



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

September 30, 2005

Anita Smith
President and CEO
Children's AIDS Fund
1329 Shepard Drive
Suite 7
Sterling, VA 20164

Subject: Cooperative Agreement No. GPO-A-00-05-00042-00
"Preserving the African Family in the Face of HIV/AIDS through Prevention"

Dear Ms. Smith:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (USAID) hereby awards to Children's AIDS Fund hereinafter referred to as the "Recipient", the sum of nine million nine hundred ninety nine thousand two hundred seventeen U.S. Dollars (\$9,999,217.00) for a program to provide support to persons affected by HIV/AIDS as described in the Schedule of this award and in Attachment B, entitled "Program Description."

This award is effective and obligation of \$2,000,000.00 is made as of the date of this letter and shall apply to expenditures made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending September 29, 2010. USAID will not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

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

Please sign the original and all enclosed copies of this letter to acknowledge your receipt of the award, and return the original and all but one copy to the undersigned.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Bruce Baltas".

Bruce Baltas
Agreement Officer

Attachments:

- A. Schedule
- B. Program Description
- C. Standard Provisions

CHILDREN'S AIDS FUND

ACKNOWLEDGED:

BY: Ante M. Nura
TITLE: President
DATE: October 5, 2005

A. GENERAL

1. Total Estimated USAID Amount	:	\$9,999,217.00
2. Total Obligated USAID Amount	:	\$2,000,000.00
3. Cost-Sharing Amount (Non-Federal)	:	\$ 0.00
4. Total Program Cost	:	\$9,999,217.00
5. Activity Title	:	"Preserving the African Family in the Face of HIV/AIDS through Prevention"
6. USAID Technical Office	:	GH/OHA
7. Tax I.D. Number	:	(b)(3)
8. DUNS No.	:	838803158
9. LOC Number	:	N/A

B. SPECIFIC

Commitment Doc. Type	:	PR
Commitment Number	:	GH/OHA-0320
Budget Fiscal Year	:	2005
Fund	:	GAI-X5
Operating Unit	:	GH/OHA
Strategic Objective	:	936-004
Distribution	:	936-3090
Benefiting Geo Area	:	997
Object Class	:	410000
Amount	:	\$2,000,000.00

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ATTACHMENT A

SCHEDULE

A.1 PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide support for the program described in Attachment B to this Agreement entitled "Program Description."

A.2 PERIOD OF AGREEMENT

The effective date of this Agreement is September 30, 2005. The estimated completion date of this Agreement is September 29, 2010.

A.3 AMOUNT OF AWARD AND PAYMENT

- a. The total estimated amount of this Award for the period shown in A.2 above is \$9,999,217.00.
- b. USAID hereby obligates the amount of \$2,000,000.00 for purposes of this Agreement and shall be used to fund program activities beginning with the effective date until September 29, 2010. The Agreement Officer will notify the Recipient, in writing, if funds will be added. USAID is not obligated to reimburse the Recipient for amounts expended in excess of the total obligated amount.
- c. Payment shall be made to the recipient in accordance with procedures set forth in the Standard Provisions of this agreement entitled "Payment Advances and Refunds" and "Payment - Advance" shown in Attachment C.
- d. Incremental funds up to the total amount of the Agreement shown in A.3.a above may be obligated by USAID subject to the availability of funds, satisfactory progress of the program, and continued relevance to USAID program objectives.

A.4 BUDGET

The following is the Agreement Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with 22 CFR 226.

Budget Line Item	Description	Amount
01	Direct Costs	(b) (4)
02	Indirect Costs	
	Total USAID Estimated Amount	\$9,999,217.00 =====

A.5 REPORTING AND EVALUATION**a. Financial Reporting**

The Recipient shall submit an original and two (2) copies to the Cognizant Technical Officer. Financial Reports shall be in keeping with 22 CFR 226.52.

In accordance with 22 CFR 226.52, the SF 269 and SF 272 will be required on a quarterly basis. The recipient shall submit these forms in the following manner:

1. The SF 272 and 272a (if necessary) must be submitted via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>) within 45 calendar days following the end of each quarter. A copy of this form shall also be submitted at the same time to the Cognizant Technical Officer.
2. The SF 269 or 269a (as appropriate) must be submitted to the Cognizant Technical officer.
3. In accordance with 22 CFR 226.70-72, the original and two copies of all final financial reports shall be submitted to M/FM/CMP-LOC Unit. The electronic version of the final SF 272 or 272a shall be submitted to HHS in accordance with paragraph (1) above.

The Recipient shall list each country included in the program and the total amount expended for each country under the Award for the reporting period in the "Remarks" block in the "Financial Status Report" SF-269 or SF-269A, or on a separate sheet of paper with the "Request for Advance or Reimbursement" SF270.

b. Program Reporting

The Recipient shall submit an original and one copy of the performance report to the Cognizant Technical Officer, and one copy to the Agreement Officer. The program report shall present the information required in 22 CFR 226.51.d.

c. Final Report

The Recipient shall submit the original and one copy to the Cognizant Technical Officer, one copy to the Agreement Officer, and one copy to USAID Development Experience Clearinghouse, ATTN: Document Acquisitions, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910 (or e-mail: docsubmit@dec.cdie.org).

The final performance report shall contain the executive summary of the Recipient's accomplishments in achieving results and conclusions about areas in need of future assistance; an overall description of the Recipient's activities and attainment of results by country or region, as appropriate, during the life of the Cooperative Agreement; an assessment of progress made during the life of the Cooperative Agreement; an assessment of progress made towards accomplishing the Strategic Objective and Results; significance of these activities; important research findings; comments and recommendations; and a fiscal report that describes how the Recipient's funds were used. See 22 CFR 226.51.

A.6 INDIRECT COST RATE

For each of the Recipient's accounting periods during the term of this Cooperative Agreement, the parties agree as follows:

- a. The distribution base for establishment of a final direct cost rate is Total Direct Cost.
- b. The Recipient will make no change in its established method of classifying or allocating indirect costs without prior written approval of the Agreement Officer.
- c. Reimbursement for indirect costs shall be at final negotiated rates but not in excess of the following ceiling rate:

Indirect Rate

(b)(4)

d. The Government shall not be obligated to pay any additional amount on account of indirect costs above the ceiling rates established in the Cooperative Agreement. This advance understanding shall not change any monetary ceiling, cost limitation, or obligation established in the Cooperative Agreement

e. The Recipient may submit its initial indirect cost proposal to USAID within ninety (90) days of the effective date of this Cooperative Agreement in accordance with OMB Circular A-122. The proposal shall be submitted to the following address

Mr. Steve Tashjian
USAID/M/OAA/CAS, RRB 7.08-061
1300 Pennsylvania Avenue, NW
Washington, DC 20523

Phone: (202) 712-5321
Email: STashjian@usaid.gov

A.7 TITLE TO PROPERTY

Title to property will be vested with the Recipient, subject to the requirements of 22 CFR 226.30 through 37.

A.8 PROGRAM INCOME

The Recipient shall account for Program Income in accordance with 22 CFR 226.24 (or the Standard Provision entitled Program Income for non-U.S. organizations). Program Income earned under this award shall be added to the project.

A.9 SUBSTANTIAL INVOLVEMENT

USAID shall be substantially involved during the implementation of this Agreement in the following ways:

- a. Review and approval of annual work plan, and all modifications, which describe the specific activities to be carried out under the Agreement, and progress reports;
- b. Approval by the Cognizant Technical Officer of Personnel filling the following specified key positions:

Project Manager
Project Director
Finance Director

Anita M. Smith
Dr. Alexandra Marcus
Cecilia Cooper

- c. Approval of monitoring and evaluation plans; USAID involvement in monitoring progress toward achievement of the Objective and expected results during the course of the Agreement.
- d. As appropriate, other monitoring as described in 22 CFR 226.

A.10 AUTHORIZED GEOGRAPHIC CODE

Pursuant to CIB 01-04, the authorized geographic code for procurement of goods and services under this Award is 935.

A.11 EXECUTIVE ORDER ON TERRORISM FINANCING

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor/recipient to ensure compliance with these Executive Orders

and laws. This provision must be included in all subcontracts/subawards issued under this contract/agreement.

A.12 FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES

Funds in this Agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences [<http://www.info.usaid.gov/pubs/ads/300/refindx3.htm>] or as approved by the Agreement Officer.

A.13 SPECIAL AWARD CONDITION

USAID missions in Uganda, South Africa, and Zambia specify that host government concurrence of the Recipient's program is required. The Recipient must provide documentation to the Agreement Officer within sixty days of signing the award that host government concurrence has been obtained. The Recipient shall work closely with the mission in each country and the GH/OHA office in order to obtain these concurrences. The Recipient must not work or expend funds for activities under the program description or country programs in Uganda, South Africa, and Zambia until Host Country Government concurrences are obtained. The lack of concurrences for Uganda, South Africa, and Zambia may result in a modification, which will decrease the total estimated amount of the award and may limit continuation of the subject award.

A.14 SPECIAL AUDIT CONDITION

Due to the audit report dated June 6, 2005; this award is being made with a special condition. This authority is found in the USAID ADS Chapter 303.5.9b, and 22 CFR 226.14. The special condition for this award is that authority to proceed beyond the initial 6-month phase of performance is subject to correction of audit deficiencies and approval by the Agreement Officer.

The Recipient will notify the Agreement Officer upon correction of all audit deficiencies and a subsequent review of the accounting system will be undertaken by USAID. The recipient estimates corrections to be undertaken by March 31, 2006.

Upon notifying the Agreement Officer that corrections have been made, the recipient may request removal of the condition; if such action is merited and approved by the Agreement Officer, the Agreement will be amended accordingly, as provided for in 22 CFR 226.14.

PROGRAM DESCRIPTION

The Children's AIDS Fund (CAF) has been the leader in promoting risk avoidance (abstinence) messages over risk reduction (condoms and clean needles) messages for nearly two decades. Taking this stand in the 1980s required commitment to principle and compassion to those served. In the 1990s we worked hard to involve the faith community in caring for those who suffer and giving strong messages of abstinence and faithfulness through their outreach.

During these years of hard earned experience the organization had the opportunity to help many people in Africa who were touched by HIV disease, and identify groups and individuals who had committed their lives to helping those so afflicted. Because of its unique background and relationships, CAF is positioned to maximize PEPFAR resources to get them in the hands of those who have proven track records and can accomplish the most in the shortest period of time possible. This is illustrated by CAF's role in Catholic Relief Services' PEPFAR treatment and care grant, where CAF in-country partners exceeded their first year goals well before the deadline and are on track to do the same in year two.

The plan outlined in this project will see equal success since partners CAF has identified in Uganda, Zambia, and South Africa have both the proven experience and zeal in promoting abstinence and healthy choices for youth. CAF proposes to work with four in-country partners toward the goal that youth in Uganda, Zambia and South Africa commit to abstinence before marriage and fidelity within marriage to keep themselves HIV free.

Activities to accomplish the goal are built around three objectives:

1. Engage 2,000,000 in-school and out-of-school youth ages 10-24 in programs and activities that focus on life skills, goal setting, character development, self respect, vocational skills, HIV/AIDS and other STI prevention with a focus primarily on abstinence and faithfulness for HIV prevention.
2. Educate and equip adults and peers who influence youth (pastors, parents, community leaders, teachers, peer mentors) to reinforce the message of healthy choices through abstinence and faithfulness to remain HIV free.
3. Emphasize sexual responsibility in targeted programs for male youth and adults to reduce the incidence of coercive, cross-generational and transactional sex and increase the number of males who practice abstinence before marriage and fidelity within marriage.

