Health Inspection Service (APHIS), USDA, for the region in which the grantee's research facility is located. The location of the appropriate APHIS Regional Office as well as information concerning this program may be obtained by contracting the Senior Staff Office, Animal Care Staff, USDA/APHIS, Federal Center Building, Hyattsville, Maryland 20782.

(END OF STANDARD PROVISION)

19. GOVERNMENT FURNISHED EXCESS PERSONAL PROPERTY (NOVEMBER 1985)

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

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

(END OF STANDARD PROVISION)

20. TITLE TO AND USE OF PROPERTY (GRANTEE TITLE) (NOVEMBER 1985)

(This provision is applicable when the Government vests title to property 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 agreement, subagreement, 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 paragraphs (c), (d), (e), and (f) below.

(c) Real Property:

(1) Real property means land, including land improvements, structures and appurtenances thereto, but excluding movable machinery and equipment.

(2) Use of Real Property:

(i) The grantee shall use the real property for the authorized purpose of the project, as long as it is needed.

(ii) The grantee shall obtain approval from AID for the use of real property in other projects when the grantee determines that the property is no longer needed for the purpose of the original program. Use in other programs shall be limited to those under other federally sponsored programs (i.e., grants or other agreements) that have purposes consistent with those authorized for support by AID.

(3) Disposition of Real Property: When the real property is no longer needed as provided in (2) above, the grantee shall request disposition instructions from AID or its successor Federal sponsoring agency. AID or the successor Federal sponsoring agency shall observe the following rules in the disposition instructions:

(i) The grantee may be permitted to retain title after it compensates the Federal Government in an amount computed by applying the Federal percentage of participation in the cost of the original program to the fair market value of the property.

(ii) The grantee may be directed to sell the property under guidelines provided by the Federal sponsoring agency and pay the Federal Government an amount computed by applying the Federal percentage of participation in the cost of the original program to the proceeds from sale (after deducting actual and reasonable selling and fix-up expenses, if any,

from the sales proceeds). When the grantee is authorized or required to sell the property, proper sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return.

(iii) The grantee may be directed to transfer title to the property to the Federal Government provided that in such cases the grantee shall be entitled to compensation computed by applying the grantee's percentage of participation in the cost of the program to the current fair market value of the property.

(d) Nonexpendable Property:

(1) Nonexpendable personal property means tangible personal property having a useful life of more than two years and an acquisition cost of \$500 or more per unit.

(2) Use of Nonexpendable Personal Property:

(i) The grantee shall use the property in the program for which it was acquired as long as needed, whether or not the program continues to be supported by Federal funds. When no longer needed for the original program, the grantee shall use the property in connection with its other federally sponsored activities in the following order of priority:

(A) Activities sponsored by AID.

(B) Activities sponsored by other Federal agencies.

(ii) Shared use - During the time that nonexempt nonexpendable personal property is held for use on the program for which it was acquired the grantee shall make it available for use on other programs if such other use will not interfere with the work on the program for which the property was originally acquired. First preference for such other use shall be given to other programs sponsored by AID; second preference shall be given to programs sponsored by other Federal agencies. User charges should be considered if appropriate.

(3) Disposition Of Nonexpendable Personal Property - With A Unit Acquisition Cost Of Less Than \$1,000: The grantee may use the property for other activities without reimbursement to the Federal Government or sell the property and retain the proceeds.

(4) Disposition Of Nonexpendable Personal Property With A Unit Acquisition Cost Of \$1,000 Or More:

(i) The grantee agrees 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.

(ii) The grantee may retain the property for other uses provided that compensation is made to AID or its successor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original program to the current fair market value of the property. If the grantee has no need for the property and the property has further use value, the grantee shall request disposition instructions from AID.

(iii) AID shall determine whether the property can be used to meet AID requirements. If no requirement exists within AID the availability of the property shall be reported to the General Services Administration by AID to determine whether a requirement for the property exists in other Federal agencies. AID shall issue instructions to the recipient no later than 120 days after the grantee's request and the following procedures shall govern:

(A) If so instructed or if disposition instructions are not issued within 120 calendar days after the grantee's request, the grantee shall sell the property and reimburse AID an amount computed by applying to the sales proceeds that percentage of Federal participation in the cost of the original program. However, the grantee shall be permitted to deduct and retain from the Federal share \$100 or ten percent of the proceeds, whichever is greater, for the grantee's selling and handling expenses.

(B) If the grantee is instructed to ship the property elsewhere, the grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the recipient's participation in the cost of the original grant program to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred.

(C) If the grantee is instructed to otherwise dispose of the property, the grantee shall be reimbursed by AID for such costs incurred in its disposition.

(e) Expendable Personal Property:

(1) Expendable personal property means all tangible personal property other than nonexpendable property.

(2) The grantee shall use the expendable personal property for the authorized purpose of the grant program, as long as it is needed.

(3) If there is a residual inventory of such property exceeding \$1,000 in total aggregate fair market value, upon termination or completion of the grant and the property is not needed for any other federally sponsored program, the grantee shall retain the property for use on nonfederally sponsored activities, or sell it, but must in either case, compensate the Federal Government for its share. The amount of compensation shall be computed in the same manner as nonexpendable personal property.

(f) The grantee's property management standards for nonexpendable personal property shall include the following procedural requirements:

- (1) Property records shall be maintained accurately and shall include:
 - (i) A description of the property.
 - (ii) Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.
 - (iii) Source of the property, including grant or other agreement number.
 - (iv) Whether title vests in the grantee or the Federal Government.
 - (v) Acquisition date and cost.
 - (vi) Percentage (at the end of the budget year) of Federal participation in the cost of the project or program for which the property was acquired.
 - (vii) Location, use, and condition of the property and the date the information was reported.
 - (viii) Unit acquisition cost.
 - (ix) Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where the grantee compensates AID for its share.
- (2) A physical inventory of property shall be taken and the results reconciled with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The grantee shall in connection with the inventory, verify the existence, current utilization, and continued need for the property. The inventory listing shall be retained as documentation in accordance with the standard provision of this grant entitled "Accounting, Audit, and Records."
- (3) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft of nonexpendable property shall be investigated and fully documented.
- (4) Adequate maintenance procedures shall be implemented to keep the property in good condition.
- (5) Where the grantee is authorized or required to sell the property, proper sales procedures shall be established which would provide for competition to the extent practicable and result in the highest possible return.

(END OF STANDARD PROVISION)

21. TITLE TO AND CARE OF PROPERTY (U.S. GOVERNMENT TITLE) (NOVEMBER 1985)

(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 personal property by reason of affixation to any real property.

(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:

(1) 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.

(2) 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 N of OMB Circular No. A-110, the grantee shall furnish the grant officer proof of such approval in lieu of another approval submission.

(3) Property Control: The property control system shall include but not be limited to the following:

(i) 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."

(ii) The price of each item of property acquired or furnished under this grant.

(iii) The location of each item of property acquired or furnished under this grant.

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

(v) A record of disposition of each item acquired or furnished under the grant.

(vi) Date of order and receipt of any item acquired or furnished under the grant.

(vii) 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.

(4) Maintenance Program: The grantee's maintenance program shall be consistent with sound business practice, the terms of the grant, and provide for:

(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.

(C) 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 operation 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 (i) 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 designated in the schedule of 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;

(vi) 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, or 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.

(4) The grantee shall make repairs and renovations of the damaged Government property or take such other action as the grant officer directs.

(5) 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 suits and the execution of instruments or 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 dates 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 disposition 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.

(END OF STANDARD PROVISION)

22. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)

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

(a) Except as modified by the schedule 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 country, shall at all times be in the name of the cooperating country or such public or private agency as the cooperating country may designate, unless title to specified types or classes of equipment is reserved to AID under provisions set forth in the schedule of this grant. All such property shall be under the custody and control of 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 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.

(c) The grantee shall prepare and establish a program, to be approved by the appropriate AID 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 following requirements:

(1) Property Control: The property control system shall include but not be limited to the following:

(i) Identification of each item of cooperating country 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 (insert name of cooperating country)."

(ii) The price of each item of property acquired or furnished under this grant.

(iii) The location of each item of property acquired or furnished under this grant.

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

(v) A record of disposition of each item acquired or furnished under the grant.

