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AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

PDFC 81521

SEP 20 1989

Mr. Don G. Weaver
Vice President - International Division
People-to-People Health Foundation, Inc.
Health Sciences Education Center
Millwood, Virginia 22646

Subject: Grant No. AFR-0474-G-SS-9063-00

Dear Mr. Weaver:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby provides to the People-to-People Foundation, Inc. (hereinafter referred to as "Project HOPE" or "Grantee") the sum of four hundred thirty-three thousand dollars (\$433,000) in support of a project entitled "HIV/AIDS Prevention in Africa (HAPA) - Project Number 698-0474" as more fully described in Attachment 1 of this grant entitled "Schedule" and Attachment 2, entitled "Project Description".

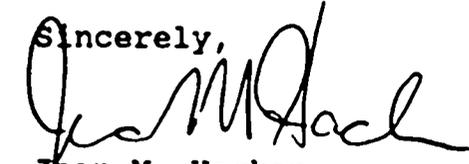
This grant is effective and obligation is made as of the date of this cover letter and shall apply to commitments made by the Grantee in furtherance of project objectives through the estimated completion date of September 19, 1991. Funds disbursed by A.I.D. but uncommitted by the Grantee at the expiration of this period shall be refunded to A.I.D.

The total estimated amount of the project is \$724,000, of which \$433,000 is hereby obligated. A.I.D. shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount. However, subject to the availability of funds, and project priorities at the time, A.I.D. may provide additional funds during the grant period up to a maximum of \$724,000. It is anticipated that the obligated amount will be sufficient through September 19, 1990.

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

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Please acknowledge receipt of this grant by signing all copies of this Cover Letter, retaining one set for your files, and returning the remaining copies to the undersigned, being sure to return all copies marked "Funds Available".

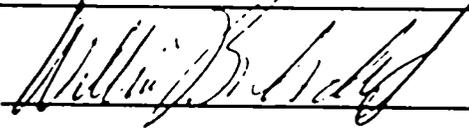
Sincerely,

Jean M. Hacken
Grant Officer
Overseas Division-Africa
Office of Procurement

Attachments:

- 1. Schedule
- 2. Project Description
- 3. Standard Provisions

ACKNOWLEDGED:

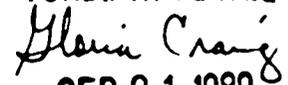
THE PEOPLE-TO-PEOPLE HEALTH FOUNDATION, INC.

BY: 

TYPED NAME: WILLIAM L. BROCKSCHMIDT

TITLE: VICE PRESIDENT, FINANCE

DATE: OCTOBER 30, 1989

FUNDS AVAILABLE

SEP 21 1989
o/c 4190
Program Acctg Division
Office of Financial Management

FISCAL DATA

| | | |
|------------------------|---|-----------------------|
| PIO/T No. | : | 698-0474-3-9611703 |
| Appropriation No. | : | 72-1191021.2 |
| Budget Plan Code | : | GDGA-89-31698-KG12 |
| Allotment No.: | : | 942-61-698-00-69-91 |
| Total Estimated Amount | : | \$724,000 |
| Total Obligated Amount | : | \$433,000 |
| Technical Office | : | AFR/TR/HPN, W. Lyerly |
| Funding Source | : | PFM/FM/CMP/LC |
| DUNS No. | : | 09-866-1135 |
| E.I. No. | : | 53-024-2962 |

SCHEDULE

A. Purpose of Grant

The purpose of this grant is to provide support for the HIV/AIDS Prevention in Africa (HAPA) Project, as more specifically described in Attachment 2 to this grant entitled "Project Description."

B. Period of Grant

B.1. The effective date of this grant is the date of the Grant Cover Letter and the estimated completion date is September 19, 1991.

B.2. Funds obligated hereunder are available for project expenditures for the estimated period as of the date of the Cover Letter to September 19, 1990 as shown in the Grant Budget in Section D.

C. Amount of Grant and Payment

C.1. The total estimated amount of this grant for the period shown in Section B.1. above is \$724,000.

C.2. A.I.D. hereby obligates the amount of \$433,000 for project expenditures during the period set forth in Section B.2. above and as shown in the Grant Budget in Section D.

C.3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - the Optional Standard Provision, entitled "Payment - Letter of Credit".