Projected outcomes include: 70% of youth reached with AB messages will commit to abstinence or secondary virginity; 60% of parents will commit to talking regularly with their children about HIV/AIDS prevention based on AB; and 60% of pastors will increase their public discussion about HIV/AIDS and initiate new or expand existing prevention

efforts targeting youth. A rigorous monitoring and evaluation plan will ensure reliable program output and outcome data.

CAF is requesting \$2 million per year for five years to accomplish the project outlined in this technical application.

A. TECHNICAL APPROACH/INTENDED RESULTS

Prevention is the ultimate answer to ending the HIV/AIDS epidemic. Only as the number of new infections is reduced will there be fewer transmissions, a decreasing need for treatment and care, and fewer orphans. Because more than half of those newly infected today with HIV are between the ages of 15 and 24 youth must be the primary focus of prevention programs if we are to attain the goal of reducing numbers of new infections.

The Children's AIDS Fund (CAF) believes that preserving the family—through prevention, treatment and care, and programs to assist orphans and vulnerable children—is the optimal way to ensure the best possible future for children and youth impacted by HIV/AIDS. Thus, CAF Africa projects focus on Preserving the African Family to provide youth the best possible environment in which to grow and be nurtured for healthy futures. Absent an immediate family, a child who receives support and care from an equipped and mobilized broader community—community leaders, faith- and community-based organizations, adult and peer mentors—will, likewise, reap benefits for a healthy future.

CAF's project goal is that: Youth in Uganda, Zambia and South Africa commit to abstinence before marriage and fidelity within marriage to keep themselves HIV free.

Project activities are planned to meet the following objectives over the five-year project period:

Objective 1

Engage 2,000,000 in-school and out-of-school youth ages 10-24 in programs and activities that focus on life skills, goal setting, character development, self respect, vocational skills, HIV/AIDS and other STI prevention with a focus primarily on abstinence and faithfulness for HIV prevention.

Objective 2

Educate and equip adults and peers who influence youth (pastors, parents, community leaders, teachers, peer mentors) to reinforce the message of healthy choices through abstinence and faithfulness to remain HIV free.

Objective 3

Emphasize sexual responsibility in targeted programs for male youth and adults to reduce the incidence of coercive, cross-generational and transactional sex and increase the number of males who practice abstinence before marriage and fidelity within marriage.

CAF believes that to maximize these benefits, programs must be culturally appropriate, devised and implemented by individuals and organizations indigenous to the culture being served. To accomplish this, CAF has a long-standing track record of providing financial resources and technical assistance to in-country partners with demonstrated program expertise and are equipped to offer culturally competent services and conduct programs to benefit their fellow citizens that are enhanced and made sustainable through CAF support.

This project will build on programs already underway, initiated by in-country partners, that are thoroughly consistent with the key objectives of this APS. These existing programs will expand to reach larger numbers of youth and equip a broader segment of the community. Because CAF has identified existing in-country partners with established organizations and expertise, this goal is reasonable and attainable, as is rapid scale up to help meet the overall goals and objectives of the President's Emergency Plan for AIDS Relief (PEPFAR). CAF has already demonstrated this through our PEPFAR treatment grant; we achieved our first year's goals six months ahead of schedule and are on track to do the same in the second year.

This project focuses on three PEPFAR countries: Uganda, Zambia and South Africa. CAF takes a comprehensive approach to care, support and services, with the goal of providing multiple programs and services in geographic areas of partnership. Uganda, Zambia and South Africa are also countries in which CAF has successfully sought PEPFAR treatment and care funding, thus this prevention funding will facilitate leveraging of services in the targeted locations. Over the life of both the treatment and care and prevention grants, services and expansion will be coordinated and complementary.

Program activities within each country will vary to fit the unique cultural elements of that country and be consistent with existing national HIV prevention strategies. At the same time, programs within each country will reflect common strategy and activity elements all focused on the key objectives and target audiences outlined in the APS:

- Increased abstinence until marriage among unmarrieds, particularly youth who have not initiated sexual activity. Audiences include youth ages 10 to 24, families and communities.
- Increased "secondary abstinence" until marriage, or avoidance of intercourse among youth and young adults who have previously initiated sexual activity but are not yet married.
- Increased fidelity in marriage and monogamous partnerships, along with knowledge of own and partner sero-status, among both youth and the general population.
- Increased avoidance of harmful behaviors, such as sexual coercion and violence, cross-generational and transactional sex, prostitution, and sex-trafficking and

unhealthy behavior such as sexual promiscuity before and outside of marriage, that increase the general population's and young people's vulnerability to HIV.

A.1. Strategic Approach

Project activities will be conducted in three target countries through four partners. CAF will also contract with two additional organizations to provide specific program support. A contract with Focus on the Family (FOTF) will provide training and materials related to their *No Apologies* HIV prevention curricula in Uganda and Zambia. A contract with Campus Alliance to Wipe Out AIDS (CAWA) will provide a monthly newsletter reinforcing AB messages to university students in Uganda.

Country	Partners
Uganda	Uganda Youth Forum (UYF)
Zambia	Expanded Church Response (ECR) Helping Hands Africa (HHA)
South Africa	Institute for Youth Development South Africa (IYDSA) Helping Hands Africa (HHA)

These partners are not only selected for their expertise and existing programs, but also for their complementary characteristics and range of services within each country. Sustained behavior change requires more than education and training. Behavior change requires an environment where youth can discuss their questions and concerns as they contemplate behavior choices, as well as receive support from their peers, parents and community for healthy behavior choices. For this reason CAF's plan includes activities targeting parents, community and faith leaders. Through a multi-sectoral approach cultural norms (such as coercive transgenerational sex, transactional sex and differing standards related to sexual debut for boys and girls) can be effectively addressed and consistent messages delivered. CAF partners have existing networks with government, schools, youth organizations, parents, faith-based and community leadership that will facilitate rapid program scale up as well as serve as networks for broad information dissemination.

Three of the four in-country partners are faith-based organizations, and although the remaining partner is not faith-based by charter, they already work integrally with the faith community. As a result, a large proportion of the program activities conducted under this grant will be in the context of the faith community serving both its own members and the community at large.

Each program activity will address one or more of the five strategic approaches supported under this grant:

1) Scale-up skills-based HIV education, especially for younger youth and girls.

Two curricula targeting youth ages 10-16 will be used for this project. Uganda and Zambia partners will use *No Apologies*, produced by Focus on the Family. South Africa will use *Imbizo Bangani* (When Friends Get Together) produced by a consortium of faith-based organizations actively working in schools across South Africa providing the life skills curriculum component required by the government. In addition to information about human sexuality, HIV/AIDS, and other STIs, both curricula focus on character

development, life skills, goal setting, self respect, healthy relationship skills, and refusal skills. The curricula will be translated (when necessary) and adapted to each country context. Teachers, parents, pastors, and peer leaders will be trained to deliver the curricula using interactive techniques, as well as to train additional trainers through the life of the grant.

Youth reached through various program activities will be challenged and encouraged to make a commitment to abstain from sex before marriage. Young people who make that commitment will be followed up and given opportunities to recommit to abstinence every two years.

CAF will also encourage an environment for youth that supports the AB curricula messages through community and church-based after-school activities. Peer mentors will be used extensively in this program to work with younger children to reinforce AB through modeling, active listening and activity participation, and through one-on-one counseling.

2) Stimulate broad community discourse on healthy norms and risky behavior.

Community and faith leaders will be encouraged to actively address risk behaviors and HIV/AIDS issues openly, reinforcing AB messages, stimulating dialogue on ways the church and community can actively support youth in decisions to make healthy choices. Media messages will be used as a strategy to spark community discourse.

Public events and conferences will provide further opportunities for open dialogue and reinforcing healthy choices.

Knowledge of HIV status is an important aspect of healthy norms that will be stressed and encouraged by teachers, faith and community leaders through public dialogue. Linkages and referrals will be made to VCT centers.

3) Reinforce the role of parents and other protective influences.

Parent seminars and participation in school and church activities with youth will both help educate parents to the critical role they play in their children's health, as well as provide opportunities for dialogue with other parents and youth related to risk behaviors, healthy choices and HIV/AIDS.

4) Address sexual coercion and exploitation of young people.

A particular focus on out-of-school youth includes teaching vocational skills, as well as life skills--including refusal skills. Practical income generating assistance for communities and churches will help provide economic stability and avoid poverty-driven risk behavior.

Program activities targeting male youth and adults will address the importance of avoiding coercive behavior. Faith and community leaders will be challenged to actively and openly oppose coercive, transactional and cross-generational sex.

5) Strengthen early intervention with at-risk youth.

Parents, teachers, pastors, mentors and peer educators interacting with youth throughout this project will be alert to vulnerable youth who are at particular risk. The goal is to identify at-risk youth early and intervene to prevent unhealthy behavior choices, with a special emphasis on young men.

A key resource tool for this project is a 15-minute video titled *What Happened in Uganda – An African Solution to a Global Problem*, produced by the Gerard Health Foundation to explain Uganda's ABC prevention model. Released in March 2004, and updated in 2005, the video features Ugandan political and health leaders discussing how their ABC prevention strategy was designed and implemented: President and Mrs. Museveni, the Ugandan Minister of Health, the Uganda AIDS Commission Director-General, and Ugandan youth explaining why they are committed to abstinence. Since the video's release, CAF staff have visited all 12 of the African PEPFAR focus countries, met with in-country political and health leadership, media representatives, community and faith leaders and AIDS activists, using the video as an introduction to discussing national prevention strategies. After the video was shown to a group of pastors in Tanzania, one commented, "My eyes have been opened and my mind has been opened."

A.1.1 Partner Profiles

UGANDA YOUTH FORUM (UYF)

Founded: 1992

Years in HIV-related work: 13 (since its founding)

General Program Description: UYF is an indigenous non-governmental organization formed to advocate for and build the capacity of youth to make informed decisions on important issues in their lives, such as those related to sexuality. Conceived by Uganda First Lady Janet Museveni, UYF embodies her desire to educate and equip African children with knowledge and skills to be contributors to the nation and the world.

Youth-related Activities: In-school education; district, regional and national youth conferences for in-school and out-of-school youth; positive parenting seminars for parents and teachers; HIV/AIDS/STD awareness and education seminars for youth in school, communities and places of worship, as well as parents and teachers; work-skill training seminars focused on income generating activity; awareness campaigns utilizing music/dance/drama/poetry/sports/essay competitions and art; training for counselors, peer educators, youth counselors, volunteers.

Primary HIV-related Programs/Activities: All UYF activities and programs relate in some way to HIV/AIDS.

Existing Networks: UYF is effectively networked to youth organizations active nationwide and in the Kampala (city) area; the 150 schools in which they have provided educational seminars for students, educators and parents; and with the faith-community consisting of denominational groups, local churches and youth-serving organizations. UYF also works with local and district councils (government structures that reach individual households) to reach the out-of-school youth. Because of its inception by the greatly respected First Lady UYF is viewed by those it networks with as a leader on youth and HIV/AIDS issues.

Interface with National HIV Program/Strategies: UYF is part of National HIV/AIDS programs and activities. Its national youth conference receives funding from the Ministry of Health and USAID (UPHOLD—Uganda Program for Human and Holistic Development). President and Mrs. Museveni are consistent supporters and participate as speakers at UYF's national youth events. UYF presentations are consistent with the national PIASCY program; life skills and out-of-school youth programs augment the national PIASCY program, with an added emphasis on HIV testing and counseling for sexually active youth under this grant.

