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AGENCY FOR INTERNATIONAL DEVELOPMENT  
UNITED STATES A. I. D. MISSION TO BELIZE  
EMBASSY OF THE UNITED STATES OF AMERICA  
BELIZE CITY, BELIZE, CENTRAL AMERICA

May 3, 1988

Mr. Frank Brechin  
Director  
C.A.R.E.  
P.O. Box 612  
Belize City, Belize

Dear Mr. Brechin,

Grant No. 505-0037-G-OPG-8001-00

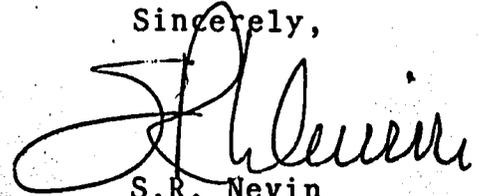
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to CARE/Belize (hereby referred to as "CARE" or "Grantee"), the sum of \$1,475,070 (1) to improve the health status of women and children in Belize by strengthening and extending Child Survival programs and (2) to provide support for the strengthening of selected local non-profit organizations through institutional development, as described in the schedule of this grant and Attachment 2, entitled "Program Description".

This grant is effective and obligation is made as of 1 May, 1988, and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending April 30, 1991.

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

Please sign the original and four (4) copies of this letter to acknowledge your acceptance of the grant. If accepted, please return the original and three (3) copies to USAID/Belize.

Sincerely,



S.R. Nevin  
Grant Officer

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACCEPTED:

CARE

BY:



Frank Brechin

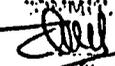
Title: Director

Date:

16 May 88

FISCAL DATA

Appropriation : 72-1181021  
Budget Plan Code : LDCA-88-25505-KG13  
Project No. : 505-0037  
Total Estimated Amount : 1,457,070  
This Obligation : \$ 315,000  
Control No. : A 810251

FUNDS AVAILABLE			
ADM. RES.	<input checked="" type="checkbox"/>	OBLIGATION	<input type="checkbox"/>
EARMARK RES.	<input type="checkbox"/>	EARMARK	<input type="checkbox"/>
COMM. RES.	<input type="checkbox"/>	COMMITMENT	<input type="checkbox"/>
Signature 		Date <u>4/27/88</u>	
Office of the Controller			

Schedule

A. Grant Purpose and Limitation of Responsibility

1. Grant Purpose

The purpose of this Grant is twofold:

(a) First, it provides support for Phase II of the Maternal and Child Health Project, (known as MACH 2), as more fully described in the Grantee's proposal dated March 1988 which is incorporated into this Grant as part of Attachment 2.

(b) Second, it provides support for the Grantee's Project entitled "Strengthening Organizations Locally through Institutional Development", (SOLID), as more fully described in the Grantee's proposal dated March 23, 1988, which is incorporated into this Grant as part of Attachment 2. It is agreed that pursuant to the second grant purpose, the Grantee shall make subgrants to two local non-profit organizations, i.e., Breast is Best League and Belize Family Life Association. The proposals from the local organizations are also included as part of Attachment 2.

2. Only the Sub-grantees will be responsible for the programmatic content and implementation of their technical proposals as specified in Attachment 2. The Grantee shall take no responsibility for the failure of the Sub-grantee to meet their stated objectives as outlined in Attachment 2.

B. Period of Grant

The effective date of this Grant is May 1, 1988, and its expiration date is April 30, 1991.

C. Amount of Grant, Obligated Amount and Payment

1. The total estimated amount of this Grant is US\$1,475,070. However, pursuant to Paragraph 2 below, only a portion of this amount is obligated for payment to the Grantee. Until such time as additional obligated funds are added to this Grant by amendment, A.I.D.'s obligation is limited to the amount shown in Paragraph 2 below.

2. A.I.D. hereby obligates US\$315,000 which is estimated to be sufficient for program expenses from the Grant effective date through December 31, 1988.

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

D. Summary Financial Plan

1. The following is the Summary Financial Plan for this Grant. The plan presented below is based on a more detailed financial plan presented in the Program Descriptions. The Grantee will be expected to adhere to the detailed Financial Plan presented in the Program Descriptions. Revisions to the Financial Plan shall be made in accordance with Standard Provisions of this Grant, entitled "Revision of Financial Plans".