The Grantee shall submit the required documentation to the following address:

Agency for International Development
Office of Financial Management, PFM/FM/CMP/LC
Room 700, SA-2
Washington, D.C. 20523-0209

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

D. Grant Budget

The following is the Budget for this grant. The Grantee may not exceed the total estimated amount or the obligated amount, whichever is less (see Section C). Except as specified in the Mandatory Standard Provision of this grant entitled "Revision of Grant Budget", as shown in Attachment 3, the Grantee may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of project objectives.

Grant Budget

| <u>Category</u> | <u>A.I.D. FUNDING</u> | | <u>Year 1 + 2 T.E.C.</u> | <u>Proj. HOPE FUNDING Year 1 + 2 T.E.C.</u> |
|---------------------|---|---|------------------------------|---|
| | <u>Year 1 Fr: 9/20/89 To: 9/19/90</u> | <u>Year 2 Fr: 9/20/90 To: 9/19/91</u> | | |
| MALAWI: | | | | |
| Headquarters | \$31,171 | \$ 26,122 | \$ 57,833 | \$19,278 |
| Project Components: | | | | |
| KAB Surveys* | 40,133 | 27,970 | 68,103 | 20,452 |
| Materials/Dvlpmt. | 40,133 | 27,970 | 68,103 | 20,452 |
| PHAM Assistance** | 24,080 | 16,782 | 40,892 | 12,271 |
| Training | 56,187 | 39,157 | 95,344 | 28,663 |
| Materials/Handlg. | 892 | 0 | 892 | 0 |
| Evaluation | 0 | 0 | 0 | 8,862 |
| Indirect Costs | 19,864 | 0 | 19,864 | 8,674 |
| Subtl: Malawi | \$213,000 | \$138,000 | \$351,000 | \$118,623 |
| SWAZILAND: | | | | |
| Headquarters | \$ 28,188 | \$ 28,787 | \$ 56,975 | \$ 18,992 |
| Project Components: | | | | |
| KAB Surveys* | 35,267 | 22,014 | 57,281 | 19,514 |
| Education Programs | 88,168 | 55,036 | 143,203 | 48,786 |
| Info/Cnslling. | 52,901 | 33,021 | 85,922 | 29,271 |
| Materials/Handlg. | 792 | 0 | 792 | 0 |
| Evaluation | 0 | 0 | 0 | 8,722 |
| Indirect costs | 14,685 | 14,142 | 28,827 | 2 |
| Subtl: Swaziland | \$220,000 | \$153,000 | \$373,000 | \$125,287 |
| GRAND TOTALS | \$433,000 | \$291,000 | \$724,000 | \$243,910 |

*Knowledge, Attitude, Behavior Surveys

**Private Hospital Association of Malawi Assistance

Total Estimated Cost (A.I.D. + Project HOPE): \$967,910
 Percentage of T.E.C. funded by A.I.D.: 75%

E. Reporting

E.1. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this grant entitled "Payment - Letter of Credit", as shown in Attachment 3.

b. The original and two copies of all financial reports shall be submitted to the Office of Financial Management, whose address is listed in Section C.3. of this Schedule.

c. In addition, three (3) copies of all financial reports shall be submitted to the Technical Office listed below:

William Lyerly, AFR/TR/HPN
Health/Nutrition and Population Division
Room 313, SA-8A
Agency for International Development
Washington, D.C. 20523-1515

E.2. Program Evaluation Reporting

a. The Grantee shall submit quarterly project evaluation reports (technical reports), and a final report, which briefly presents the following information:

(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of 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. Between the required evaluation reporting dates, events may occur that have significant impact upon the project. In such instances, the Grantee shall inform A.I.D. as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions that will materially affect the ability to attain project 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 A.I.D. assistance needed to resolve the situation.

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(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.

c. If any evaluation report conducted by the Grantee discloses the need for change in the budget estimates in accordance with the criteria established in Mandatory Standard Provision 4 of this grant entitled "Revision of Grant Budget", the Grantee shall submit a request for budget revision.

d. Five (5) copies of each project evaluation report shall be submitted to the Technical Office specified in Section E.1.c. of this Schedule.

F. Indirect Cost Rates

Pursuant to the Optional Standard Provision of this grant entitled "Negotiated Indirect Cost Rates - Provisional", a rate or rates shall be established for each of the Grantee's accounting periods which apply to this grant. Pending establishment of revised provisional or final indirect cost rates for each of the Grantee's accounting periods which apply to this grant, 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:

| <u>Type</u> | <u>Rate</u> | <u>Base</u> | <u>Period</u> |
|-------------|-------------|-------------|------------------------------|
| Provisional | 54.0% | See (a) | From 7/1/88 Until Amended |

(a) Base of Application: Salaries and wages including all fringe benefits. This rate includes the following percentage of salaries and wages for General and Administrative expenses: Provisional amount of 31.5% for 7/1/88 until amended.