HELPING HANDS AFRICA (HHA)

Founded: 1984 as Nazarene Compassionate Ministries-Africa, Helping Hands Africa (HHA) was established as a unique program in 2003, part of the Church of the Nazarene International

Years in HIV-related work: 21

General Program Description: HHA is involved in development, disaster response, child development, AIDS ministries and health. In Africa, HHA is involved in 36 countries, responding to pressing human needs and addressing root causes of problems confronting the poor and powerless. HHA sees prevention and education as the best strategy to respond to the epidemic, and support for orphans and vulnerable children left in the epidemic's wake. The HHA prevention program aims to educate community members about HIV/AIDS and its consequences, as well as guide the community related to care for people living with HIV/AIDS. The goal is reduction of new infections through knowledge. One of HHA's greatest strengths is being able to deliver the corporate capacity and infrastructure of the Church of the Nazarene in this project's target countries, with 165 Zambian and 690 South African congregations.

Primary HIV-related Programs/Activities: HHA AIDS ministry includes prevention campaigns based on abstinence before marriage and fidelity after marriage; training community pastors and leaders to care for people living with AIDS; challenging communities to break the cycle of stigma and rejection against HIV impacted people; supporting AIDS orphans within their communities; supporting caregivers with medical costs, food and school fees for AIDS orphans; assisting communities where orphans and caregivers live with sustainable projects; supporting income-generating activities for infected and affected people; developing networks and partnerships with government and non-government organizations; gathering accurate data and assess needs to plan appropriate response programs.

Relevant Youth-related Activities: AIDS prevention campaigns for youth and children, design and printing of prevention materials, community leadership training and spiritual support.

Existing Networks: Through its long-term and comprehensive compassionate care programs, HHA has established individually and collectively networks among local faith and community leaders, as well as within government offices in each country where HHA programs are ongoing. Networks include: Samaritan's Purse, Zambia Ministry of Health and National AIDS Council, World Vision, AIDS Consortium South Africa, Medic KwaZuluNatal, and many others in the faith community, corporate and public sectors.

Interface with National HIV Program/Strategies: HHA works with the Zambia Ministry of Health and National AIDS Council, as well as the AIDS Consortium South Africa.

EXPANDED CHURCH RESONSE (ECR)

Founded: 2000

Years in HIV-related work: 5

General Program Description: The Expanded Church Response Trust was founded by 220 church leaders representing the major mother church bodies in Zambia (The Christian Council of Zambia, the Evangelical Fellowship of Zambia and the Zambia Episcopal Conference) and numerous faith-based organizations to accelerate and build capacity of the church to provide a massive "Body of Christ" response to the HIV/AIDS epidemic in Zambia. ECR Trust represents more than 12,000 "points of presence" distributed across the nation in virtually every community. ECR Trust's vision is establishing a national framework for a church-based response to HIV/AIDS with strategies which utilize the church (particularly at the community level) as a key delivery system for prevention through abstinence and faithfulness, care and mitigation. ECR Trust has developed a strategic framework for response that provides outreach to orphans, widows, and others in need; identifies, trains and mobilizes volunteer support; identifies unique ways to maximize use of the church's local physical facilities for community outreach and programs; facilitates networking among members of the trust with other community leaders throughout the nation. ECR Trust is a CAF partner in a PEPFAR treatment grant awarded in January 2004, currently overseeing three HIV treatment centers.

Primary HIV-related Programs/Activities: All of ECR's programs relate to HIV/AIDS.

Relevant Youth-related Activities: ECR churches are all committed to expanded and targeted HIV/AIDS prevention programs to youth, with numerous programs generated in the local church as well as outreach programs to nearby schools, community centers and universities.

Existing Networks: The broad faith community throughout Zambia, government officials, members of the National HIV/AIDS/STI/TB Council.

Interface with National HIV Program/Strategies: ECR's Chairman Bishop Joshua Banda, is a member of the National HIV/AIDS/STI/TB Council and has served on numerous other national level committees and advisory bodies. Because of the established relationships between Bishop Banda and the Zambian leadership, as well as the broad and strong representation of the faith community throughout the nation, ECR is engaged in the national HIV strategy and programming at every level. In addition, ECR partners with CHRESO, a ministry that runs, among other programs, a local and mobile HIV/AIDS diagnosis and treatment center.

INSTITUTE FOR YOUTH DEVELOPMENT SOUTH AFRICA (IYDSA)

Founded: 2002

Years in HIV-related work: Organizationally 3 years, staff represents a collective 38 years of HIV/AIDS experience

General Program Description: Institute for Youth Development South Africa (IYDSA) is a sister organization of The Barnabas Trust, a nationally recognized and government

supported community based organization in South Africa's Eastern Cape focused on mentoring community-based HIV/AIDS programs. IYDSA provides support services to HIV/AIDS volunteers and vulnerable families, food parcels to people waiting to receive social grants, as well as stipends to volunteers involved in home and community based care to people with AIDS. In addition, IYDSA has sponsored HIV/AIDS education seminars for pastors and youth leaders, with the goal of engaging, educating and equipping the local church to respond with practical compassionate care and services to those impacted by HIV/AIDS. IYDSA is a CAF partner in a PEPFAR treatment grant awarded in January 2004, currently overseeing four HIV treatment centers.

Primary HIV-related Programs/Activities: All of IYDSA's programs are HIV/AIDS related, with various target audiences, and emphasizes the importance of abstinence and faithfulness.

Relevant Youth-related Activities: IYDSA in partnership with The Barnabas Trust identifies vulnerable children in HIV impacted families, provides support and training for the care providers, and serves as an advocate for the child in all the issues related to the loss of a parent: burial plans and fees, foster care, future planning, adoption, etc.

Existing Networks: In addition to the pastors, churches, and local CBOs, IYDSA works through its existing programs, IYDSA is a member of HISNET, a consortium of 12 faith-based organizations that presently work in more than 2,000 schools throughout South Africa, focused on impacting the behavior of youth

Interface with National HIV Program/Strategies: IYDSA provides support services to volunteers and vulnerable families in three of the five National Integrated Plan Sites in the Eastern Cape province, sponsored by the Department of Social Development. IYDSA works closely with the Ministry of Health on its treatment and care projects.

A.1.2. Program Activities

Programs characteristics will be unique to each country based on models that have been proven effective in the experience of partner organizations. Common program elements will include:

Common Program Elements	Uganda	Zambia	South Africa
Peer Education	X	X	X
Training Trainers	X	X	X
Radio Spots	X	X	X
Television Spots	X	X	X
School-based Education	X	X	X
Out-of-School Youth Vocational Training and Education	X	X	X
University Student Education	X	X	

Parent Education	X	X	X
Pastor/Faith-based Youth Leader Education	X	X	X
Age-Graded Curricula & Resources for Church & School	X	X	X
Programs Targeting Male Youth and Adults	X	X	X
Community Dialogue with Public Leaders	X	X	X
Drama, Puppetry, Music	X	X	X
VCT Support/Collaboration	X	X	X
Youth Leadership Development	X	X	X
Youth Conferences	X	X	X

Consistent messages targeting specific audiences will be delivered through various program activities.

Behavior Change Messages by Target Group

Target Population	Behavior Change messages
Not yet sexually active children and youth (age-appropriate messages)	<ul style="list-style-type: none"> ▪ Physical, emotional, social changes associated with puberty ▪ Gender differences ▪ Goal setting, life skills, self respect, self confidence ▪ Healthy choices ▪ Abstinence until marriage; faithfulness in marriage ▪ Relationship skills; refusal skills; avoidance strategies ▪ Positive peer reinforcement ▪ Avoidance of other unhealthy behaviors (alcohol, drugs, tobacco, violence) ▪ Media literacy
Sexually active youth	<ul style="list-style-type: none"> ▪ Secondary abstinence/secondary virginity ▪ Reducing number of partners

	<ul style="list-style-type: none"> ▪ Faithfulness if married or in a stable relationship ▪ HIV testing and counseling ▪ Relationship skills; refusal skills; avoidance strategies ▪ Positive peer reinforcement of healthy choices ▪ Media literacy ▪ Avoidance of other unhealthy behaviors (alcohol, drugs, tobacco, violence)
Parents	<ul style="list-style-type: none"> ▪ Parent/child connectedness as protective ▪ Model positive patterns of sexual behavior and gender relationships ▪ Interconnections among unhealthy risk behaviors ▪ Talk with children about sexuality, HIV/AIDS, and other unhealthy risk behaviors ▪ Discuss parental expectations about youth behavior choices ▪ Teach refusal skills and life skills ▪ HIV testing and counseling
Church and community leaders, teachers	<ul style="list-style-type: none"> ▪ Promote abstinence and support youth prevention programs ▪ Support and reinforce the critical role of parents in youth prevention messages ▪ Model positive patterns of sexual behavior and gender relationships ▪ Support and maintain programs that will focus on multiple aspects of prevention for youth ▪ Active opposition to abuse of youth in the community ▪ HIV testing and counseling

Project activities will reach a broad cross-section of the community over the five-year project period with the following goals for target populations. (Note: Totals do not include media outreach.)

Numbers of Individuals Served by Target Population Over 5-Year Project Period

Target Population	Uganda	Zambia	South Africa	Totals
Youth and children in schools	300,000	500,000	500,000	1,300,000
Out-of-school youth, including orphans and street children	150,000	200,000	200,000	550,000
University students	100,000	50,000		150,000
Trainers/mentors/peer educators	1,200	1,450	1,560	4,210
Church leaders/youth pastors	2,500	3,000	2,000	7,500
Parents	2,500	2,500	10,800	15,800

A. 2. Detailed Multi-Year Implementation Plan

Programs outlined in each target country will result in the six anticipated outcomes outlined in the APS:

1. Increased numbers of faith, youth-serving and community-based partners that are implementing HIV prevention activities focused on "A" and "B" and reducing harmful behaviors among youth.
2. Increased number of sites where prevention programs focused on "A" and "B" and on reducing harmful behaviors are implemented.
3. Increased numbers of youth (10-24) and adults reached with messages about abstinence, fidelity and transactional sex.
4. Strengthened capacity of indigenous faith-based, youth-serving and other community-based organizations to develop, implement and monitor HIV prevention programs for youth in the PEPFAR focus countries.
5. Expanded/strengthened "A" and "B" activities and messages that result in more comprehensive and balanced national HIV prevention programs.
6. Increased practice of abstinence until marriage among unmarried youth, together with fidelity/partner reduction and reduction in harmful behaviors among both youth and adults.

In addition, CAF has set some specific outcome goals within the overall APS anticipated outcomes that will be monitored and evaluated through the plan described in the following section. CAF's specific program outcome goals include:

- Reaching 2 million youth in the three target countries during the five grant years.

- 70% of youth reached with the "A" and "B" message will commit to abstinence or secondary abstinence or faithfulness within marriage.
- 60% of youth who commit to abstinence will have kept their commitment and recommit within two years of their initial commitment.
- 60% of pastors will increase their public discussion about HIV/AIDS and initiate new or expand existing prevention efforts targeting youth.
- 60% of youth leaders will increase their public discussion about HIV/AIDS and initiate new or expand existing prevention efforts targeting youth.
- 60% of parents will commit to talking regularly with their children about HIV/AIDS prevention based on "A" and "B."

Program activities are planned according to in-country partner existing networks and ongoing activity. In addition, they are designed to include most provinces or districts of each of the three target countries over the life of the grant.

Over the five-years project period, program sustainability planning will be woven throughout all TA/CB activities. New sources of human and financial resources will be identified and involved throughout the grant term, with the goal of replacing grant resources with new resources identified from local, national and global sources. Those sources will include both the corporate and faith communities.

A.2.1. Summary Implementation Plan

The following chart summaries the project implementation plan by objective. It is followed by country-specific details (see Appendices for full country plans) and an extended workplan.

Objective 1: Engage 2,000,000 in-school and out-of-school youth ages 10-24 in programs and activities that focus on life skills, goal setting, character development, self respect, vocational skills, HIV/AIDS and other STI prevention with a focus primarily on abstinence and faithfulness for HIV prevention.