2. Notwithstanding the total obligation of this Grant, the Grantee agrees to keep separate accounts for each of the two activities described in Paragraph A.1(b) above. The individual totals for each activity may not be exceeded unless this Grant is amended to revise such total amounts.

3. Financial Plan

A. Maternal and Child Health - Phase II (MACH 2)

<u>Line Item</u>	<u>Total Grant Amount</u>	<u>This Obligation Amount</u>
(1) Personnel	\$297,491	50,000
(2) Training	74,152	16,000
(3) Commodities	20,725	15,000
(4) Other Direct Cost	142,298	30,514
Total Direct Cost	\$534,666	111,514
(5) Indirect (10.30% of Direct Cost) 2	55,071	11,486
Total for MACH 2	\$589,737	123,000

B. SOLID

<u>Line Item</u>	<u>Total Grant Amount</u>	<u>This Obligation Amount</u>
(1) Personnel	\$ 98,961	23,000
(2) Training	63,455	15,000
(3) Commodities	-	-
(4) Other Direct Cost	27,005	11,500
(5) Subgrants		
(a) Breast Is Best League	231,103	45,000

	(b) Belize Family Life Association	413,090	90,000
	Total Direct Cost	<u>\$833,614</u>	<u>184,500</u>
(6)	Indirect (10.30% of Line Items (1) through (4))	19,510	5,100
(7)	Contingency	<u>32,209</u>	<u>2,400</u>
	Total for SOLID	<u>\$885,333</u>	<u>192,000</u>

4. The combined totals for both activities of this Grant are \$1,475,070 and such amount is the total estimated amount of this Grant. The combined totals for the amount A.I.D. is obligating effective May 1, 1988, for this Grant are \$315,000.

5. A variation of 15% between line items (2), (3) and (4) in the detailed Financial Plan for each of the two Grant activities is allowable without prior A.I.D. approval. Any adjustment which exceeds 15% must be approved in advance and in writing by the A.I.D. Representative. No other adjustment may be made without A.I.D. approval.

E. Reporting and Evaluation

Financial reporting will be accomplished according to the Standard Provision entitled "Payment - Letter of Credit".

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. The Grantee will also forward an information copy to the A.I.D. 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. Grantee 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 action taken by the Grantee to reduce the excess balances.

3. Quarterly Financial Reports shall be submitted to USAID/Belize at the end of each quarter. These reports should include monthly and cumulative expenditures and quarterly cash and in-kind contributions by Grantee and Government of Belize and Sub-grantees. A format for in-kind contributions will be provided to Grantee by USAID/Belize.

4. During the life of the Project, the Grantee shall submit quarterly progress reports in accordance with the following schedule:

<u>Quarterly Reports due at USAID</u>	<u>Period Covered</u>
End April	January, February March
End July	April, May, June
End October	July, August, September
End January	October, November, December

This report will cover a discussion of overall progress during the quarter, a review of objective targets or indicators and accomplishments/achievements of indicators this quarter, a discussion of government linkages, information on monitoring of statistical indicators, and planned activities for the next quarter.

5. The Grantee shall also submit to USAID/Belize a detailed annual Implementation Plan, which shall include all intended project activities and budget, and a schedule indicating the approximate time they will take place. The first year's plan may be presented as two semi-annual plans. The First Implementation Plan shall be submitted to USAID/Belize July 1, 1988.

6. Progress of the Program, supported by this Grant, shall be subject to evaluation, which will be carried out cooperatively between A.I.D., the Grantee, the Ministry of Health, and outside consultants, as agreed upon by A.I.D. and the Grantee. A final evaluation is contemplated.

#### F. Special Provision

1. In as much as a portion of the funds obligated by this Grant will be used to finance the activities of two (2) Sub-grantees, the Special Provision entitled "Sub-agreements" applies to this Grant.

2. It is agreed that the following provision, which will be inserted into each sub-agreement, describes the appropriate action to be taken by the Grantee as required by Paragraph (b)(1) of the Special Provision noted in Paragraph No. 1 above:

"Attachments 1 and 2 of this sub-agreement describe the activities of the sub-grantee to meet the project objectives. If, in the opinion of the Grantee, the sub-grantee fails to adequately pursue the goals of the sub-agreement or otherwise fails to make suitable progress or takes inappropriate actions, the Grantee will discuss the matter with appropriate officials of USAID."

3. The draft sub-agreement included as part of Attachment 2 is approved for use with the sub-grantees contemplated by this Grant.