(vi) Date of order and receipt of any item acquired or furnished under the grant.

(vii) 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 consistent with sound business practice, the terms of the grant, and provide for:

(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.

(C) A report of status of maintenance of cooperating country 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 cooperating country 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 operation 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 cooperating country property as required by (i) above, or

(B) to take all reasonable steps to comply with any appropriate written directions of the grant officer under (b) above;

(iii) For which the grantee is otherwise responsible under the express terms designated in the schedule of 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;

(vi) 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 cooperating country property, except to the extent that AID 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 cooperating country property, the grantee shall notify the grant officer thereof, shall take all reasonable steps to protect the cooperating country property from further damage, separate the damaged and undamaged cooperating country property, put all the cooperating country property in the best possible order, and furnish to the grant officer a statement of:

- (i) The lost, destroyed, or damaged cooperating country property;
- (ii) The time and origin of the loss, destruction, or damage;
- (iii) All known interests in commingled property of which the cooperating country property is a part; and
- (iv) The insurance, if any, covering any part of or interest in such commingled property.

(4) The grantee shall make repairs and renovations of the damaged cooperating country property or take such other action as the grant officer directs.

(5) In the event the grantee is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the cooperating country property, it shall use the proceeds to repair, renovate or replace the cooperating country property involved, or shall credit such proceeds against the cost of the work covered by the grant, or shall otherwise reimburse AID, as directed by the grant officer. The grantee shall do nothing to prejudice AID'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 AID all reasonable assistance and cooperation (including assistance in the prosecution of suits and the execution of instruments or assignments in favor of the Government) in obtaining recovery.

(e) Access: AID, and any persons designated by it, shall at all reasonable times have access to the premises wherein any cooperating country property is located, for the purpose of inspecting the cooperating country property.

(f) Final Accounting and Disposition of Cooperating Country Property: 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 to the grant officer an inventory schedule covering all items of equipment, materials and supplies under the grantee's custody, title to which is in the cooperating country or public or private agency designated by the cooperating country, which have not been consumed in the performance of this grant. The grantee shall also indicate what disposition has been made of such property.

(g) Communications: All communications issued pursuant to this provision shall be in writing.

(END OF STANDARD PROVISION)

23. COST SHARING (MATCHING) (NOVEMBER 1985)

(This provision is applicable when the recipient is required to cost share or provide a matching share.)

(a) For each year (or funding period) under this grant, the grantee agrees: to expend from non-Federal funds an amount at least equal to the percentage of the total expenditures under this grant specified in the schedule of the grant. The schedule of this grant may also contain restrictions on the application of cost sharing (matching) funds. The schedule takes precedence over the terms of this provision.

(b) Eligibility of non-Federal funds applied to satisfy cost sharing (matching) requirements under this grant are set forth below:

(1) Charges incurred by the grantee as project costs. Not all charges require cash outlays by the grantee during the project period; examples are depreciation and use charges for buildings and equipment.

(2) Project costs financed with cash contributed or donated to the grantee by other non-Federal public agencies (may include public international organizations or foreign governments) and institutions, and private organizations and individuals, and

(3) Project costs represented by services and real and personal property, or use thereof, donated by other non-Federal public agencies and institutions, and private organizations and individuals.

(c) All contributions, both cash and in-kind, shall be accepted as part of the grantee's cost sharing (matching) when such contributions meet all of the following criteria:

(1) Are verifiable from the grantee's records;

(2) Are not included as contributions for any other Federally assisted program;

(3) Are necessary and reasonable for proper and efficient accomplishment of project objectives;

(4) Are types of charges that would be allowable under the applicable Federal cost principles;

(5) Are not paid by the Federal Government under another grant or agreement (unless the grant or agreement is authorized by Federal law to be used for cost sharing or matching);

(6) Are provided for in the approved budget when required by AID; and

(7) Conform to other provisions of this paragraph.

(d) Values for grantee in-kind contributions will be established in accordance with the applicable Federal cost principles.

(e) Specific procedures for the grantee in establishing the value of in-kind contributions from non-Federal third parties are set forth below:

(1) Valuation of volunteer services: Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program:

(i) Rates for volunteer services: Rates for volunteers should be consistent with those paid for similar work in the grantee's organization. In those instances in which the required skills are not found in the grantee's organization, rates should be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved.

(ii) Volunteers employed by other organizations: When an employer other than the grantee furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead costs) provided these services are of the same skill for which the employee is normally paid.

(2) Valuation of donated expendable personal property: Donated expendable personal property includes such items as expendable equipment, office supplies, laboratory supplies or workshop and classroom supplies. Value assessed to expendable personal property included in the cost share (match) should be reasonable and should not exceed the market value of the property at the time of the donation.

(3) Valuation of donated nonexpendable personal property, buildings, and land or use thereof:

(i) The method used for charging cost sharing or matching for donated nonexpendable personal property, buildings and land may differ according to the purpose of the grant as follows:

(A) If the purpose of the grant is to assist the recipient in the acquisition of equipment, buildings or land, the total value of the donated property may be claimed as cost sharing or matching.

(B) If the purpose of the grant is to support activities that require the use of equipment, buildings, or land; depreciation or use charges for equipment and buildings may be made. The full value of equipment or other capital assets and fair rental charges for land may be allowed provided that AID has approved the charges.

(ii) The value of donated property will be determined in accordance with the usual accounting policies of the grantee with the following qualifications:

(A) Land and buildings: The value of donated land and buildings may not exceed its fair market value, at the time of donation to the grantee as established by an independent appraiser; and certified by a responsible official of the grantee.

(B) Nonexpendable personal property: The value of donated nonexpendable personal property shall not exceed the fair market value of equipment and property of the same age and condition at the time of donation.

(C) Use of space: The value of donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.

(D) Borrowed equipment: The value of borrowed equipment shall not exceed its fair rental value.

(f) The following requirements pertain to the grantee's supporting records for in-kind contributions from non-Federal third parties:

(1) Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the grantee for its employees.

(2) The basis for determining the valuation for personal services, material, equipment, buildings and land must be documented.

(g) Individual expenditures do not have to be shared or matched provided that the total expenditures incurred during the year (or funding period) are shared or matched in accordance with the agreed upon percentage set forth in the schedule of the grant.

(h) If at the end of any year (or funding period) hereunder, the grantee has expended an amount of non-Federal funds less than the agreed upon percentage of total expenditures, the difference may be applied to reduce the amount of AID funding the following year (or funding period), or, if this grant has expired or been terminated, the difference shall be refunded to AID.

(i) Failure to meet the cost sharing (matching) requirements set forth in paragraph (a) above shall be considered sufficient reasons for termination of this grant for cause in accordance with paragraph (a) entitled "For Cause" of the standard provision of this grant entitled "Termination and Suspension".

(j) The restrictions on the use of AID grant funds set forth in the standard provisions of this grant are applicable to expenditures incurred with AID funds provided under this grant. The grantee will account for the AID funds in accordance with the standard provision of this grant entitled "Accounting, Audit, and Records".

(k) Notwithstanding paragraph (b) of the standard provision of this grant entitled "Refunds", the parties agree that in the event of any disallowance of expenditures from AID grant funds provided hereunder, the grantee may substitute expenditures made with funds provided from non-Federal sources provided they are otherwise eligible in accordance with paragraph (b) of this provision.

(END OF STANDARD PROVISION)

24. USE OF POUCH FACILITIES (NOVEMBER 1985)

(This provision is applicable when activities under the grant will take place outside of the United States.)

(a) Use of diplomatic pouch is controlled by the Department of State. The Department of State has authorized the use of pouch facilities for AID grantees and their employees as a general policy, as detailed in items (1) through (6) below. However, the final decision regarding use of pouch facilities rest with the Embassy or AID Mission. In consideration of the use of pouch facilities, the grantee and its employees agree to indemnify and hold harmless, the Department of State and AID for loss or damage occurring in pouch transmission:

(1) Grantees and their employees are authorized use of the pouch for transmission and receipt of up to a maximum of two pounds per shipment of correspondence and documents needed in the administration of assistance programs.

(2) U.S. citizen employees are authorized use of the pouch for personal mail up to a maximum of one pound per shipment (but see (a)(3) below).