Activities	Country	Outcome Indicators
1.1 Identify participating schools, youth groups and churches and implement education through selected curricula 1.2 Initiate income generating projects for out-of-school youth involving adult professional/vocational mentors teaching skills and peer educators teaching life skills 1.3 Establish core advisory group of youth and adults that will meet quarterly to assess activities, monitor progress and recommend future direction. 1.4 Work with existing media outlets to provide messaging for regular programming focused on relevant messaging for youth: life skills; character development; self respect; goal	Activities will occur in all countries unless otherwise indicated	2 million youth participate in activities that encourage them to commit to making healthy choices about their sexual behavior 70% of youth reached with the AB message will commit to abstinence or secondary abstinence or faithfulness within marriage.

<p>setting; sexuality and sexual behavior; refusal skills; delaying sexual debut; HIV/AIDS and STI facts; sexual exploitation or coercion.</p> <p>1.5 Develop and print resource information focused on relevant messaging for youth: life skills; character development; self respect; goal setting; sexuality and sexual behavior; refusal skills; delaying sexual debut; HIV/AIDS and STI facts; sexual exploitation or coercion.</p> <p>1.6 Plan and implement youth conferences that will platform community leaders discussing youth life skill issues and reinforcing messages of healthy sexual choices, abstinence and fidelity.</p> <p>1.7 Plan and implement events targeting university students focused on relevant messaging for youth: life skills; character development; self respect; goal setting; sexuality and sexual behavior; refusal skills; delaying sexual debut; HIV/AIDS and STI facts; sexual exploitation or coercion.</p> <p>1.8 Plan and implement youth street campaigns utilizing peer educators, youth leaders, adult mentors for one-on-one discussion and materials distribution on relevant youth issues.</p>	<p>Uganda Zambia</p> <p>Uganda Zambia</p>	<p>60% of youth who commit to abstinence will have kept their commitment and recommit within 2 years of their initial commitment</p>
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Objective 2

Educate and equip adults and peers who influence youth (pastors, parents, community leaders, teachers, peer mentors) to reinforce the message of healthy choices through abstinence and faithfulness to remain HIV free.

Activity	Country	Outcome Indicators
<p>2.1 Train peer educators to work with youth at all age levels to participate in training/education sessions with in-school and out-of-school in a variety of venues.</p> <p>2.2 Train trainers in selected curricula who will in-turn train other trainers and implement curricula with youth in multiple settings (in-school, out-of-school, churches, youth groups).</p> <p>2.3 Develop and implement seminars for parents focused on parenting skills, HIV/AIDS and other STI facts, modeling positive patterns of sexual behavior and gender relationships; interconnections among</p>	<p>Activities will occur in all countries unless otherwise indicated</p>	<p>4,210 peer educators and trainers will be trained</p> <p>60% of parents will commit to taking regularly with their children about HIV/AIDS prevention</p>

unhealthy risk behaviors; ways to discuss parental behavior expectations about youth behavior choices; refusal and life skills. 2.4 Develop and implement seminars for pastors and youth leaders focused on HIV/AIDS and other STI facts, interconnections among unhealthy youth risk behaviors; the importance or promoting abstinence and youth prevention program; importance of supporting and reinforcing the role of parents in youth prevention messaging; importance of active visible opposition to abuse of youth in the community through sexual coercion, cross-generational and transactional sex.		based on AB 60% of pastors and youth leaders will increase their public discussion about HIV/AIDS and initiation new or expand existing prevention efforts targeting youth.
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Objective 3

Emphasize sexual responsibility in targeted programs for male youth and adults to reduce the incidence of coercive, cross-generational and transactional sex and increase the number of males who practice abstinence before marriage and fidelity within marriage.

Activity	Country	Outcome Indicators
3.1 Develop and implement targeted program using trained adult and peer mentors for youth and adult males focused on healthy relationship skills, sexual responsibility, the importance of making healthy choices and avoiding coercive, cross-generational and transactional sex.	Activities will occur in all countries unless otherwise indicated.	30% of participants will commit to responsible sexual behavior based on AB.

A.2.2. Country Plans

Following are key strategies that will lead to program implementation in each country. Rapid scale up will be facilitated by each partner's existing network and program structure, which contain essential elements for implementation of all proposed activities as an expansion of existing activities.

Uganda

Uganda Youth Forum (UYF) activities will focus primarily on in-school and out-of-school youth. UYF has an existing network of schools in which they have conducted some HIV/AIDS prevention and life skills training and a roster of schools who have invited them to conduct educational programs. UYF will identify locations based on this data that will facilitate rapid program growth in targeted districts for year one, with an extended plan to expand the program into new districts in subsequent program years. UYF's partner organization focused on AIDS orphans is Uganda Women's Effort to Save Orphans (UWESO), also an initiative of First Lady Mrs. Janet Museveni. UYF program targeting out-of-school youth will recruit adult professional vocational mentors through UWESO and its other networks to plan and implement multiple income-generating

projects to train youth in vocational and life skills. CAF will contract with Focus on the Family (FOTF) to train trainers in the *No Apologies* curricula to be used with both in-school and out-of-school youth. UYF's annual national youth conference will be a major public event involving national and community leaders participating to support youth who make health choices based on abstinence and fidelity.

CAF's Uganda office will coordinate activities targeting university students, building on existing relationships with professors and student leaders on multiple campuses. CAF will contract with the Campus Alliance to Wipe Out AIDS (CAWA) to distribute their monthly newsletter written by and for university students committed to abstinence and fidelity through CAF program activities. The CAF Uganda office will coordinate media messaging creating opportunities to broadcast relevant messages for youth through existing programming. In addition, CAF will implement parent and pastor/youth leader seminars with its existing network that will complement those managed by UYF.

Geographically activities will begin in year 1 in the Kampala district, with expansion to additional districts over the five-year project period with activities over the period covering five districts.

Zambia

Expanded Church Response Trust (ECR) and Helping Hands Africa (HHA) activities will both be carried out primarily through their existing local church networks, 12,000 and 165, respectively. Local churches will be the location for the majority of program activities for in-school and out-of-school youth, parents, youth leaders and pastors. CAF will contract with Focus on the Family (FOTF) to train trainers in the *No Apologies* curricula to be used with both in-school and out-of school youth.

Activities targeting university students will be primarily conducted by ECR, which already has established networks with professors and youth leadership on several campuses. ECR will also develop and implement media messages for Zambia since they have an existing media presence and track record in the community.

Geographically activities in year 1 will focus on three districts in two provinces and will expand over the project period to cover in ten districts in six provinces.

South Africa

The Institute for Youth Development South Africa (IYDSA) program activities will be focused primarily on public schools. IYDSA, in partnership with the Department of Health, Department of Social Development, Department of Education, Youth for Christ South Africa, Students Christian Organisation, the Uniting Christian Student's Association of Southern Africa and Scripture Union, have developed the *Imbizo Bangani* (Where Friends Meet) program and curriculum targeting high school youth and their communities. Trainers and youth leaders will be trained in *Imbizo Bangani* and deployed to work 10 clusters of three schools each, where the same trainers and youth leaders will work on a nine-month schedule implementing the curriculum with students, teachers,

parents, and the community through multiple in-school and out-of-school activities to maximize duration and intensity of messaging.

Helping Hands Africa (HHS) programs activities will be carried out primarily through their network of 690 local churches focusing on in-school and out-of-school youth, parents, teachers, youth leaders and pastors. Income generating projects targeting out-of-school youth will utilize adult vocational and peer mentors.

Both IYDSA and HHA will facilitate media messaging to reinforce project programs and activities, maximizing opportunities through existing media outlets.

Geographically project activities will focus on peri-urban and rural areas, reaching into 40 to 45 districts in all of the country's nine provinces over the project period.

A.2.3. Extended Workplan

In each case, country partners will extend the geographic reach of program activities begun in year 1 (see appendix for more detailed country workplans) with the goal of building as strong a foundation as possible through these activities in the initial five years to support long-term sustainability.

Activities	Countries	Year 2	Year 3	Year 4	Year 5
Implement education to youth through selected curricula	All	X	X	X	X
Implement income-generating projects for out-of-school youth	All	X	X	X	X
Continue quarterly meetings of country advisory groups	All	X	X	X	X
Expand media outreach using existing outlets	All	X	X	X	X
Print resource information for distribution to youth	All	X	X	X	X
Implement youth conferences	All	X	X	X	X
Implement events targeting university students	Uganda Zambia	X	X	X	X
Implement youth street campaigns	Uganda Zambia	X	X	X	X
Continue training peer educators	All	X	X	X	X
Continue training trainers	All	X	X	X	X
Implement parent seminars	All	X	X	X	X
Implement pastors/youth leaders seminars	All	X	X	X	X

Implement program targeting male youth and adults	All	X	X	X	X
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A.2.4. Technical Assistance/Capacity Building (TA/CB)

Throughout the project, CAF will provide TA/CB to partners in the following areas, with the goal of sustainability by the end of the five-year project period.

Program Administration	Program Planning & Implementation
Budget building/fiscal management	Staff training in specific program areas (i.e., mentoring, peer counseling, etc.)
Program Monitoring/Outcome evaluation	Message design and impact
Staff/personnel policy and procedure development	Curriculum/resource development
Grant writing	Targeted communications strategies
Long-term funding planning	Coalition building
Strategic planning	Updates and resources on related topics (i.e., risk behavior interconnections, protective factors, risk factors, etc.)

Annual project team meetings will be held in one of the three target countries during this five-year project period. Training sessions covering TA/CB areas will be a primary focus of annual team meetings, as well as monitoring and evaluation training and updates, and dialogue about program elements and outcomes. In this context, partners will provide TA/CB to one another as they share experience and ideas.

In addition to the annual project team meeting, CAF will provide ongoing TA/CB through resource materials on related management and program topics, as well as posting related resources on the CAF website. The goal will be to build the resource materials pool over the project period so each in-country partner has its own resource library.

The Institute for Youth Development (IYD) will be a contractor to provide TA/CB in three specific areas: grant writing; long-term funding planning; youth risk behavior behavior trends, interconnections, protective factors, and related data. IYD is a non-partisan, non-profit organization dedicated to ensuring the best possible future for children and youth by promoting positive choices and healthy behaviors. IYD promotes a comprehensive risk-avoidance message regarding major risk behaviors among youth that are inextricably linked: alcohol, drugs, sex, tobacco, and violence. IYD's evidence-based messages and programs focus on protective and predictive factors in lives of youth that impact their vulnerability and susceptibility to initiation of unhealthy risk behaviors. IYD currently operates programs under multiple federal grants from the Centers for Disease Control and Prevention's Division of Adolescent School Health, the Health Services and Resources Administration's Maternal Child Health Bureau, and the Administration for Children and Families. The largest grantee under the Compassion Capital Fund (the President's Faith-based Initiative), IYD has provided technical assistance and capacity building to more than 6,000 faith- and community-based

organizations on how to successfully access federal funds (including PEPFAR). IYD also contributed to the production of a 4-volume Tool Kit presently used as a management, planning and operations capacity building handbook for grassroots community and faith-based groups throughout South Africa.

A. 3. Monitoring and Evaluation

All activities conducted under this project will be included in the monitoring and evaluation (M&E) process that will commence at the project's outset. Rebecca Maynard, Ph.D. of the University of Pennsylvania and Princeton University, will be contracted to design and oversee implementation of each aspect, as well as provide data analysis at scheduled milestones throughout the project period. M&E are designed to inform and monitor processes, provide feedback for program improvement, as well as identify outputs and outcomes. Subsequently, data will be collected relating to all activities and used throughout the project for program improvement so at the end of the project period the desired outcomes are more likely.