4. Pursuant to Optional Standard Provision entitled "Cost Sharing (Matching)", the Grantee agrees to expend from non-federal funds an amount at least equal to twenty-five (25)% of total expenditures under this Grant.

G. Overhead Rate

The negotiated overhead rate is 10.30% of all project costs except sub-agreement costs. Such rate is subject to change pursuant to Optional Standard Provision No. 13 entitled "Negotiated Indirect Cost Rates - Provisional".

H. Title of Property

Title to all equipment, materials and supplies shall be in the name of the cooperating country (Belize) and, during the period of the Grant, shall be under the custody and control of the Grantee, in accordance with Optional Standard Provision No. 22 entitled "Title to and Care of Property (Cooperating Country Title)".

I. Authorized Geographic Code

The authorized geographic codes for procurement of goods and services under this grant are the United States and Belize, unless A.I.D. agrees otherwise in writing.

\_\_\_\_\_END OF SCHEDULE\_\_\_\_\_

Attachment 2

Attachment 2 contains the following documents:

PART I	MACH 2 Proposal
PART II	SOLID Proposal
PART III	BIB Proposal
PART IV	BFLA Proposal
PART V	Subgrant Format

S U B G R A N T

CARE (hereinafter referred to as the Grantee) is an international organization with its international Headquarters in Paris, France, and its USA Headquarters in New York. CARE Belize, as an implementing country of CARE has signed Grant No. 505-0037-G-OPG-8001-00 with USAID-Belize (hereinafter called the Grantor) effective on 1 May, 1988. That Grant has been awarded to the Grantee by the Grantor on condition that funds will be administered in accordance with the terms and conditions set forth in Attachment I, entitled 'Strengthening Organizations Locally through Institutional Development' (SOLID)'

Pursuant to issuance of the Grant No. \_\_\_\_\_, the Grantee herein enters into a Sub-grant with \_\_\_\_\_ (hereinafter referred to as the Sub-grantee) for the amount of US\$ \_\_\_\_\_. The Sub-grant is awarded to the Sub-grantee by the Grantee on condition that:

1. Funds will be administered and activities are carried out in accordance with the terms and conditions set forth in Attachment II, entitled 'Sub-grantee's Technical Proposal' and that
2. The Sub-grantee agrees in writing to the terms and conditions set forth in this Sub-grant and in Attachments I and II thereto.

The Sub-grant shall apply to commitments made by the Sub-grantee in furtherance of program objectives as stated in Attachment II commencing on \_\_\_\_\_ and ending on \_\_\_\_\_.

In WITNESS THEREOF the parties hereto have executed this instrument on the dates set out below.

Name : Frank Brechin  
Title : Country Director  
CARE-Belize

Name : Eva Middleton  
Title : Director  
Breast Is Best  
League

Date : \_\_\_\_\_

Date : \_\_\_\_\_

**Sub-Grant Schedule**

Attachment I SOLID Project Proposal  
Attachment II Sub-grantee Technical Proposal

## Sub-Grant Schedule

### ARTICLE 1

#### Conditions Governing Operation

##### A. Program Content, Reporting and Revisions:

1. The Sub-grantee will be responsible for the programmatic content and implementation of the technical proposal as specified in Attachment II. The Grantee shall take no responsibility for the failure of the Sub-grantee to meet its stated objectives as outlined in Attachment II. The Sub-grantee will be responsible for the timely submission of project activity and financial reports as per the mechanisms and procedures outlined in Attachment I. These reports must be satisfactory in form and substance to the Grantee and A.I.D.. The Grantee will be responsible for consolidating the Sub-grantee's reports with that of other Sub-grantees' into a quarterly report submitted to USAID as per the mechanisms and procedures outlined in Attachment I and in compliance with standard USAID reporting requirements.
2. Any major revisions to the Sub-grantee's technical proposal (Attachment II), which has been approved by A.I.D., during project implementation, whether for activities or budgets, will require A.I.D. approval in writing prior to such changes.

##### B. Financial Mechanisms - Accounting, Audits and Reporting:

1. The total amount that may be advanced to the Sub-grantee by the Grantee for the purpose of implementing the Sub-grantee's technical proposal as outlined in Attachment II, paragraph 3 of page 1 of this Sub-grant and Point #1 of the SOLID Project Summary in Attachment I will not exceed US\$ \_\_\_\_\_ unless otherwise agreed to in writing by CARE and USAID.
2. The Sub-grantee shall use the funds and commodities provided pursuant to this Sub-grant agreement only for the project activities described in the A.I.D. approved technical proposal (Attachment II) and in accordance with the budget for that Project stated in the same document.
3. CARE will establish a quarterly cash advance and vouchering system for use by the Sub-grantee.