(3) Merchandise, parcels, magazines, or newspapers are not considered to be personal mail for purposes of this standard provision and are not authorized to be sent or received by pouch.

(4) Official and personal mail pursuant to (a)(1) and (2) above sent by pouch should be addressed as follows:

Name of individual or organization (followed by
letter symbol "G")
Name of post (USAID/_____)
Agency for International Development
Washington, D.C. 20523

(5) Mail sent via the diplomatic pouch may not be in violation of U.S. Postal laws and may not contain material ineligible for pouch transmission.

(6) AID grantee personnel are not authorized use of military postal facilities (APO/FPO). This is an Adjutant General's decision based on existing laws and regulations governing military postal facilities and is being enforced worldwide. Posts having access to APO/FPO facilities and using such for diplomatic pouch dispatch, may, however, accept the grantee's official and personal mail for pouch, provided of course, adequate postage is affixed.

(b) The grantee shall be responsible for advising its employees of this authorization, these guidelines, and limitations on use of pouch facilities.

(c) Specific additional guidance on grantee use of pouch facilities in accordance with this standard provision is available from the Post Communication Center at the Embassy or AID Mission.

(END OF STANDARD PROVISION)

25. CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY (NOVEMBER 1985)

(This provision is applicable when activities under the grant will take place outside of the United States.)

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 currency through the cognizant United States Disbursing Officer or Mission Controller, as appropriate.

(END OF STANDARD PROVISION)

AID 1350-1 (10-79) PIO/T	UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1. Cooperating Country Centrally Funded	Page 1 of 3 Pages
		2. PIO/T No. 8381327	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
		4. Project/Activity No. and Title Helen Keller International (HKI) Vitamin A 938-0284	

DISTRIBUTION	5. Appropriation Symbol 72-1181021-3	6. Allotment Symbol and Charge EDNA 88 13810 KG-11 843-38-099-00-76
	7. Obligation Status <input type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	8. Project Assistance Completion Date (Mo., Day, Yr.) 8/1
	9. Authorized Agent	10. This PIO/T is in full conformance with PRO/AG Date _____
	11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> AID Grant (HB 13) <input type="checkbox"/> Other	11b. Contract/Grant/PASA/RSSA Reference Number (if this is an Amendment)

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. _____)					
Maximum AID Financing	A Dollars	(1) Previous Total	(2) Increase 1,140,000	(3) Decrease	(4) Total to Date 1,140,000
	B U.S. Owned Local Currency				

13. Mission References

14a. Instructions to Authorized Agent

SER/OP/W/MS is requested to execute a 5 year cooperative agreement with Helen Keller International (HKI) effective October 1, 1988 to September 30, 1993. This grant will be incrementally funded. This PIO/t provides first year funding of \$1,140,000. Depending on availability of funds, and progress in the program satisfactory to A.I.D. additional annual increments of \$965,000 over four years, up to a total of \$5,000,000 will be provided from the Vitamin A earmark.

ENCLOSURES: 1A Grant Budget, 2 Special Instructions, 3 Program Description 4 Action Memorandum/AA 5. PVO Program Proposal

Please clear grant agreement with John McEnaney, Project Officer

14b. Address of Voucher Paying Office

M/FM/PAFD, Washington , D.C. 20523

15. Clearances—include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the statement of work are technically adequate	Phone No. 5-4718	B. The statement of work lies within the purview of the initiating and approved agency programs	Date 8/19/88
FVA/PVC, John McEnaney <i>McE</i>	Date 8/17/88	FVA/PVC, K. Poe <i>KPoe</i>	
C. FVA/PVC, G. Vander Vlugt <i>GJV</i>	Date 8/18/88	D. Funds for the services requested are available	HT 8/24/88
FVA/PVC, L. Wattlington <i>LW</i>	Date 8/18/88		
E. FVA/PPM, K. Kosar <i>KK</i>	Date 8/22/88		

16. For the cooperating country The terms and conditions set forth herein are hereby agreed to	17. For the Agency for International Development
Signature _____ Date _____	Signature <i>Barry Riley</i> Date 8/23/88
Title _____	Title Barry Riley Director, FVA/PPM

HT Item
 8/24/88
 M/FM/PAFD

AID 1380-1 (10-79)	UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY AGENCY FOR INTERNATIONAL DEVELOPMENT	1. Cooperating Country Centrally Funded	Page 1 of 3 Pages
		2. PIO/T No. 8381327	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
		4. Project/Activity No. and Title Helen Keller International (HKI) Vitamin A 938-0284	

DISTRIBUTION	5. Appropriation Symbol 72-1181021.3	6. Allotment Symbol and Charge EDNA 88 13810 KG-11 843-38-099-00-76
	7. Obligation Status <input type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	8. Project Assistance Completion Date (Mo., Day, Yr.)
	9. Authorized Agent	10. This PIO/T is in full conformance with PRO/AG Date _____
	11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> AID Grant (HB 13) <input type="checkbox"/> Other	11b. Contract/Grant/PASA/RSSA Reference Number (if this is an Amendment)

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. _____)					
Maximum AID Financing	A Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
			1,140,000		1,140,000
	B U.S. Owned Local Currency				

13. Mission References

14a. Instructions to Authorized Agent

SER/OP/W/MS is requested to execute a 5 year cooperative agreement with Helen Keller International (HKI) effective October 1, 1988 to September 30, 1993. This grant will be incrementally funded. This PIO/t provides first year funding of \$1,140,000. Depending on availability of funds, and progress in the program satisfactory to A.I.D. additional annual increments of \$965,000 over four years, up to a total of \$5,000,000 will be provided from the Vitamin A earmark.

ENCLOSURES: 1A Grant Budget, 2 Special Instructions, 3 Program Description 4 Action Memorandum/AA 5. PVO Program Proposal

Please clear grant agreement with John McEnaney, Project Officer

14b. Address of Voucher Paying Office

M/FM/PAFD, Washington, D.C. 20523

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the statement of work are technically adequate	Phone No. 5-4718	B. The statement of work files within the purview of the initiating and approved agency programs	Date
	Date 8/17/88		FVA/PVC, K. Poe <i>KPoe</i> 8/19/88
C. FVA/PVC, G. Vander Vlugt FVA/PVC, L. Wattlington	Date	D. Funds for the services requested are available	
	8/18/88		
E. FVA/PPM, K. Kosar <i>KK</i>	Date		
	8/22/88		

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to	17. For the Agency for International Development
Signature _____ Date _____	Signature <i>Barry Riley</i> Date 8/23/88
Title _____	Title Barry Riley Director, FVA/PPM

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AID 1350-1 (10-79) PIO/T	1. Cooperating Country Centrally Funded	2. PIO/T No.	Page 2 of 3 Pages
	4. Project/Activity No. and Title Helen Keller International (HKI) Vitamin A		

SCOPE OF WORK

18. THE SCOPE OF TECHNICAL SERVICES REQUIRED FOR THIS PROJECT ARE DESCRIBED IN ATTACHMENT NUMBER 2 & 3 HERETO ENTITLED "STATEMENT OF WORK".

2. Special Instructions 3. Program Description

19. SPECIAL PROVISIONS

- N/A
- A. LANGUAGE REQUIREMENTS (SPECIFY) _____
(IF MARKED TESTING MUST BE ACCOMPLISHED BY AID TO ASSURE DESIRED LEVEL OF PROFICIENCY)
- B. ACCESS TO CLASSIFIED INFORMATION WILL WILL NOT BE REQUIRED BY TECHNICIAN(S).
- C. DUTY POST(S) AND DURATION OF TECHNICIANS' SERVICES AT POST(S) (MONTHS) N/A
- D. DEPENDENTS WILL WILL NOT BE PERMITTED TO ACCOMPANY TECHNICIAN. N/A
- E. WAIVER(S) HAVE BEEN APPROVED TO ALLOW THE PURCHASE OF THE FOLLOWING ITEM(S) (COPY OF APPROVED WAIVER IS ATTACHED)
- F. COOPERATING COUNTRY ACCEPTANCE OF THIS PROJECT (APPLICABLE TO AID/W PROJECTS ONLY)
 HAS BEEN OBTAINED HAS NOT BEEN OBTAINED
 IS NOT APPLICABLE TO SERVICES REQUIRED BY PIO/T
- G. OTHER (SPECIFY)

20. BACKGROUND INFORMATION (ADDITIONAL INFORMATION USEFUL TO AUTHORIZED AGENT)

Additional information on this Project is contained in the Action Memorandum to the AA/FVA dated August 15, 1988 authorizing this program and the PVO's proposal (Attachment 5.) The Action Memorandum is on file in SER/OP/W/MS and FVA/PVC.