M&E tools and mechanisms will be uniquely designed according to the types of activities/interventions and processes ongoing for this project. Logs, tracking forms, feedback questionnaires and implementation surveys will be used to monitor programming. Training on the use and purpose of these tools will simultaneously serve as a capacity building activity with in-country partners on research and evaluation fundamentals. Moreover, through this process the in-country partners will be equipped with all the technical aspects of statistical analysis, research design, process evaluation and monitoring, and outcome evaluation activities.

A system for data collation, coding and entry that will ensure data uniformity and integrity for appropriate analysis will be developed according to Dr. Maynard's parameters and specifications.

M&E will include both activities performed by country partners and TA/CB activities performed by CAF, and will be coordinated and consistent with all federal M&E requirements outlined by PEPFAR and USAID.

Program Activities

M&E for program activities will include both outputs and outcomes. Output M&E will include gathering data on each activity including:

- Date, location
- Duration
- Sponsoring organization (church, school, youth group, etc)
- Nature of activity (training, material distribution, mentoring, etc)
- Total reached/material distributed

- Breakdown by gender
- Breakdown by age/target population (in-school youth, out-of-school youth, pastor, parent, etc.)

Trainers/peer educators/mentors will also be provided a self-assessment tool to evaluate their implementation of the program, which will help monitor provider fidelity to program content.

Data for Outcome M&E will also be gathered through program activities, including:

- New knowledge
- Increased skills
- Changed attitudes or values
- Impact on future intentions
- Modified behavior
- Improved conditions

The research design for outcome data will include randomized selection of initial activity sites as well as random selection of control sites to provide the best possible comparison data. Outcome data will be analyzed quarterly after systems are in place to ensure quality as well as to facilitate indicated system improvement and program adjustments.

At the beginning of the project period Dr. Maynard will develop data collection tools relevant to each program activity, data collection systems and timelines, and conduct initial training. Data collection, coding and analysis systems will include M&E officers at CAF as well as at the country level to ensure data quality and monitor systems. In addition, the M&E contractor will participate in monthly conference call with all M&E officers to troubleshoot issues as they arise, and make quarterly site visits in years 1 and 2 to provide additional oversight. The CAF M&E officer will conduct weekly conference calls with country M&E officers to maintain ongoing discussion and management.

M&E will include follow up with a select number of event participants at specific intervals after their participation to assess: long-term relevance and retention of message; whether actions undertaken match stated future intentions; and perceived value of services provided. Other M&E data collected will include tallying networking opportunities as well as opportunities to interface with national program activities.

Technical Assistance/Capacity Building

M&E tools will be designed to cover TA/CB activities conducted by CAF throughout project period. Regarding the annual project team meeting and other formal TA/CB presentations these tools will assess:

- Logistics
- Relevance
- Presenter effectiveness

- Presentation content

Regarding TA/CB resources provided, M&E tools, conference calls and regular e-mail communication, tools will assess:

- Relevance
- Clarity
- Applicability to implementation
- Ease of implementation
- Effectiveness of process.

B. Project Management

Project management for this project will mirror CAF's management structure that has been highly successful for the PEPFAR treatment and care grant. Because CAF does not have field staff in each target country, in-country partners serve as program managers, reporting directly to CAF HQ. Within the existing treatment and care grant, CAF's management plan includes weekly telephone conferences, regular e-mail communications, regularly scheduled site visits by program and financial officers, monthly program and financial reporting cycles. Because several of the in-country partners for this project are also partners in the treatment and care grant, they have already been trained in requirements for both program and financial compliance, which will help facilitate management of this project.

B. 1. Key Personnel

Key personnel for the project will consist of six CAF staff and two contractors based in the United States. CAF staff provides project management and TA/CB; the two contractors will provide TA/CB, one of which will oversee M&E. In Uganda, the CAF Uganda office will provide project oversight, coordinating the activities of UYF and contractor CAWA. In Zambia and South Africa where CAF does not have field offices, ECR and IYDSA, respectively, will provide project oversight as well as serve as liaison to CAF.

CAF HQ

Project Manager—CAF President **Anita Smith** will serve as project manager. Mrs. Smith has nearly two decades of experience in HIV/AIDS in the United States and globally, including education and prevention program development and implementation, direct service to HIV impacted children and families, research, and resource tool development. She has worked with both faith- and community-based organizations throughout her professional experience, with extensive networks and professional affiliations in both arenas. In addition, she has more than 15 years experience in federal grant program management and implementation, currently managing a PEPFAR

treatment grant with a budget slated to grow from \$1 million to \$19 million over five years. Mrs. Smith currently chairs the Prevention Committee of the Presidential Advisory Council on HIV/AIDS. As Project Manager, Mrs. Smith will oversee all aspects of grant program and fiscal activity.

Project Director—CAF Director of Global Prevention Initiatives **Alexandra Marcus, MSc, PhD**, will serve as project director, overseeing and managing day-to-day planning and implementation of project activities as well as coordinating TA/CB. Born, raised and educated in Africa, Dr. Marcus has more than 40 years of global experience and expertise having served as Southern Africa director for World Relief Corporation for six years, where she established child survival, maternal and primary health care, income-generating as well a disaster and relief programs. She worked with HIV/AIDS more than a decade ago in Africa, setting up assistance programs for women and children and implementing prevention education. In addition, she has extensive expertise in administration and management systems, strategic planning, program development and program implementation.

Finance Director—CAF Director of Financial Services **Cecelia Cooper, CPA**, will oversee and manage budgeting financial compliance and reporting for the project period. Ms. Cooper has more than 10 years of accounting experience, five of those working on federal grants and contracts. Ms. Cooper oversees and manages all financial aspects of the CAF PEPFAR treatment and care grant, has provided on site compliance training in Uganda, Zambia and Tanzania for CAF in-country partners.

Financial Assistant—Currently Vacant, will assist the Finance Director with budgeting, fiscal oversight, and compliance monitoring through the project period.

M&E Officer—Currently Vacant, will serve as liaison with M&E Contractor and M&E in-country officers to ensure adherence to data collection systems, timely reporting, proper data coding, and data analysis.

Administrative Assistant—Jeanne Wood has more than 20 years of experience in office administration and will serve as the primary administrative assistant for this grant, including maintaining program, financial and M&E timelines, coordinating communication with in-country partners, as well as maintaining all project files and archives.

M&E Contractor, Rebecca Maynard, PhD, University Trustee Chair Professor at the University of Pennsylvania Graduate School of Education and Visiting Fellow at Princeton University, has an extensive background in program monitoring and evaluation. Dr. Maynard is the author of numerous peer-reviewed journal articles, the majority of which deal with program evaluation. She was the lead evaluator for the national Title V evaluation of abstinence education programs in the United States conducted by Mathematica under the direction of the Department of Health and Human Services. She serves on numerous federal and private-sector advisory committees related to youth risk behaviors and program evaluation.

TA/CB Contractor, Institute for Youth Development—Shepherd Smith, President and founder of the Institute for Youth Development (IYD), has nearly two decades of experience with HIV/AIDS prevention and education, program development and implementation, diagnostic and treatment protocols, and public health strategy implementation. Founder of Americans for a Sound HIV/AIDS Policy, parent organization of the Children's AIDS Fund, he serves on the CAF board and participates

in HIV/AIDS advisory committees and panels on domestic and global HIV/AIDS. For this project, Mr. Smith will provide technical assistance in all these areas of expertise through presentations at annual project team meetings, participation in regular conference calls with in-country partners, and providing of resource materials.

CAF Uganda

Uganda Program Director—CAF Prevention Initiatives Coordinator—Edreda Bampata, has 25 years of experience working with youth, more than 13 of that in work with HIV/AIDS awareness programs for youth and adults in Uganda. Previously Program Coordinator for UYF, Ms. Bampata designed and oversaw abstinence programs with in-school and out-of-school youth, organized and managed national and regional youth conferences and parenting seminars, trained counselors and peer educators, served as UYF liaison with Ugandan government offices such as the Ministry of Health, Ministry of Gender and Ministry of Education. For this project, Ms. Bampata will coordinate and manage program activities conducted under UYF and CAF, and oversee the contract with CAVA providing written materials for university students and FOTF training trainers in *No Apologies* curriculum.

Zambia

Country Partner Expanded Church Response Trust—Bishop Joshua K. Banda, Deputy Chief Bishop of the Pentecostal Assemblies of God in Zambia, serves as Chairman of the Expanded Church Response (ECR) HIV/AIDS Trust. A board member of the National HIV/AIDS/TB/Malaria Council of Zambia, Bishop Banda serves on the boards of numerous faith-based organizations including World Vision Zambia, Zambia Fellowship of Evangelical Students, Scripture Union of Zambia, and two theological colleges. Bishop Banda pastors the Northmead Assembly of God Church, a congregation of 2,400 members, which has numerous ministries including a weekly HIV/AIDS focused radio program Under Bishop Banda's leadership ECR manages three HIV/AIDS treatment and care centers currently serving more than 1,200 patients under CAF's PEPFAR grant.

South Africa

Country Partner Institute for Youth Development South Africa—Darren Gough, Founder and Managing Director of IYD South Africa, has worked with youth since 1987 when he was part of a music and drama team that traveled throughout South Africa making presentations to faith-based youth groups. He served as a director and manager for Youth for Christ East London and Border Region for a decade. For the past four years Mr. Gough, Founder and Managing Director of The Barnabas Trust, developed a mentoring program to help build the capacity of CBOs serving people impacted by HIV/AIDS, helping the organizations move from basic organization to self-sufficiency and on to mentoring other CBOs. In addition, he helped establish the Mentoring Resource Network, a national structure managing the development of mentoring for the

National Department of Health. Mr. Gough oversees four HIV/AIDS treatment and care centers currently serving nearly 2,000 patients under CAF's PEPFAR grant.

Zambia & South Africa

Country Partner Helping Hands Africa—Trino Jara Gonzalez, Director of Helping Hands Africa, a ministry of Nazarene Compassionate Ministries International, has more than 20 years of experience in youth ministry and outreach, international disaster and relief services, and HIV/AIDS prevention education and service provision in Central America, Southeast Asia and Africa. Director with Nazarene Compassionate Ministries for more than six years, Mr. Gonzalez manages all HIV/AIDS prevention and service delivery for Sub-Saharan Africa, and trains and manages in-country directors and a network of pastors, educators and community leaders related to orphan services, food security, income-generating initiatives, and HIV/AIDS prevention.

B.2. Management Plan

The Children's AIDS Fund will serve as the primary agency for this project, providing comprehensive program and fiscal oversight and management. This includes planning and coordination of all TA/CB as well as program activities.

Within 60 days of the award CAF will implement a project team meeting for strategic planning, networking, M&E training, finance and compliance. The initial project team meeting will include training sessions on: financial requirements and accounting procedures; financial and program reporting timelines; reporting formats; monitoring and evaluation data collection and reporting processes. In addition, TA/CB sessions will focus on the ABC prevention model; ABC model-based program development and implementation; message development strategies for targeted audiences; organizational management; budget development and oversight; most current data on HIV disease, and an explanation of how prevention and treatment interface. Each project team meeting would also include an introduction of all partners to pertinent USAID host country staff with presentations on country PEPFAR activities.

Subsequent annual project team meetings will be used to assess progress, identify gaps in program, set long-term goals and priorities, and provide technical assistance as planned by CAF and as requested by in-country partners. An important part of the annual team meeting is TA/CB among partners, who will have a forum for sharing effective strategies and models with potential relevance to other team members. In addition, partners will share experience with PEPFAR and other Western donors to assist less experienced partners.