4. The Sub-grantee shall maintain account books, records, documents and other evidence of expenditures incurred under this sub-grant in accordance with the Sub-grantee's usual accounting procedures to sufficiently substantiate charges to this Sub-grant. The Sub-grantee shall make such books and records relating to this project available to the Grantee, A.I.D. and the Comptroller General of the United States or any of their duly authorized representatives.
5. The Sub-grantee will be subject to a "close out" audit to be conducted by external auditors immediately prior to the commencement of this Sub-grant to describe the Sub-grantee's financial and accounting status and the Sub-grantee will be audited annually in conjunction with the auditing plans and procedures that have been established by USAID as specified in Attachment II and as stated in Attachment I (p. 16).

## ARTICLE II

### Conditions Governing Period of Performance, Modification and Termination of Sub-grant

1. The term of this Sub-grant begins on \_\_\_\_\_ and ends \_\_\_\_\_. This Sub-grant agreement and the provision of funds and commodities hereunder, may be suspended or terminated by the Grantee in consultation with USAID if it is determined that the Sub-grantee has failed or is likely to fail to comply with the terms of the Sub-grant agreement, provided that the Grantee shall give at least thirty (30) days written notice to the Sub-grantee before taking any such action, and provided that at the time of such notice period, the Grantee shall have determined that the grounds for such action by the Grantee continue to exist. Following the receipt of such notice, the Sub-grantee shall incur no additional obligations, except those required for the orderly completion of work in progress that has already been approved by AID. Within thirty (30) calendar days after receipt of such termination notice, the Sub-grantee shall present a final termination claim to the Grantee. In addition, either party may for its convenience, with thirty (30) calendar days notice to the other party, terminate this Sub-grant. In such case, the Sub-grantee shall submit a final claim to the Grantee. Failure to agree on the amount of any claim will be considered a Dispute and will be settled pursuant to Article III.A.

2. The Grantee shall have no liability whatsoever to the Sub-grantee if the Grantee shall, for any reason beyond the control of the Grantee (including but not limited to, insufficiency of funds from A.I.D. or other sources, labor disputes, trade embargoes, national or international disputes or conflicts, natural disasters or governmental restrictions on the transfer of funds or the export or import of commodities) be unable to make available to the Sub-grantee all or any part of the funds or commodities to be provided under this Sub-grant at the appropriate time, or at any time. In the event of a breach of this Sub-grant by the Grantee, the sole liability of the Grantee hereunder shall be to pay to the Sub-grantee in accordance with Article I, Section B, Paragraph I above for expenses properly incurred by the Sub-grantee and the Grantee shall not be liable for any consequential damages.
3. If this Sub-grant agreement is terminated for any reason, all assets, whether funds, commodities or other property, held by the Sub-grantee at the time of such termination attributable to funds or commodities provided by the Grantee hereunder may be subject to return to the Grantee in such manner and form as the Grantee may determine.
4. Notwithstanding anything to the contrary in the above paragraphs, if the Grantee shall terminate this Sub-grant agreement for any reason other than breach thereof by the Sub-grantee, the Grantee shall pay the Sub-grantee for its expenses incurred, in accordance with Article I, Section B, Paragraph I above, up to the date of termination.

### ARTICLE III

#### General

1. Any notice given by A.I.D. to CARE under the Grant or Amendment(s) thereto, which relate to the work to be performed under this Sub-grant, shall be promptly furnished to the Sub-grantee by the Grantee.
2. This Sub-grant, in addition to any addenda attached hereto and signed by both parties, expresses the complete and final understanding of CARE and Sub-grantee.

3. The terms and conditions of this Sub-grant agreement may not be modified or amended without the prior written approval of the Grantee and the Sub-grantee. The Sub-grantee may not assign this Sub-grant agreement to any other person or organization without the prior approval of the Grantee.
4. In the event of a dispute, the Grantee and Sub-grantee will make every reasonable effort to settle the dispute. If such settlement is not possible, the question will be presented to the A.I.D. Representative. The A.I.D. Representative's decision will be final.