21. SUMMARY OF ATTACHMENTS ACCOMPANY THE PIO/T (INDICATE ATTACHMENT NUMBER IN BLANK)

- _____ DETAILED BUDGET IN SUPPORT OF INCREASED FUNDING (BLOCK 12)
- _____ EVALUATION CRITERIA FOR COMPETITIVE PROCUREMENT (BLOCK 14)
- _____ JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT (BLOCK 14)
- _____ STATEMENT OF WORK (BLOCK 18)
- _____ WAIVER(S) (BLOCK 19) (SPECIFY NUMBER)

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AUGUST 1988

HELEN KELLER INTERNATIONAL

VITAP BUDGET
(FIVE-YEAR TOTAL)

A.	<u>PERSONNEL</u>	
	1. TECHNICAL	\$1,070,352
	2. ADMINISTRATIVE	331,538
	3. SUPPORT	<u>378,645</u>
		1,780,535
	SUBTOTAL	<u>311,594</u>
	FRINGE	\$2,092,129
B.	CONSULTANTS	\$ 515,000
C.	TRAVEL AND PER DIEM	
	1. TRAVEL	\$ 420,300
	2. PER DIEM	335,800
D.	EQUIPMENT/SUPPLIES	
	1. TECHNICAL EQUIPMENT	\$ 19,700
	2. OFFICE EQUIPMENT	10,000
	3. SUPPLIES	345,500
E.	SUBCONTRACT	\$ 190,000
F.	OTHER DIRECT COSTS	\$ <u>237,236</u>
G.	TOTAL COSTS (A THROUGH F)	\$4,166,665
H.	OVERHEAD COSTS (20%)	<u>833,333</u>
	GRAND TOTAL (G+H)	<u>\$4,999,998</u>
		or say,
		<u>\$5,000,000</u>

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JULY 1988

VITAMIN A TECHNICAL ASSISTANCE PROGRAM
(VITAP)
THREE-YEAR BUDGET

	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>TOTAL</u>
A) <u>PERSONNEL</u>				
1. TECHNICAL				
MEDICAL DIRECTOR (9 p.m.)	\$ 22,500	\$ 23,625	\$ 24,806	\$ 70,931
PROJECT DIRECTOR (14.4 p.m.)	24,000	25,200	26,460	75,660
DEPUTY DIRECTOR (36 p.m.)	8,000	42,000	44,100	94,100
T.A. MANAGER (36 p.m.)	35,000	36,750	38,587	110,337
ED/TRAINING MANAGER (36 p.m.)	35,000	36,750	38,587	110,337
MONITORING/EVAL. MANAGER (36 p.m.)	35,000	36,750	38,587	110,337
MATERIAL DEV. SPEC. (7.2 p.m.)	8,000	8,400	8,820	25,220
SUBTOTAL	167,500	209,475	219,947	596,922
FRINGE (17.5%)	29,312	36,658	38,491	104,461
SUBTOTAL	196,812	246,133	258,438	701,383
2. ADMINISTRATIVE				
T.A. PROJECT ASSISTANT (36 p.m.)	30,000	31,500	33,075	94,575
MON./EVAL. PROJ. ASSIST. (36 p.m.)	30,000	31,500	33,075	94,575
SUBTOTAL	60,000	63,000	66,150	189,150
FRINGE (17.5%)	10,500	11,025	11,576	33,101
SUBTOTAL	70,500	74,025	77,726	222,251
3. SUPPORT				
SECRETARY (DEPUTY) (36 p.m.)	4,800	25,200	26,460	56,460
SECRETARY (EDUCATION) (36 p.m.)	24,000	25,200	26,460	75,660
SECRETARY (MON./EVAL.) (36 p.m.)	24,000	25,200	26,460	75,660
SUBTOTAL	52,800	75,600	79,380	207,780
FRINGE (17.5%)	9,240	13,230	13,891	36,361
SUBTOTAL	62,040	88,830	93,271	244,141
B) <u>CONSULTANTS</u>				
1. PROGRAM DEVELOPMENT (3 p.m.)	4,000	4,000	4,000	12,000
2. ASSESSMENTS (6 p.m.)	8,000	8,000	8,000	24,000
3. MONITORING/EVALUATION (6 p.m.)	8,000	8,000	8,000	24,000
4. SOCIAL MARKETING (9 p.m.)	12,000	12,000	12,000	36,000
5. EDITOR/MEDICAL WRITER (18 p.m.)	24,000	24,000	24,000	72,000
6. OTHER (7.5 p.m.)	10,000	10,000	10,000	30,000
SUBTOTAL	66,000	66,000	66,000	198,000
C) <u>TRAVEL AND PER DIEM</u>				
1. INTL. TRAVEL (MIN. 15/TRIPS YR.)				
AFRICA	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
ASIA	20,000	20,000	20,000	60,000
LATIN AMERICA/CARIBBEAN	5,600	5,600	5,600	16,800
2. DOMESTIC TRAVEL				
WASHINGTON, D.C.	1,000	1,000	1,000	3,000
OTHER	1,000	1,000	1,000	3,000
SUBTOTAL	47,600	47,600	47,600	142,800

JULY 1988

VITAMIN A TECHNICAL ASSISTANCE PROGRAM
(VITAP)
THREE-YEAR BUDGET

	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>TOTAL</u>
3. PER DIEM				
INTERNATIONAL (MIN. 200 DAYS/YR)	25,000	25,300	25,500	75,800
DOMESTIC (MIN. 10 DAYS/YEAR & \$500/WORKSHOPS)	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>12,000</u>
SUBTOTAL	29,000	29,300	29,500	87,800
D) <u>EQUIPMENT/SUPPLIES</u>				
1. TECHNICAL EQUIPMENT				
COMPUTERS (2)	10,000			10,000
PRINTER (1)	2,500			2,500
SOFTWARE	3,000			3,000
PROJECTOR/SCREEN	500			500
OVERHEAD PROJECTOR	<u>400</u>			<u>400</u>
SUBTOTAL	16,400			16,400
2. OFFICE EQUIPMENT				
WORDPROCESSORS (5)	<u>10,000</u>			<u>10,000</u>
SUBTOTAL	10,000			10,000
3. SUPPLIES				
OFFICE	5,000	1,000	1,000	7,000
EDUCATIONAL MATERIALS	5,000	5,000	5,000	15,000
NEWSLETTER	5,500	5,500	5,500	16,500
MONOGRAPH	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>15,000</u>
SUBTOTAL	20,500	16,500	16,500	53,500
E) <u>SUBCONTRACT</u>				
1. CORNELL	20,000	20,000		40,000
2. JOHNS HOPKINS	10,000	10,000	10,000	30,000
3. MANOFF INTERNATIONAL	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>60,000</u>
SUBTOTAL	50,000	50,000	30,000	130,000
F) <u>OTHER DIRECT COSTS</u>				
1. LEASED XEROX	6,600	6,600	6,600	19,800
2. TELEPHONE	4,800	4,800	4,800	14,400
3. POSTAGE	4,900	4,900	4,500	14,700
4. MISC.	1,500	1,500	1,500	4,500
5. RENT/UTILITIES	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>75,000</u>
SUBTOTAL	42,800	42,800	42,800	128,400
G) <u>TOTAL COSTS (A THROUGH F)</u>	\$611,652	\$661,188	\$661,835	\$1,934,675
H) <u>OVERHEAD COSTS (20%)</u>	<u>\$122,330</u>	<u>\$132,238</u>	<u>\$132,367</u>	<u>\$386,935</u>
GRAND TOTAL (G & H)	\$733,982	\$793,426	\$794,202	\$2,321,610