It is noted in this Schedule that Headquarters costs claimed in the Grantee Budget include General and Administrative (31.53%) and Program Management and Technical Assistance (PM & TA) (22.23%) expenses. These percentages are hereby incorporated into this Grant in the aforementioned rate.

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G. Special Provisions

A summary of the Grantee's project is stated in Attachment 2 of the grant entitled "Project Description". A more in-depth discussion of the project description is provided by the Grantee's proposal entitled "Prevention of HIV/AIDS Infection in Malawi and Swaziland, Africa", which was submitted on March 3, 1989 in response to the Bureau for Africa, Health/Population/Nutrition Division's Request for Application, dated November 30, 1988. The Grantee's proposal is hereby referenced and incorporated as a part of this grant.

(End of Schedule)

SUMMARY DESCRIPTION OF PROJECT**HOPE - MALAWI**

Project Title: HIV/AIDS Prevention in Malawi.

Purpose: To develop and strengthen the capacity of the Private Hospital Association of Malawi (PHAM), a local NGO which serves as the coordinating and advisory body to the 145 church related health units (40% of all health services in Malawi), to prevent and control the spread of HIV infection in Malawi through the national primary health care structure.

Target area: PHAM health unit areas scattered throughout Malawi, but primarily in rural areas, especially the Southern Region.

Target pop.: The community leaders, clergy, youth and women's group leaders, and health workers related to PHAM units, as well as PHAM members. Approximately 1.6 million people within the age group 10-45 in the PHAM catchment areas.

Objectives:

- 1) To evaluate the knowledge, attitudes, and behaviors concerning HIV prevention of the general population within the PHAM catchment areas.
- 2) To provide technical assistance to PHAM to develop content, curricula, and materials for HIV education programs.
- 3) To train PHAM health workers, clergy, group workers and community leaders to educate the public on HIV prevention and care, management and counseling of HIV/AIDS patients and their families.
- 4) To provide technical assistance to PHAM in administrative management, supervision and evaluation of the AIDS Control Programs in order to institutionalize the capability for AIDS education and prevention within PHAM.

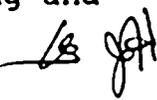
Approach: Church, school, and community groups within PHAM catchment areas will be trained and educated to be more knowledgeable and instrumental in the control of HIV/AIDS infection through PHAM, a local NGO. PHAM liaises between the Malawi Government and its member units in health care delivery.

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Key interventions:

- 1) Collection of database on KAB of general population within PHAM catchment area.
- 2) Education concerning prevention of HIV infection, counseling, and care for those with HIV/AIDS, through training, seminars, educational materials, ~~and distribution of condoms~~ 
- 3) Supervision and evaluation of educational, counseling, clinical, and community level services.
- 4) Development and strengthening of the administrative and management capacity of PHAM.

Counterpart: Private Hospital Association of Malawi (PHAM).

Monitoring: On-going monitoring of project activities and progress from 3rd through last quarter to be summarized in annual reports. Indicators to be tracked include number and types of people trained, numbers and types of people delivering and supervising services, portion of time health personnel spend with HIV/AIDS patients, ~~and condoms distributed~~ 

Evaluation: Baseline and final surveys are scheduled; internal mid-term and external final evaluations scheduled for end of Y1 and Y2, respectively.

TA needs: Assistance in designing the health information system, including the baseline KAB survey, and in implementing the external evaluation.

SUMMARY DESCRIPTION OF PROJECT**HOPE - SWAZILAND**

Project Title: Prevention of HIV/AIDS infection in Lubombo and Shiselweni Regions of Swaziland.

Purpose: To accelerate efforts being made through the MOH to prevent and control HIV/AIDS infection.

Target area: Lubombo and Shiselweni Districts located in the eastern and southern regions of Swaziland.

Target pop.: 56% of the total population of Swaziland, approximately 400,000 people, with special focus on traditional leaders, traditional healers, health workers, and young adults, both in and out of school.

Objectives:

- 1) To assess the knowledge, attitudes and behavior of a sample of 2000 persons concerning prevention of HIV infection.
- 2) To provide education programs based on baseline data and KAB surveys to targeted populations to improve their knowledge of HIV prevention.
- 3) To establish HIV/AIDS Information and Counseling Centers at key institutions to provide counseling to persons before and after HIV testing, to deal with fears about HIV/AIDS infection, to help HIV infected persons and their families, and to advise STD clients.
- 4) To improve outreach into the community by making HIV information dissemination a part of the responsibility of rural health motivators and traditional healers and chiefs.