CAF will schedule weekly conference calls with in-country partners to facilitate fiscal and program management, with participation required by in-country partner project directors (or a designated staff member in the project director's absence). Funds will be provided to in-country partners on a monthly basis, based on approved budgets, budget forecasting, compliance and timely reports. In addition, CAF staff will conduct quarterly site visits to each in-country partner throughout the project period.

The CAF HQ team for this project will meet weekly to share information related to program, finance, M&E, and administrative issues to ensure quick response to action items and tracking with project timelines.

Overall responsibilities of key personnel are as follows:

CAF HQ

- Program and fiscal oversight/management
- USAID contact for project
- Generate all required program and financial reports
- Contractor management
- In-country partner management/coordination
- Weekly conference calls
- Quarterly site visits
- Weekly team meetings
- Annual team meeting planning/participation
- Monthly TA/CB provision
- Actively monitor and review of all monthly reports
- Collection, collation and oversight/management of M&E systems and data
- Liaison and coordinate prevention and treatment grant project in-country partners/activities

CAF Contractors

- Provide TA/CB activities outlined in proposal
- Provide TA/CB resources
- Participate in site visits as requested
- Participate in weekly conference calls as requested
- Participate in annual project team meetings
- (Dr. Maynard only) Develop M&E tools, systems, M&E process oversight and data analysis

In-Country Partner Project Directors

- Provide in-country oversight/management all project activities
- Provide in-country oversight/management of M&E process
- Assemble and implement quarterly meetings of country advisory team
- Serve as point of contact for USAID country AIDS director or program officer
- Serve as in-country liaison to CAF and subcontractors
- Participate in annual project team meetings and conference calls
- Ensure timely preparation and submission of required program, financial reports and budgets
- Manage in-country project team through program design and implementation
- Coordinate work of in-country M&E and finance officers
- Spearhead and oversee in-country networking with other FBOs and CBOs
- Serve as in-country liaison with national programs and infrastructures

Each country will have finance and M&E officers that will work closely with their counterparts at CAF HQ. All staff identified outside the United States are indigenous to the country in which the program will be implemented.

C. Past Performance

Since 1988 the Children's AIDS Fund (CAF), a non-profit, non-partisan organization based in the United States, has been working to limit suffering of children and their families caused by HIV disease. Founded initially as a program (the Children's Assistance Fund) of Americans for a Sound AIDS/HIV Policy, the organization's name was changed to the Children's AIDS Fund in 1997 to recognize its extensive work with HIV impacted children. CAF's program, unique in its early days, focuses on children from birth through age 24 whose parents are HIV positive or have been diagnosed with AIDS, serving children who are both HIV infected and HIV affected and who will potentially be orphaned by HIV.

Domestically, CAF programs include prevention and education resources; networking care providers serving HIV impacted children and families, providing up-to-date information and resources; emergency financial assistance to families of HIV impacted children (rent, utilities, etc.); holiday gifts to underserved HIV impacted children. CAF works with CBOs and FBOs, ASOs, social service professionals, healthcare professionals, educators and the general public.

Globally, CAF's model is identifying in-country partners who are already doing related and effective work with which CAF can partner to accomplish common goals. Globally, CAF's work began in 1988 when one staff member spent nine months in Uganda working with HIV/AIDS abstinence prevention programs targeting youth through drama, music, dance, and educational presentations. Since that time the following activities have been conducted by CAF:

Uganda: In 2002, CAF was invited as guests of First Lady Janet Museveni to Uganda to learn more about the ABC prevention model and meet with in-country CBOs and FBOs involved in HIV/AIDS prevention. CAF staff have since visited Uganda more than a dozen times providing technical assistance and resources for the Uganda Youth Forum (UYF) working on HIV/AIDS prevention and Uganda Women's Effort to Save Orphans (UWESO) vocational training program for HIV/AIDS orphans. CAF facilitated the completion of dormitories and classrooms at Migyera Vocational Training Center which now has nearly 100 orphans in residence receiving secondary academic education and learning skills. In addition, CAF identified private sector seed money that facilitated opening three HIV treatment centers between December 2003 and February 2004—two in Kampala and one in Jinja—which are currently treating more than 2,000 patients with ARVs. These clinics are now part of CAF's treatment program under Catholic Relief Services through PEPFAR, which will help sustain and expand these services. Two additional clinics under CAF's oversight were opened in 2005.

South Africa: In the early 1990s, CAF visited South Africa at the invitation of South African Breweries to provide technical assistance related to prevention education, treatment and care for their HIV positive employees. CAF also provided technical assistance to several FBOs scaling up to provide care for children orphaned by HIV/AIDS. In 2000, CAF partnered with Barnabas Trust, an organization in the Eastern

Cape dedicated to mentoring local AIDS service organizations, building grass-roots organization capacity into well managed, sustainable programs. To date more than 30 organizations have been mentored through the program. In 2001, CAF partnered with the Institute for Youth Development South Africa to identify sites for treatment centers in the Eastern Cape, three of which are preparing to open as part of CAF's treatment funding through PEPFAR. All of these activities are coordinated with the South Africa Department of Health, Eastern Cape.

Zambia: In 2003 CAF partnered with Expanded Church Response (ECR), focusing particularly on its outreach to street boys and other vulnerable children and its clinic providing HIV diagnosis and care. Many of its 12,000 member partners have extensive AIDS experience. The clinic will be expanded as part of CAF's treatment funding through PEPFAR. ECR works closely with the Ministries of Education and Health; its secretariat is funded through the Global Fund to Fight AIDS, Tuberculosis and Malaria, and its chairman serves on the National AIDS Council.

CAF's global programs are structured with in-country partners that work as a team, coordinating prevention, treatment, and OVC activities in a way that they support, complement, and augment one another. For example, the Uganda treatment centers have regularly scheduled visits to the Migyera Vocational Training Center to diagnose and treat resident orphans, and the UYF provides ongoing HIV/AIDS prevention education in both settings.

Domestically, CAF has received federal funding through a five-year cooperative agreement with the Centers for Disease Control and Prevention to educate, equip and involve the US faith community in the HIV/AIDS issue. Additionally, CAF won a contract with the Health Resources and Services Administration under Ryan White Title IV to conduct research in 10 states on the needs, existing services and gaps in services for HIV positive women and their dependent children.

CAF staff working on the global initiatives all have in-country experience as well as a background in HIV/AIDS prevention education, OVC services and treatment and care. CAF senior staff, involved in HIV/AIDS since nearly the beginning of the epidemic, have overseen all programs to date; the two project managers have each been involved in HIV for more than three years.

CAF's 2005 international budget is \$ 2.5 million, 90 percent of which is under the PEPFAR treatment and care grant. CAF is an approved and longstanding Combined Federal Campaign charity, a member of Children's Charities of America and Independent Charities of America, and is a registered PVO with USAID.

Contacts for CAF completed and ongoing grants and projects related to this proposal include:

*2004 – 2009 HHS/CDC Funding Opportunity Number 04080: Rapid Expansion of Antiretroviral Therapy programs

Award made in January 2004 to Catholic Relief Services as head of a 5-member consortium including the Institute of Human Virology, InterChurch Medical Assistance, Catholic Medical Mission Board, and the Futures Group. CAF has been a subcontractor under this grant to the Institute of Human Virology and to Catholic Relief Services

Contact: Robert R. Redfield, Jr., MD, Assoc. Director & Co-founder
Institute of Human Virology, Univ. of MD Biotechnology Institute
725 W. Lombard St., Baltimore MD 21201
Phone: 410.706.4613; Fax: 410.706.4619; Email:

redfield@umbi.umd.edu

***GlaxoSmithKline Grant**

Grant provided seed start-up funds for diagnosis, ARV treatment and prevention education through St. Gabriel's Hospital in Malawi and through 3 treatment centers in Kampala, Uganda.

Contact: Fred Schmid, Vice President, HIV, GlaxoSmithKline
5 Moore Drive, Room C3240, Research Triangle Park, NC 27709-3398
Phone: 919.483.0749; Fax: 919.315.0073; Email:

fred.d.schmid@gsk.com

*In 2003-2004, Gerard Health Foundation funded filming and production of the video *What Happened in Uganda—An African Solution to a Global Problem*, featuring Ugandan government and health officials explaining the development and implementation of their ABC HIV/AIDS prevention model. The grant funds CAF staff to visit each PEPFAR target country for the purpose of meeting with in-country government and health officials; US State Department, CDC, and USAID personnel; local FBOs and CBOs to show the video, discuss the ABC prevention strategy and identify ways in which CAF and other US FBOs and CBOs could partner to provide technical assistance and capacity building regarding replication of the ABC prevention model.

Contact: Raymond B. Ruddy, President
Gerard Health Foundation, LLC
21 Eliot St., Ste. 4, South Natick MA 01760
Phone: 508.259.8811; Fax: 508.655.8195; Email:

jmalloy@gerardhealth.org

***2001-2003 Grant to St. Gabriel's Hospital, Malawi**

CAF provided a seed grant to St. Gabriel's Hospital in Malawi for Phase 1 of a three phase program to provide 1) community education and HIV/AIDS prevention 2) an initial small ARV treatment protocol for HIV positive mothers coupled with nutrition programs and education, diagnosis and treatment of spouses, and implementation of mother's helpers to provide follow-up support to new mothers, and 3) broadening of the program initiated in Phase 2. This was the precursor to the GlaxoSmithKline grant mentioned above, the program done in conjunction with Dr. Robert Redfield of the Institute of Human Virology. Both Dr. Redfield and Fred Schmid can be contacted for information about the substantial success of the community education programs that provided the foundation for subsequent diagnosis and treatment that is now ongoing. See contact information above for Redfield and Schmid.

2000-2001 Contract with the HIV/AIDS Bureau, Health Services and Resources Administration of the Department of Health & Human Services: 01-HAB-E036595, PO#01-0449(P)

*CAF conducted a review of Title IV programs that provide services in rural and underserved communities where the HIV/AIDS epidemic is increasing to examine services availability in areas where the epidemic is increasing and no Ryan White Title IV funding is currently allocated. CAF analyzed the impact of providing comprehensive family services to women, children and their families infected/affected by HIV/AIDS but living in communities that lack sufficient resources to provide needed care. CAF President Anita Smith was the lead investigator on this project that included 10 states.

Contact: Deborah Parham-Hobson, PhD, RN, Associate Administrator
HRSA HIV/AIDS Bureau
5600 Fishers Lane, Room 7-05, Rockville MD 20857
Phone: 301.443-1993; Fax: 301/443.9645; Email:

dparham@hrsa.gov

*CDC grant U621/CCU301111-01

CAF (then Americans for a Sound HIV/AIDS Policy) was one of 10 national organizations to receive five-year cooperative agreements under CDC's first National Initiative on AIDS Education Program (NAIEP) national grant program. The purpose of the grant was to educate, equip, and involve the religious community in America in the HIV/AIDS epidemic.

Contact: CDC Project Officer Ken Williams (deceased)
To learn about CAF's performance on this project contact:
Helene Gayle, MD, Director, HIV, TB and Reproductive Health
Bill and Melinda Gates Foundation
PO Box 23350, Seattle WA 98102
Phone: 206.709.3197; Fax 206.709.3170; E-mail:

heleneg@gatesfoundation.org

STANDARD PROVISIONS FOR U.S., NONGOVERNMENTAL RECIPIENTS**C.1 APPLICABILITY OF 22 CFR PART 226 (APRIL 1998)**

- (a) All provisions of 22 CFR Part 226 and all Standard Provisions attached to this agreement are applicable to the recipient and to subrecipients which meet the definition of "Recipient" in Part 226, unless a section specifically excludes a subrecipient from coverage. The recipient shall assure that subrecipients have copies of all the attached standard provisions.
- (b) For any subawards made with entities which fall outside of the definition of "Recipient" (such as Non-US organizations) the Recipient shall include the applicable "Standard Provisions for Non-US Nongovernmental Grantees" except for the "Accounting, Audit and Records" Standard Provision. Recipients are required to ensure compliance with subrecipient monitoring procedures in accordance with OMB Circular A-133 and shall insert an appropriate provision on accounting, audit and records.