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HELEN KELLER INTERNATIONAL

VITAP FIVE-YEAR

AUGUST 1988

VITAMIN A TECHNICAL ASSISTANCE PROGRAM
(VITAP)
YEAR FOUR AND FIVE

	<u>YEAR 4</u>	<u>YEAR 5</u>	<u>TOTAL</u>
A) <u>PERSONNEL</u>			
1. <u>TECHNICAL</u>			
MEDICAL DIRECTOR (6 p.m.)	\$ 26,046	\$ 27,348	\$ 53,394
PROJECT DIRECTOR (9.6 p.m.)	27,783	29,172	56,955
DEPUTY DIRECTOR (24 p.m.)	46,305	48,620	94,925
T.A. MANAGER (24 p.m.)	40,516	42,541	83,057
ED/TRAINING MANAGER (24 p.m.)	40,516	42,541	83,057
MONITORING/EVAL. MANAGER (24 p.m.)	40,516	42,541	83,057
MATERIAL DEV. SPEC. (4.8 p.m.)	<u>9,261</u>	<u>9,724</u>	<u>18,985</u>
SUBTOTAL	230,943	242,487	473,430
FRINGE (17.5%)	<u>40,415</u>	<u>42,435</u>	<u>82,850</u>
SUBTOTAL	271,358	284,922	556,280
2. <u>ADMINISTRATIVE</u>			
T.A. PROJECT ASSISTANT (24 p.m.)	34,729	36,465	71,194
MON./EVAL. PROJ. ASSIST. (24 p.m.)	<u>34,729</u>	<u>36,465</u>	<u>71,194</u>
SUBTOTAL	69,458	72,930	142,388
FRINGE (17.5%)	<u>12,155</u>	<u>12,763</u>	<u>24,918</u>
SUBTOTAL	81,613	85,693	167,306
3. <u>SUPPORT</u>			
SECRETARY (DEPUTY) (24 p.m.)	27,783	29,172	56,955
SECRETARY (EDUCATION) (24 p.m.)	27,783	29,172	56,955
SECRETARY (MON./EVAL.) (24 p.m.)	<u>27,783</u>	<u>29,172</u>	<u>56,955</u>
SUBTOTAL	83,349	87,516	170,865
FRINGE (17.5%)	<u>14,586</u>	<u>15,315</u>	<u>29,901</u>
SUBTOTAL	97,935	102,831	200,766
B) <u>CONSULTANTS</u>			
1. PROGRAM DEVELOPMENT (6 p.m.)	12,000	12,000	24,000
2. ASSESSMENTS (13 p.m.)	40,000	40,000	80,000
3. MONITORING/EVALUATION (12 p.m.)	28,000	28,000	56,000
4. SOCIAL MARKETING (13 p.m.)	28,500	28,500	57,000
5. EDITOR/MEDICAL WRITER (12 p.m.)	24,000	24,000	48,000
6. OTHER (7 p.m.)	<u>26,000</u>	<u>26,000</u>	<u>52,000</u>
SUBTOTAL	158,500	158,500	317,000

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AUGUST 1988

VITAMIN A TECHNICAL ASSISTANCE PROGRAM
(VITAP)
YEAR FOUR AND FIVE

	<u>YEAR 4</u>	<u>YEAR 5</u>	<u>TOTAL</u>
C) <u>TRAVEL AND PER DIEM</u>			
1. INTL. TRAVEL (MIN. 20/TRIPS YR.)			
AFRICA	\$50,000	\$55,000	\$105,000
ASIA	50,000	45,000	95,000
LATIN AMERICA/CARIBBEAN	17,500	17,500	35,000
2. DOMESTIC TRAVEL			
WASHINGTON, D.C.	1,000	1,000	2,000
OTHER	<u>20,250</u>	<u>20,250</u>	<u>40,500</u>
SUBTOTAL	138,750	138,750	277,500
3. PER DIEM			
INTERNATIONAL (MIN. 300 DAYS/YR)	74,500	74,500	149,000
DOMESTIC (MIN. 10 DAYS/YEAR & \$500/WORKSHOP IN U.S./ PLUS FIELD SURVEYS	<u>49,500</u>	<u>49,500</u>	<u>99,000</u>
SUBTOTAL	124,000	124,000	248,000
D) <u>EQUIPMENT/SUPPLIES</u>			
1. TECHNICAL EQUIPMENT			
VIDEO PKGE (VCR/TV/VIDEO CAM.)	2,800		2,800
CAMERA	<u>500</u>		<u>500</u>
SUBTOTAL	3,300		3,300
2. OFFICE EQUIPMENT	---		---
3. SUPPLIES			
OFFICE	1,000	1,000	2,000
EDUCATIONAL MATERIALS	135,000	135,000	270,000
NEWSLETTER	5,500	5,500	11,000
MONOGRAPH	<u>5,000</u>	<u>5,000</u>	<u>10,000</u>
SUBTOTAL	146,500	146,500	293,000

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JULY 1988

VITAMIN A TECHNICAL ASSISTANCE PROGRAM
(VITAP)
YEAR FOUR AND FIVE

	<u>YEAR 4</u>	<u>YEAR 5</u>	<u>TOTAL</u>
E) <u>SUBCONTRACT</u>			
1. JOHNS HOPKINS	10,000	10,000	20,000
2. MANOFF INTERNATIONAL	<u>20,000</u>	<u>20,000</u>	<u>40,000</u>
SUBTOTAL	30,000	30,000	60,000
F) <u>OTHER DIRECT COSTS</u>			
1. LEASED XEROX	6,600	6,600	13,200
2. TELEPHONE	4,800	4,800	9,600
3. POSTAGE	3,000	3,000	6,000
4. MISC.	15,000	15,036	30,036
5. RENT/UTILITIES	<u>25,000</u>	<u>25,000</u>	<u>50,000</u>
SUBTOTAL	54,400	54,436	108,836
G) <u>TOTAL COSTS (A THROUGH F)</u>	\$1,106,356	\$1,125,632	\$2,231,988
H) <u>OVERHEAD COSTS (20%)</u>	\$ 221,271	\$ 225,126	\$ 446,397
GRAND TOTAL (G & H)	\$1,327,627	\$1,350,758	<u>\$2,678,385</u>

ENCLOSURE 2: Special Instructions:

A. PURPOSE: The purpose of this Agreement is to provide support for Helen Keller International (HKI) to: Develop a Vitamin A center of excellence and provide technical assistance and information exchange to PVOs in the field of Vitamin A to assist PVOs in strengthening existing Vitamin A programs and expanding PVO involvement in Vitamin A activities. _

The above is more specifically described in Enclosure 3, "Program Description," and HKI's proposal (Enclosure 5) dated July 1988, which is incorporated herein in the Cooperative Agreement. In the event of an inconsistency, the Program Description shall take precedence over HKI's proposal.

B. SUBSTANTIAL INVOLVEMENT

1. Countries: The following countries are approved for direct in-country program support under the Cooperative agreement: AFRICA: Benin, Burkina Faso, Chad, Ghana, Malawi, Mali, Mauritania, Niger, Nigeria, Sudan, Tanzania, Zambia; ASIA: Bangladesh, India, Indonesia, Nepal, Philippines, Sri Lanka; Thailand; LATIN AMERICA/CARIBBEAN: Brazil, Haiti. Other countries may be approved during the period of the grant. Such approval must be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission.
2. Evaluation Plan: Recipient will submit to FVA/PVC by March 1, 1989 a detailed evaluation plan which will define the : (a) objectives and outputs that each VITAP Unit will be held accountable for, including proposed and actual budgetary expenditures for each Unit; (b) specific indicators that will be used to measure Unit, and consequently Program, success in reaching objectives and outputs; (c) mechanisms for identifying regional bureau priorities in Vitamin A and methods for addressing these priorities; (d) criteria for determining PVO demand for VITAP resources and VITAP success or failure in meeting these demands.
3. Evaluation: A mid-term evaluation will be conducted between month twelve and month eighteen of the grant. A.I.D. retains the option of participating. An external evaluation by A.I.D. will be conducted between month thirty and month thirty-four of the grant. The scope of work for the independent mid-term and/or final evaluation must be developed with, and the evaluator(s) chosen to carry out this activity must be

approved in advance by, the AID/FVA/PVC Project Officer. This approval must be communicated in writing. The Recipient is encouraged to provide at least one evaluator from its permanent staff for these evaluations. At least one evaluator will be an individual not currently employed by the Recipient. The A.I.D./FVA/PVC Project Officer is to participate in the pre- and post-evaluation briefings and to receive six (6) copies of the completed evaluation report for FVA/PVC and one copy of each country evaluated.