Approach: The project is designed to use a traditional system of communication and interaction at the community level to reach targeted persons. Implementation strategies include on-the-job training and supervision of a local counterpart to implement and manage the project; education of village chiefs to facilitate implementation and education of rural health motivators and traditional healers to implement the program; and establishment of an HIV/AIDS Information Center. The Family Life Association of Swaziland, a local NGO, will assist in the development, implementation, and monitoring of this project.

Key interventions:

- 1) Development of a database on knowledge, attitudes, and behavior of target population.
- 2) Provision of education programs based on base-line data from KAB study.
- 3) Training of community leaders and other health workers for HIV/AIDS infection prevention.
- 4) Establishment of HIV/AIDS Information and Counseling Centers.

Counterpart: The Family Life Association of Swaziland (FLAS).

Monitoring: Quarterly and annual progress reports on project inputs and outputs, e.g. number of persons trained, number of persons reached by health education efforts, etc.

Evaluation: Baseline and final surveys are scheduled at beginning and end of project; an internal mid-term and an external final evaluation are scheduled.

TA needs: KAB study design and implementation; HIV/AIDS specialist skilled in group process and the teaching of counseling techniques (CEDPA); information management specialist to design, organize, conduct, and analyse surveys.

(End of Project Description)

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| | | |
|--|---|---|
| AID 1350-1 (3-87) *PIO/T AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES | 1. Cooperating Country Malawi, Swaziland | Page 1 of 5 Pages |
| | 2. PIO/T No. 698-0474-3-9611703 | 3. <input checked="" type="checkbox"/> Original or Amendment No. _____ |
| | 4. Project/Activity No. and Title HIV/AIDS Prevention in Africa (HAPA) Project 698-0474 | |
| | (FY 89 Grant Program - Project HOPE) | |

| | | |
|--|---|---|
| DISTRIBUTION FUNDS RESERVED BY <i>W/HP/PAD</i> POSTED <i>5/19/89</i> <i>W. Lyerly</i> | 5. Appropriation Symbol 72-1191021.2 | 6. Budget Plan Code GDGA-89-31698-RG12 (942-61-698-00-69-91) |
| | 7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document | 8. Project Assistance Completion Date (Mo., Day, Yr.) |
| | 9. Authorized Agent SER/OP/AFR | 10. This PIO/T is in full conformance with PRO/AG No. N/A Date |
| | 11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input checked="" type="checkbox"/> AID Grant or Cooperative Agreement (HB 13) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> Other | 11b. Contract/Grant/Cooperative Agreement/ 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 Available | A. Dollars | (1) Previous Total | (2) Increase | (3) Decrease | (4) Total to Date |
| | | | 433,000 | | 433,000 |
| B. U.S.-Owned Local Currency | | | | | |

13. Mission References

14A. Instructions to Authorized Agent
 The purpose of this grant is to enable Project HOPE to develop education and training programs to prevent the transmission of HIV/AIDS among target populations in Malawi and Swaziland, as described in the attached proposals and supporting budgets.

14B. Address of Voucher Paying Office
Office of Financial Management
Washington D.C. 20523
W. Lyerly
Rm 310, 1515 Wilson

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 or program description are technically adequate. <i>W. Lyerly</i> AFR/TR/HPN W. Lyerly | Phone No. 235-0835 Date 10 MAY 89 | B. The statement of work or program description lies within the purview of the initiating office and approved agency programs. <i>W. Lyerly</i> AFR/TR/HPN W. Lyerly | Date 11 May 89 |
| C. <i>W. Lyerly</i> AFR/PR M. June | Date 5/18/89 | D. Funds for the services requested are available AFR/TR/PPD C. Burgess T. Hill AFR/DP G. Cauvin M/FM/PAD G. Craig | Date 5/18/89 5/19/89 |

| | |
|--|--|
| 16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to Signature _____ Date _____ Title _____ | 17. For the Agency for International Development <i>Keith Sherper</i> Signature _____ Date 5/18/89 Title AFR/TR Keith Sherper, Director |
|--|--|

*See HB 3, Sup A, App. C, Att B, for preparation instructions. Note. The completed form contains sensitive information whose unauthorized disclosure may subject an employee to disciplinary action.