C.2 INELIGIBLE COUNTRIES (MAY 1986)

Unless otherwise approved by the USAID Agreement 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.

C.3 NONDISCRIMINATION (MAY 1986)

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 award on the basis of race, color, national origin, age, handicap, or sex.

C.4 INVESTMENT PROMOTION (JANUARY 1994)

No funds or other support provided hereunder may be used in a project or activity reasonably likely to involve the relocation or expansion outside of the United States of an enterprise located in the United States if non-U.S. production in such relocation or expansion replaces some or all of the production of, and reduces the number of employees at, said enterprise in the United States. No funds or other support provided hereunder may be used in a project or activity the purpose of which is the establishment or development in a foreign country of any export processing zone or designated area where the labor, environmental, tax, tariff, and safety laws of the country would not apply, without the prior written approval of USAID. No funds or other support provided hereunder may be used in a project or activity which contributes to the violation of internationally recognized rights of workers in the recipient country, including those in any designated zone or area in that country.

C.5 NONLIABILITY (NOVEMBER 1985)

USAID does not assume liability for any third party claims for damages arising out of this award.

C.6 AMENDMENT (NOVEMBER 1985)

The award may be amended by formal modifications to the basic award document or by means of an exchange of letters between the Agreement Officer and an appropriate official of the recipient.

C.7 NOTICES (NOVEMBER 1985)

Any notice given by USAID or the recipient shall be sufficient only if in writing and delivered in person, mailed, or cabled as follows:

To the USAID Agreement Officer, at the address specified in the award.

To recipient, at recipient's address shown in the award or to such other address designated within the award Notices shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

C.8 SUBAGREEMENTS (JUNE 1999)

Subrecipients, subawardees, and contractors have no relationship with USAID under the terms of this agreement. All required USAID approvals must be directed through the recipient to USAID.

C.9 OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT (APRIL 1998)

Information collection requirements imposed by this grant are covered by OMB approval number 0412-0510; the current expiration date is November 30, 2000. Identification of the Standard Provision containing the requirement and an estimate of the public reporting burden (including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information) are set forth below.

Standard Provision	Burden Estimate
Air Travel and Transportation	1.0 (hour)
Ocean Shipment of Goods	.5
Patent Rights	.5
Publications	.5
Negotiated Indirect Cost Rates - (Predetermined and Provisional)	1.0
Voluntary Population Planning	.5
Protection of the Individual as a Research Subject	
 22 CFR 226	 Burden Estimate
22 CFR 226.40-.49 Procurement of Goods and Services	1.0
22 CFR 226.30 - .36 Property Standards	1.5

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Procurement, Policy Division (M/OP/P) U.S. Agency for International Development, Washington, DC 20523-7801 and to the Office of Management and Budget, Paperwork Reduction Project (0412-0510), Washington, DC 20503.

C.10 USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (APRIL 1998)

- (a) Ineligible and Restricted Goods and Services: USAID's policy on ineligible and restricted goods and services is contained in ADS Chapter 312.
 - (1) Ineligible Goods and Services. Under no circumstances shall the recipient procure any of the following under this award:

- (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 award shall not be used to procure any goods or services furnished by any firms or individuals whose name appears on the "Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs." USAID will provide the recipient with a copy of these lists upon request.
- (3) Restricted Goods. The recipient shall not procure any of the following goods and services without the prior approval of the Agreement Officer:
- (i) Agricultural commodities,
 - (ii) Motor vehicles,
 - (iii) Pharmaceuticals,
 - (iv) Pesticides,
 - (v) Used equipment,
 - (vi) U.S. Government-owned excess property, or
 - (vii) Fertilizer

Prior approval will be deemed to have been met when:

- (i) the item is of US source/origin;
- (ii) the item has been identified and incorporated in the program description or schedule of the award (initial or revisions), or amendments to the award; and
- (iii) the costs related to the item are incorporated in the approved budget of the award.

Where the item has not been incorporated into the award as described above, a separate written authorization from the Agreement Officer must be provided before the item is procured.

- (b) Source and Nationality: The eligibility rules for goods and services based on source and nationality are divided into two categories. One applies when the total procurement element during the life of the award is over \$250,000, and the other applies when the total procurement element during the life of the award is not over \$250,000, or the award is funded under the Development Fund for Africa (DFA) regardless of the amount. 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 Agreement Officer. USAID policies and definitions on source, origin and nationality are contained in 22 CFR Part 228, Rules on Source, Origin and Nationality for Commodities and Services Financed by the Agency for International Development, which is incorporated into this Award in its entirety.

- (1) For DFA funded awards or when the total procurement element during the life of this award is valued at \$250,000 or less, the following rules apply:
- (i) The authorized source for procurement of all goods and services to be reimbursed under the award is USAID Geographic Code 935, "Special Free World," and such goods and services must meet the source, origin and nationality requirements set forth in 22 CFR Part 228 in accordance with the following order of preference:
 - (A) The United States (USAID Geographic Code 000),
 - (B) The Cooperating Country,
 - (C) USAID Geographic Code 941, and

(D) USAID Geographic Code 935

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

- (2) When the total procurement element exceeds \$250,000 (unless funded by DFA), the following applies: Except as may be specifically approved or directed in advance by the Agreement Officer, all goods and services financed with U.S. dollars, which will be reimbursed under this award must meet the source, origin and nationality requirements set forth in 22 CFR Part 228 for the authorized geographic code specified in the schedule of this award. If none is specified, the authorized source is Code 000, the United States.

- (c) 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 USAID 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 (USAID Geographic Code 000),
- (2) The Cooperating Country,
- (3) "Selected Free World" countries (USAID Geographic Code 941), and
- (4) "Special Free World" countries (USAID Geographic Code 899).

- (d) If USAID determines that the recipient has procured any of these goods or services under this award contrary to the requirements of this provision, and has received payment for such purposes, the Agreement Officer may require the recipient to refund the entire amount of the purchase.

This provision must be included in all subagreements which include procurement of goods or services which total over \$5,000.

C.11 CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY (NOVEMBER 1985)

Upon arrival in the Cooperating Country, and from time to time as appropriate, the recipient's chief of party shall consult with the Mission Director who shall provide, in writing, the procedure the recipient 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.

C.12 USE OF POUCH FACILITIES (AUGUST 1992)

- (a) Use of diplomatic pouch is controlled by the Department of State. The Department of State has authorized the use of pouch facilities for USAID recipients 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 USAID Mission. In consideration of the use of pouch facilities, the recipient and its employees agree to indemnify and hold harmless, the Department of State and USAID for loss or damage occurring in pouch transmission:
- (1) Recipients and their employees are authorized use of the pouch for transmission and receipt of up to a maximum of .9 kgs 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 .45 kgs 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") City Name of post
(USAID/_____) Agency for International Development Washington, D.C. 20523-0001
 - (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) Recipient 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.
- (b) The recipient 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 USAID Mission.

C.13 INTERNATIONAL AIR TRAVEL AND TRANSPORTATION (JUNE 1999)**(a) PRIOR BUDGET APPROVAL**

In accordance with OMB Cost Principles, direct charges for foreign travel costs are allowable only when each foreign trip has received prior budget approval. Such approval will be deemed to have been met when:

- (1) the trip is identified. Identification is accomplished by providing the following information: the number of trips, the number of individuals per trip, and the destination country(s).
- (2) the information noted at (a)(1) above is incorporated in: the proposal, the program description or schedule of the award, the implementation plan (initial or revisions), or amendments to the award; and
- (3) the costs related to the travel are incorporated in the approved budget of the award.

The Agreement Officer may approve travel which has not been incorporated in writing as required by paragraph (a)(2). In such case, a copy of the Agreement Officer's approval must be included in the agreement file.

(b) NOTIFICATION

- (1) As long as prior budget approval has been met in accordance with paragraph (a) above, a separate Notification will not be necessary unless:
 - (i) the primary purpose of the trip is to work with USAID Mission personnel, or
 - (ii) the recipient expects significant administrative or substantive programmatic support from the Mission. Neither the USAID Mission nor the Embassy will require Country Clearance of employees or contractors of USAID Recipients.
- (2) Where notification is required in accordance with paragraph (1)(i) or (ii) above, the recipient will observe the following standards:
 - (i) Send a written notice to the cognizant USAID Technical Office in the Mission. If the recipient's primary point of contact is a Technical Officer in USAID/W, the recipient may send the notice to that person. It will be the responsibility of the USAID/W Technical Officer to forward the notice to the field.
 - (ii) The notice should be sent as far in advance as possible, but at least 14 calendar days in advance of the proposed travel. This notice may be sent by fax or e-mail. The recipient should retain proof that notification was made.
 - (iii) The notification shall contain the following information: the award number, the cognizant Technical Officer, the traveler's name (if known), date of arrival, and the purpose of the trip.
 - (iv) The USAID Mission will respond only if travel has been denied. It will be the responsibility of the Technical Officer in the Mission to contact the recipient within 5 working days of having received the notice if the travel is denied. If the recipient has not received a response within the time frame, the recipient will be considered to have met these standards for notification, and may travel.
 - (v) If a subrecipient is required to issue a Notification, as per this section, the subrecipient may contact the USAID Technical Officer directly, or the prime may contact USAID on the subrecipient's behalf.

(c) SECURITY ISSUES

Recipients are encouraged to obtain the latest Department of State Travel Advisory Notices before travelling. These Notices are available to the general public and may be obtained directly from the State Department, or via Internet. Where security is a concern in a specific region, recipients may choose to notify the US Embassy of their presence when they have entered the country. This may be especially important for long-term posting.

(d) USE OF U.S.-OWNED LOCAL CURRENCY

Travel to certain countries shall, at USAID's option, be funded from U.S.-owned local currency. When USAID intends to exercise this option, USAID will either issue a U.S. Government S.F. 1169, Transportation Request (GTR) which the grantee may exchange for tickets, or issue the tickets directly. Use of such U.S.-owned currencies will constitute a dollar charge to this grant.

(e) THE FLY AMERICA ACT

The Fly America Act (49 U.S.C. 40118) requires that all air travel and shipments under this award must be made on U.S. flag air carriers to the extent service by such carriers is available. The Administrator of General Services Administration (GSA) is authorized to issue regulations for purposes of implementation.

Those regulations may be found at 41 CFR part 301, and are hereby incorporated by reference into this award.

(f) COST PRINCIPLES

The recipient will be reimbursed for travel and the reasonable cost of subsistence, post differentials and other allowances paid to employees in international travel status in accordance with the recipient's applicable cost principles and established policies and practices which are uniformly applied to federally financed and other activities of the grantee. If the recipient does not have written established policies regarding travel costs, the standard for determining the reasonableness of reimbursement for overseas allowance will be 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 Agreement Officer.

(g) SUBAWARDS.

This provision will be included in all subawards and contracts which require international air travel and transportation under this award.