4. Funding for the 4th and 5th years of this agreement will be contingent upon a resolution satisfactory to A.I.D./FVA/PVC of all issues raised by the external thirty month evaluation.
5. Sub-Grant/Sub-Contract Component: The Recipient will submit either the individual agreements/contracts or a format for all such agreements/contracts which includes the procedures and evaluation criteria applied for prior approval to the Grant and Project Officer.
6. Review and Approval of Detailed Implementation Plan (DIP). The Recipient will prepare and submit a draft Detailed Implementation Plan to FVA/PVC for review by December 1, 1988. Guidelines for this DIP will be provided by FVA/PVC within 30 days from the signing of the Grant. The Recipient will submit a final DIP by March 1, 1989.
7. Future funding of this Agreement is contingent upon approval of the DIP by A.I.D.. This approval must be communicated in writing by DAA/FVA/PVC.
8. Review and Approval of Key Personnel. The following persons are considered Key Personnel and require approval by A.I.D. prior to change, substitution or placement:
 - John Palmer, Executive Director
 - Susan Eastman, VITAP Project Director
 - Ann Ralte, VITAP Deputy Project Director
 - Medical Director
 - T.A. Manager
 - ED/Training Manager;
 - Assess/Monitoring/Evaluation Manager
 - Material Development Specialist

C. REPORTING AND EVALUATION:

1. Quarterly briefings will be held in A.I.D. to review accomplishments to date and review next quarter plans. After each fourth briefing, a summary report of previous year's activities will be prepared and submitted to A.I.D.
2. VITAP provided technical assistance will brief and debrief in A.I.D. at the request of the FVA/PVC project officer.
3. An International travel plan will be prepared which will provide scheduling of all VITAP staff and proposed technical assistance.
4. Submit to FVA/PVC by March 1, 1989 a nominal list of the Technical Advisory Group members.
5. Annual workshops will be held in A.I.D. to review draft workplans.
6. Annual Report. Ten copies of the Annual Report plus one copy for the A.I.D. Mission in each target country in the program will be submitted to the AID/FVA/PVC Project Officer 30 days after to each anniversary date of the Agreement. Annual reports will describe project activities and HKI's financial contribution to the project. "PVO Annual Reporting Guidelines" is provided as Enclosure 4 for illustrative purposes. (AID/FVA/PVC is in the process of submitting this guidance format to OMB for their clearance. Once OMB clearance is given the suggested format will be required.)
7. Other current A.I.D. grants, cooperative agreements and contracts to HKI such as OPGs, will be noted in the report with an explanation of any relationship of such agreements to this cooperative agreement supported program.
8. Final Report. The last Annual Report is the Final Report. PVO Annual Reporting Guidelines is provided as a format for this report for illustrative purposes. All work to be charged to this Agreement, including the preparation of the Final Report, must be completed prior to the expiration date of this Agreement.

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9. Interim Reports. Prior to the required final performance reporting date, events may occur that have significant impact upon the project. In such instances, the recipient shall inform the Grant and Project Officers as soon as the following types of conditions become known:
- a. 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 project work activities by the established time period. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
 - b. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work activities to be performed than originally projected.

ENCLOSURE 3. PROGRAM DESCRIPTION: VITAP

C.1 VITAP PROJECT MANAGEMENT UNIT

VITAP management will be overseen by the VITAP Project Director. The proposed project director is a Johns Hopkins-trained, masters in public health, experienced in vitamin A field work and programs (Susan Eastman). General grant management will be the responsibility of a Deputy Project Director. The proposed deputy is a former UNICEF employee, masters in public health, field-experienced, currently coordinating a pilot vitamin A technical assistance initiative (Anne Ralte). The Project Director reports to the Executive Director and (new) Medical Director. VITAP-supported staff report to the Deputy, who reports to the Project Director. Program managers oversee three Units: Technical Assistance; Education, Training and Publications; Monitoring, Tracking and Evaluation. These Units form a strong management foundation for tracking, coordination, and support of grant activities. Their specific and respective functions are described below.

For accounting and financial purposes, VITAP will form its own cost center. The Comptroller, Nicholas Puma, a CPA and attorney, will be the cognizant financial officer. For HKI or VITAP staff engaged in more than one HKI activity, salaries and expenses charged to VITAP will be proportionally allocated by percent of effort associated with VITAP activities. VITAP will develop its own logo and stationery to facilitate and strengthen its identification as a special purpose HKI activity.

C.2 TECHNICAL ASSISTANCE UNIT

This Unit will utilize and adapt the methods, procedures and lessons learned from the AID-supported PRITECH, REACH, and AIDSCOM projects. However, the focus on consultant identification will be on quality not quantity. There are a limited number of international consultants with field experience in vitamin A. A recent directory identifying vitamin A scientists and administrators worldwide listed only 350 names, with a mere minority described as consultants.

VITAP will survey the professionals in the international listing. In addition, VITAP proposes sponsoring several intensive seminars addressed to skilled international consultants wishing to strengthen their knowledge in vitamin A. The outcome will result in an roster of at least 50 "new" vitamin A consultants interested in vitamin A program development. In addition, those professionals already affiliated with HKI programs worldwide will form part of the roster (including technical staff and counterparts overseas). In its emphasis on quality, the roster will identify specialists who are committed to vitamin A, are skilled and experienced, and can work within the philosophy of HKI's approach of professional collaboration in project implementation.

Finally, other institutional resources will be incorporated into the database. For example, HKI has formally approached Johns Hopkins University (i.e., ICEPO and vitamin A), Cornell University (nutrition surveillance), and Manoff International (social marketing) for a partnership in providing vitamin A technical assistance under the auspices of this grant's (See letters of support in Appendix V.) Finally, cooperative arrangements

between resource institutions and AID would be logical collaborators in the framework of this grant (USDA for fortification; AVRDC for food production).

Data on consultants and experts identified will be categorized, and incorporated into a microcomputerized data base using recent versions of application programs, such as d Base III Plus or Paradox 2.1. Language capabilities, prior assignments, country experience and other germane variables will be identified and added to the data base. This information will permit identification of consultants in a timely manner on the request of PVOs, as well as made available to AID, its Missions, host country Ministries, and international organizations.

The VITAP roster will contain current information on specialists available for short-term technical assistance, including those listed in parentheses, such as:

- a) epidemiologists able to carry out vitamin A assessments (i.e. Sloan, Cohen, Johns Hopkins ICEPO)
- b) consultants on home and community garden activities (i.e. AVRDC)
- c) food fortification technologists (i.e., USDA)
- d) consultants in logistics, distribution and supplementation procurement (HKI staff and counterparts, UNICEF)
- e) experts in vitamin A field activities, including integration into primary health care and child survival programs (HKI staff and counterparts, Cohen)
- f) experts in social marketing and/or visual arts media management (HKI staff, Shafritz, Kipp, Manoff International)
- g) experienced consultants in monitoring and evaluation (Sloan, Cohen, Cornell University, Johns Hopkins ICEPO)
- h) scientists and researchers (i.e. WHO, IVACG, HKI counterparts)
- i) vitamin A program policy experts (WHO, HKI staff, Pettiss, HKI counterparts)

It is assumed that the consultant data base could prove valuable to FVA/PVC beyond the immediate terms of reference. That is, these individuals would be available on call for evaluation of AID PVO projects with vitamin A components, PVO integrated health projects, and other eligible purposes.

This Unit will also have responsibility for coordinating the programming and logistics in setting up VITAP workshops, field assignments, scheduling and travel within its scope of work. It will be staffed by a program manager and project officer.

C.3 EDUCATION, TRAINING, AND PUBLICATIONS UNIT

This unit combines the three related areas of education, training, and publications into a coherent communications approach to increasing awareness and skills in vitamin A. It will be staffed by a program manager and secretary. Back-up technical support will be given by a medical editor/librarian (assured support has been given by a masters in nutrition and medical writer, Leslie Kipp) and social marketing specialist (assured support has been given by free-lance consultant Lonna Shafritz). An agreement to collaborate has also been made with Manoff International, experts in social marketing, communications and vitamin A.

The major modus operandi for strengthening vitamin A programmatic skills will be in training—both individually by PVO, and collectively by groups. A series of vitamin A workshops will be given in the United States (for

increasing awareness and commitment in terms of respective headquarters policy), and in specific countries.

1) Workshops for PVOs (U.S.): Three workshops a year are scheduled for State side, based in Washington/New York, West/North West, and Mid-West. The objectives of these workshops are to stimulate vitamin A interest among PVOs, catalyze vitamin A policy commitment by the PVOs, as well as offer specific skills and materials for vitamin A and child survival program integration.

2) Workshops for Countries: Four to five workshops per year are proposed throughout the regions. These workshops will be for in-country PVOs, for trainers, health workers, and others as appropriate for that country. The purpose will be to acquaint, reinforce, and extend participants' knowledge of vitamin A deficiency, and encourage broad utilization of related interventions.

These workshops can vary from the specific needs of a PVO, or a strategic national forum for a host of institutions. The purpose of this type of workshop is to catalyze and increase the sense of "ownership" of vitamin A activities in national health care systems, to raise consciousness about possible roles for PVOs, and to influence the thinking of decision makers. In addition, such workshops will review accomplishments, problems, opportunities, and tasks remaining for the countries. If possible, the workshops will be so arranged as to result in national vitamin A strategies. A precedent is the recent AID-funded/HKI PVO workshop in Mali, which evolved from a unique workshop for PVOs in Mali, to a critical national working group—with representatives from WHO, UNICEF, and the Government—to set national vitamin A policy.

3) Workshops for Consultants (U.S.): As described earlier, there are a limited number of specialists with field experience in vitamin A. An annual workshop is scheduled at HKI headquarters to work with consultants interested in becoming more involved with vitamin A. It is proposed that these workshops be subject-specific (i.e., assessment, monitoring and evaluation). This brainstorming will allow the merging of the extended experience of HKI and eclectic experience of a multi-disciplinary group of international consultants.

The development of training and educational material to support the workshops, and for distribution in the field, is a vital part of this Unit. Traditional promotional instruments—such as brochures, photosheets and slides—will be developed. In addition, modern communication techniques—i.e., social marketing—will be demonstrated. Finally, reference material will be published:

- a) technical newsletters on vitamin A are available (such as Xerophthalmia Club and Vitamin A+ Sieve). VITAP will also regularly produce a four-to-six page newsletter (i.e., every four months) on vitamin A-related topics. However, the audience and point of departure for the VITAP newsletter is the PVO community. It will be short, interesting, informative, and produced in English, French and Spanish.
- b) one VITAP monograph will be written annually, produced in English, French and Spanish. The subject areas will concern specific techniques (i.e., in assessment, monitoring) as they relate to a PVO in the field. The monograph will draw upon classic references, as well as field experience and workshop discussions and recommendations.

- c) an annotated bibliography for VITAP production will be developed. VITAP will track vitamin A-related professional literature of all types; identify laboratory, clinical and field studies; and provide annotated citations and abstracts of interesting articles, chapters and books published. The reference bibliography will consist of one or more documents published in the beginning of the third year of VITAP. The publication will limit itself to studies and literature with direct relevance for vitamin A field project development.
- d) relatedly, a reference library will be formed. Copies of requested reprints will be made available to PVOs.

C.4 ASSESSMENT, MONITORING AND EVALUATION UNIT

This component will employ operating procedures of the AID/ISTI Child Survival Tracking System developed by AID's Health Information System (i.e., Jean Pease). Lessons learned will be incorporated into this PVO monitoring system and operating procedures. Ms. Pease has agreed to assist in the development of the system, to ensure compatibility with existing AID reporting schedules. The system will track in detail, and analyze data on vitamin A programmatic and financial components of AID-assisted projects. The data will be microcomputerized and utilize the MS-DOS operating environment. Micromodem data-transmitting capability will be developed by VITAP. VITAP will purchase MS-DOS computers, a dedicated telephone line and modem to ensure effective tracking and data collection.

This component will also be responsible for providing or coordinating vitamin A technical assistance in monitoring and evaluation to the PVOs. It will be staffed by a program manager, project officer and secretary. Back-up technical support has been formally solicited and assurances of collaboration received from Cornell University (Nutrition Surveillance, Drs. Jean-Pierre Habicht and Roger Shrimpton), Johns Hopkins University (International Center of Epidemiology and Preventive Ophthalmology, Drs. Alfred Sommer and Keith West), and two experienced vitamin A consulting epidemiologists (Drs. Nancy Sloan and Nicholas Cohen).

C.5 TECHNICAL ADVISORY GROUP

A Technical Advisory Group (TAG) will be appointed to provide guidance and make program recommendations to the VITAP Project Director and HKI. The advisory group will meet semi-annually. The composition is tentatively envisioned as follows:

VITAP Project Director (Chair)	HKI Medical Director
Data Base Manager	Field Epidemiologist
Training Specialist	Nutritionist
Representative Large PVO	Representative Small PVO
Program Evaluator	

A formal agenda will be developed for each VITAP/TAG meeting. Minutes will be kept and distributed. Recommendations will be viewed as advisory. TAG will not substitute for senior management; their recommendations will not be binding on AID, VITAP, or HKI. TAG will bring new perspectives to bear on VITAP operations, and assist in problem-solving and quality control.

SECTION D. ORGANIZATION AND MANAGEMENT

D.1 PROJECT ORGANIZATION

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON DC 20523

AUG 15 1988

ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR, FVA

FROM: DAA/FVA, THOMAS A. MCKAY

Thomas A. McKay

Problem: Your approval is needed to authorize agreements totaling \$5,751,291 and obligate funds totalling \$1,891,291 with three PVOs for three Vitamin A Projects using FY 1988 funds with the competition limited to registered U.S. PVOs.

I. Summary

Pursuant to the intent of the 1988 Foreign Assistance Appropriation legislation, the A.I.D. Nutrition Sector Council reserved \$2 million of the \$8 million earmarked for Vitamin A activities to FVA/PVC's 1988 OYB. The purpose was to enable the Office to conduct a competitive grant program limited to registered U.S. PVOs to determine the distribution of these funds to the U.S. PVO community.

FY 1988 is the second FVA/PVC Vitamin A competitive grant program for U.S. PVOs. FY 1986 marked the first Vitamin A earmark and the first Vitamin A competitive grant program for registered U.S. PVOs. The FY 1987 Vitamin A earmark however, was managed by the S&T Office of Nutrition.

This year the Nutrition Sector Council encouraged FVA/PVC to solicit proposals which would focus on developing a center of excellence to provide Vitamin A technical assistance to the PVO community, rather than encouraging PVOs to submit proposals for country specific Vitamin A programs.

Three PVOs submitted proposals. Of these two, World Vision Relief and Development Organization (WVRD) and Save the Children Federation (SCF) submitted country specific proposals to add Vitamin A activities to existing child survival programs in Haiti. Helen Keller International (HKI) submitted the only proposal to develop a center of excellence to provide technical assistance and information exchange and program support to PVOs for implementing Vitamin A field programs. The three proposals total \$3,194,563.

FVA/PVC organized a collaborative proposal review process which facilitated the active involvement of the Haiti U.S.A.I.D. Mission, the Regional Health Officers, S&T Nutrition and PPC. The details of these reviews and two memos received from Hope Sukin, FVA/PPM and Karen Nurick, ANE/TR/HPN are described in (TAB 4). The country specific proposals from WVRD and SCF lacked specific details which will be provided within the first six months in a Detailed Implementation Plan. The Center of Excellence proposed by HKI requires additional funding for technical assistance (TA)

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for PVO Vitamin A programs and more detail on the types of workshops and TA that would be provided. To take into account the concerns of the review committee and the issues raised in the two memos, FVA/PVC will monitor the development of these details carefully through areas of substantial involvement in program implementation. In addition, an independent external evaluation will be undertaken at year two and a half to determine whether sufficient progress has been achieved to warrant two additional years of funding.

Based on the results of the review panel and in view of the unanimously recognized need to develop a core of Vitamin A technical assistance to the PVOs, FVA/PVC recommends funding the WVRD and SCF proposals at a total of \$751,291 over four years and HKI at \$5,000,000 over five years.

II. BACKGROUND

The FY 1988 foreign assistance appropriation legislation included an \$8 million earmark to continue the promotion of Vitamin A activities for the prevention of nutritional blindness and implementation of Vitamin A interventions. The funding is intended to support both research and Vitamin A service delivery through PVOs and other organizations. FVA/PVC was allocated \$2 million, ANE/TR \$1 million, LAC/TR \$1 million and S&T/Nutrition the remainder.

Since FY 1986, six PVOs have been awarded Vitamin A grants for 14 projects in eight countries totalling \$4.3 million. Of this \$3.2 or 74% has been allocated to HKI, \$245,305 or 6% allocated to SCF and the remaining \$845,695 or 20% allocated to Eye Care, Inc, CARE, ADRA, CRS, IEF and WVRD (TAB 1).

The FY 1987 Vitamin A competitive grant program was managed by the Office of Nutrition. Reviews of the ten proposals submitted demonstrated a clear need for technical assistance to PVOs in developing, designing, and evaluating Vitamin A interventions. Unlike the child survival program, FVA/PVC has no mechanism in place which PVOs can access for Vitamin A project design and evaluation. From this review process the respective regional bureau nutrition officers, S&T/N and PPC became increasingly aware of the need to develop a core of technical assistance within the PVO community that would fill this gap (TAB 2). Establishment of such a mechanism becomes all the more critical given that PPC has indicated the Agency can expect continued Vitamin A earmarks for PVOs for the next few years.

To address this concern FY 1988 FVA/PVC guidelines for Vitamin A programs solicited proposals which emphasized the development of a core technical assistance and training capability within the PVO community to support Vitamin A projects. Proposals for the support of add on Vitamin A activities was a second order of priority and proposals for new implementation activities would not be funded this year (TAB 3).

III. Project Review Results and Funding Recommendations

A. Project Review Results

All three proposals are recommended for funding in whole or in part. Two proposals, World Vision Relief and Development Organization (WVRD) and Save the Children Federation (SCF) are proposing adding Vitamin A activities to their ongoing Haiti country child survival programs. The U.S.A.I.D. Mission strongly supports funding of both projects (TAB 4).

Helen Keller International (HKI) submitted a proposal to develop a Vitamin A center of excellence and provide technical assistance and information exchange to other PVOs either engaged in or planning to develop Vitamin A intervention activities.

The review committee found the two Haiti country proposals to be lacking clarity and some details. This was surprising coming from SCF, as they already have two Vitamin A projects, one funded jointly with their Child Survival II grant in Bolivia, and a second funded through the FY1987 S&T/Nutrition Vitamin A grant program. Nonetheless, the committee recognized the extreme need in Haiti for the activities proposed and agreed to funding the WVRD at the level proposed and SCF at a slightly reduced level. Further clarification and additional details will be submitted with the respective Detailed Implementation Plans. The committee agreed that technical assistance capability should be encouraged at SCF headquarters, and agreed to funding the proposed headquarters level technical person as proposed.

HKI was the only PVO that submitted a proposal which proposes to develop a Vitamin A center of excellence to provide technical assistance and information exchange to PVOs. This proposal was viewed by the review committee as important in assuring PVO capability in the Vitamin A arena. As such, the technical assistance and consulting services being proposed were singled out as needing additional time and resources, if they are to be effective over time. Although HKI submitted a two option proposal (3 and 4 years) the review committee was not opposed to extending the time frame of assistance to HKI and increasing the technical assistance and consultant component budgets so as to maximize services and include indigenous PVOs. On the other hand the committee was concerned with the management capability of HKI to handle this program in addition to their other grant

responsibilities with A.I.D. Currently FVA/PVC is funding two HKI CSI projects, three CS II projects and one 1983 Matching Grant while the Office of Nutrition is funding two HKI CS II projects and three Vitamin A projects. Within a five year period, HKI growth has been tremendous, with their portfolio of Vitamin A activities increasing almost seven times what it was in 1984. This growth in project responsibility was not accompanied by appropriate staff expansion which tended to be reflected in field management of projects and HKIs seeming inability to communicate effectively with A.I.D. or even its own field staff. A recently completed FVA/PVC evaluation of the PVC/HKI Matching Grant articulates the communication and management difficulties that HKI has been faced with over the past few years as a result of its rapid expansion. The evaluation goes on to point out however, that HKI has already begun rebuilding a "...stable organization which warrants the renewed confidence of those who have worked with HKI. ..." (TAB 5).

In 1987 and through 1988, FVA/PVC began to hold regular meetings with HKI to identify implementation problems and address issues arising from USAID field missions. The goal was to develop a strategy to overcome these problems and work out mutually satisfactory solutions. FVA/PVC believes that HKI has been very responsive to this concentrated guidance. Since these meetings began, HKI has: (1) developed a five year strategic plan capable of being readily monitored (TAB 6); (2) is actively seeking a full time Medical Director responsible for the development, management, and evaluation of its integrated eye care programs including its Vitamin A/Child Survival and Blindness Prevention initiatives (TAB 7); (3) conducted their Matching Grant evaluation in the early summer of 1988 rather than postpone this key activity to spring of 1989; (4) developed a new briefing book which outlines each country program supported by A.I.D.; (5) upgraded and streamlined their financial accounting and reporting system, and; (6) substantially reorganized their administrative structure (TAB 8).

FVA/PVC believes that HKI is in a position to assume real leadership in the field of Vitamin A interventions and has demonstrated a positive attitude towards adapting its organization to meet the demands A.I.D. and other donors have placed on them. In particular, FVA/PVC believes that HKI is in a unique position to provide the requisite technical assistance to the FVO community to assure effective Vitamin A interventions by more PVOs over the coming years.

In order to support strengthened management of HKI, FVA/PVC will require submission of a Detailed Implementation Plan six months after grant signing and conduct one day annual implementation workshops to which PPC, S&T/N and the regional bureaus will be invited to participate.

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B. FUNDING RECOMMENDATIONS

Considering the review committee comments, FVA/PVC recommends that: (1) World Vision Relief and Development Corporation (WVRD) be funded at \$251,191; (2) Save the Children Federation (SCF) be funded at \$500,000, and; (3) Helen Keller International (HKI) be funded at \$5,000,000. WVRD and SCF will be fully funded this year, each contributing the required 25% match. HKI will be funded this year at a level of \$1,140,00, and incrementally funded from FY 1989 through FY 1992 at a level of \$965,000 annually. HKI will be providing technical assistance to other PVOs as an intermediary organization, as such HKI will not be expected to contribute a match. Continued funding after FY 1990 will be contingent upon a satisfactory external evaluation of the project by A.I.D..

RECOMMENDATION: That you authorize a five year Vitamin A grant for \$5,000,000 with Helen Keller International (HKI), with fourth and fifth year funding contingent upon a satisfactory evaluation by A.I.D. and that you authorize and obligate \$1,891,291 of FY 1988 Vitamin A funds for three PVO Vitamin A Cooperative Agreements with a life-of-project cost totalling \$5,751,291 as set forth in TAB 4.

ORIGINAL

Approved: 

Disapproved: _____

Date: 8/16/88

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ATTACHMENTS:

1. Table I, PVO Vitamin A Funding
2. FVA/PVC's Vitamin A Funding Program in FY 1988--Memorandum
3. Proposal Solicitation for FY 1988 PVO Vitamin A Grant Program
4. FY 1988 Vitamin A Competitive Grants Program Reviews
5. Evaluation (DRAFT) HKI Matching Grant
6. HKI Strategic Plan 1989-1993 (Draft of June 30, 1988)
7. HKI Medical Director, Job Description
8. HKI Organizational Chart

CLEARANCES:

FVA/PVC/CSH,	G. Van der Vlugt 	Date <u>8/12/88.</u>
FVA/PVC,	K. Poe 	Date <u>8/15/88</u>
FVA/PPM,	L. Tanner 	Date <u>8/15/88</u>
FVA/PPM,	H. Sukin 	Date <u>8/15/88</u>

Drafter:

FVA/PVC/CSH, J. McEnaney 8/10/88  8/10/88