C.14 LOCAL PROCUREMENT (APRIL 1998)

- (a) Financing local procurement involves the use of appropriated funds to finance the procurement of goods and services supplied by local businesses, dealers or producers, with payment normally being in the currency of the cooperating country.
- (b) Locally financed procurements must be covered by source and nationality waivers as set forth in 22 CFR 228, Subpart F, except as provided for in mandatory standard provision, "USAID Eligibility Rules for Goods and Services," or when one of the following exceptions applies:
 - (1) Locally available commodities of U.S. origin, which are otherwise eligible for financing, if the value of the transaction is estimated not to exceed \$100,000 exclusive of transportation costs.
 - (2) Commodities of geographic code 935 origin if the value of the transaction does not exceed the local currency equivalent of \$5,000.
 - (3) Professional Services Contracts estimated not to exceed \$250,000.
 - (4) Construction Services Contracts estimated not to exceed \$5,000,000.
 - (5) Commodities and services available only in the local economy (no specific per transaction value applies to this category). This category includes the following items:
 - (i) Utilities including fuel for heating and cooking, waste disposal and trash collection;
 - (ii) Communications - telephone, telex, fax, postal and courier services;
 - (iii) Rental costs for housing and office space;
 - (iv) Petroleum, oils and lubricants for operating vehicles and equipment;
 - (v) Newspapers, periodicals and books published in the cooperating country;
 - (vi) Other commodities and services and related expenses that, by their nature or as a practical matter, can only be acquired, performed, or incurred in the cooperating country, e.g., vehicle maintenance, hotel accommodations, etc.
- (c) The coverage on ineligible and restricted goods and services in the mandatory standard provision entitled, "USAID Eligible Services," also apply to local procurement.
- (d) This provision will be included in all subagreements where local procurement of goods or services is a supported element.

C.15 PAYMENT ADVANCES AND REFUNDS (OCTOBER 1998)

(a) Recipients shall maintain advances of USAID funds in interest bearing accounts, unless:

- (1) the recipient receives less than \$120,000 in U.S. Government award per year;
- (2) the best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on U.S. Government cash balances; or
- (3) the depository would require an average or minimum balance so high that it would not be practical to maintain the advance in an interest bearing account.

(b) Interest earned on advances will be remitted to USAID. However, the recipient may retain up to \$250 of interest earnings per account per year, for administrative expenses.

(c) At the time the award expires or is terminated, the following types of funds shall immediately revert to USAID:

(1) USAID has obligated funds to the award, but has not disbursed them to the recipient; or

(2) USAID has advanced funds to the recipient, but the recipient has not expended them. Notwithstanding (c)(1) and (2) above, funds which the recipient has obligated in legally binding transactions applicable to this award will not revert to USAID.

(d) USAID reserves the right to require a refund by the recipient of any amount which the recipient did not spend in accordance with the terms and conditions of this award. In the event that a final audit has not been performed prior to the closeout of this award, USAID retains the right to a refund until all claims which may result from the final audit have been resolved between USAID and the recipient.

C.16 PAYMENT - ADVANCE (OCTOBER 1998)

(a) In accordance with the Standard Provision entitled "Payment Advances and Refund": USAID funds shall not be commingled with other recipient owned or controlled funds; the recipient shall deposit all USAID cash advances in a separate bank account and shall make all disbursements for goods and services from this account.

(b) Advances shall be limited to the minimum amounts needed to meet current disbursement needs (generally 30 days) 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. Advances made by the recipient to subrecipients or the recipient's field organizations shall conform substantially to the same standards of timing and amount as apply to cash advances by USAID to the recipient.

Procedures

(c) After receipt of the initial advance, the recipient shall submit a Standard Form 1034 for each upcoming month (30 day period), with the statement "Request for Advance" printed at the top of the form. The recipient may submit a set of these forms on a quarterly basis (i.e. submission of three SF 1034s one for each month in the upcoming quarter). At the end of each quarter the recipient shall submit a SF 1034 (marked "Liquidation of Advances") to liquidate the advances of the previous quarter. The recipient may submit a new set of SF 1034s ("Request for Advance") once the "Liquidation of Advances" has been submitted. Each SF 1034 shall be identified by the appropriate award number.

C.17 NEGOTIATED INDIRECT COST RATES - PROVISIONAL (NONPROFIT) (APRIL 1998)

(a) Provisional indirect cost rates shall be established for each of the recipient's accounting periods during the term of this award. Pending establishment of revised provisional or final rates, allowable indirect costs shall be reimbursed at the rates, on the bases, and for the periods shown in the schedule of the award.

- (b) Within the earlier of 30 days after receipt of the A-133 audit report or nine months after the end of the audit period, the recipient shall submit to the cognizant agency for audit the required OMB Circular A-133 audit report, proposed final indirect cost rates, and supporting cost data. If USAID is the cognizant agency or no cognizant agency has been designated, the recipient shall submit four copies of the audit report, along with the proposed final indirect cost rates and supporting cost data, to the Overhead, Special Costs, and Closeout Branch, Office of Procurement, USAID, Washington, DC 20523-7802. The proposed rates shall be based on the recipient's actual cost experience during that fiscal year. Negotiations of final indirect cost rates shall begin soon after receipt of the recipient's proposal.
- (c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the applicable cost principles.
- (d) The results of each negotiation shall be set forth in a written indirect cost rate agreement signed by both parties. Such agreement is automatically incorporated into this award and shall specify (1) the agreed upon final rates, (2) the bases to which the rates apply, (3) the fiscal year for which the rates apply, and (4) the items treated as direct costs. The agreement shall not change any monetary ceiling, award obligation, or specific cost allowance or disallowance provided for in this award.
- (e) Pending establishment of final indirect cost rate(s) for any fiscal year, the recipient shall be reimbursed either at negotiated provisional rates or at billing rates acceptable to the Agreement Officer, subject to appropriate adjustment when the final rates for the fiscal year are established. To prevent substantial overpayment or underpayment, the provisional or billing rates may be prospectively or retroactively revised by mutual agreement.
- (f) Failure by the parties to agree on final rates is a 22 CFR 226.90 dispute.

C.18 PUBLICATIONS AND MEDIA RELEASES (JAN 2004)

(a) USAID shall be prominently acknowledged in all publications, videos or other information/media products funded or partially funded through this award, and the product shall state that the views expressed by the author(s) do not necessarily reflect those of USAID. Acknowledgements should identify the sponsoring USAID Office and Bureau or Mission as well as the U.S. Agency for International Development substantially as follows:

"This [publication, video or other information/media product (specify)] was made possible through support provided by the Office of _____, Bureau for _____, U.S. Agency for International Development, under the terms of Award No. _____. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the U.S. Agency for International Development."

(b) Unless the recipient is instructed otherwise by the Cognizant Technical Officer, publications, videos or other information/media products funded under this award and intended for general readership or other general use will be marked with the USAID logo and/or U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT appearing either at the top or at the bottom of the front cover or, if more suitable, on the first inside title page for printed products, and in equivalent appropriate location in videos or other information/media products. Logos and markings of co-sponsors or authorizing institutions should be similarly located and of similar size and appearance.

(c) The recipient shall provide the USAID Cognizant Technical Officer one copy of all published works developed under the award with lists of other written work produced under the award. In addition, the recipient shall submit one electronic (preferred) or one paper copy of final documents to USAID's Development Experience Clearinghouse (DEC) in to one of the following: (A) Via E-mail: docsubmit@dec.cdie.org ; (B) Via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910, USA; (C) Via Fax: (301) 5887787; or (D) Online: <http://www.dec.org/index.cfm?fuseaction=docSubmit.home>.

(d) Electronic documents may be submitted on 3.5" diskettes or as e-mail attachments, and should consist of only one electronic file that comprises the complete and final equivalent of the paper copy; otherwise, a paper copy must be sent. Acceptable software formats for electronic documents include Microsoft Word, WordPerfect, Microsoft Excel and Portable Document Format (PDF).

(e) Each document submitted should include the following information: 1) descriptive title; 2) author(s) name; 3) award number; 4) sponsoring USAID office; 5) date of publication; 6) software name and version (if electronic document is sent).

(f) In the event award 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 award unless the schedule of the award has identified the profits or royalties as program income.

(g) Except as otherwise provided in the terms and conditions of the award, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this award, but USAID 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.

C.19 PARTICIPANT TRAINING (APRIL 1998)

- (a) Definition: A participant is any non-U.S. individual being trained under this award outside of that individual's home country.
- (b) Application of ADS Chapter 253: Participant training under this award shall comply with the policies established in ADS Chapter 253, Participant Training, except to the extent that specific exceptions to ADS 253 have been provided in this award with the concurrence of the Office of International Training.
- (c) Orientation: In addition to the mandatory requirements in ADS 253, recipients are strongly encouraged to provide, in collaboration with the Mission training officer, predeparture orientation and orientation in Washington at the Washington International Center. 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 Agreement Officer, who will transmit the request to NCIV through R&D/OIT.

C.20 TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)

- (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 recipient by USAID 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 USAID under provisions set forth in the schedule of this award. All such property shall be under the custody and control of recipient until the owner of title directs otherwise or completion of work under this award 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 recipient 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 recipient shall take all reasonable steps to comply with all appropriate directions or instructions which the Agreement Officer may prescribe as reasonably necessary for the protection of the Government property.
- (c) The recipient shall prepare and establish a program, to be approved by the appropriate USAID 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 recipient 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 award 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 award.
 - (iii) The location of each item of property acquired or furnished under this award.
 - (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 award.
 - (vi) Date of order and receipt of any item acquired or furnished under the award.
 - (vii) The official property control records shall be kept in such condition that at any stage of completion of the work under this award, the status of property acquired or furnished under this award may be readily ascertained. A report of current status of all items of property acquired or furnished under the award shall be submitted yearly concurrently with the annual report.
- (2) Maintenance Program: The recipient's maintenance program shall be consistent with sound business practice, the terms of the award, 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 recipient's maintenance program shall provide for records sufficient to disclose the maintenance actions performed and efficiencies 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 recipient 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 recipient 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 recipient'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 recipient's business, or all or substantially all of the recipient's operation at any one plant, laboratory, or separate location in which this award is being performed;
 - (ii) Which results from a failure on the part of the recipient, 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 Agreement Officer under (b) above;

- (iii) For which the recipient is otherwise responsible under the express terms designated in the schedule of this award;
 - (vi) Which results from a risk expressly required to be insured under some other provision of this award, 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 recipient's liability under any one exception shall not be limited by any other exception.
- (2) The recipient 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 USAID may have required the recipient to carry such insurance under any other provision of this award.
- (3) Upon the happening of loss or destruction of or damage to the cooperating country property, the recipient shall notify the Agreement 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 Agreement 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 recipient shall make repairs and renovations of the damaged cooperating country property or take such other action as the Agreement Officer directs.
- (5) In the event the recipient 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 award, or shall otherwise reimburse USAID, as directed by the Agreement Officer. The recipient shall do nothing to prejudice USAID's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the Agreement Officer, shall, at the Government's expense, furnish to USAID 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: USAID, 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 award, or at such other date as may be fixed by the Agreement Officer, the recipient shall submit to the Agreement Officer an inventory schedule covering all items of equipment, materials and supplies under the recipient'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 award. The recipient shall also indicate what disposition has been made of such property.
- (g) Communications: All communications issued pursuant to this provision shall be in writing.

C.21 PUBLIC NOTICES (AUGUST 1992)

It is USAID's policy to inform the public as fully as possible of its programs and activities. The recipient is encouraged to give public notice of the receipt of this award and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows:

"The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide."

The recipient may call on USAID's Office of External Affairs for advice regarding public notices. The recipient is requested to provide copies of notices or announcements to the cognizant technical officer and to USAID's Office of External Affairs as far in advance of release as possible.

C.22 COMMUNICATIONS PRODUCTS (OCT 1994)

- (a) Definition - Communications products are any printed material (other than non-color photocopy material), photographic services or video production services.
- (b) Standards - USAID has established standards for communications products. These standards must be followed unless otherwise specifically provided in the agreement or approved in writing by the agreement officer. A copy of the standards for USAID-financed publications and video productions is attached.
- (c) Communications products which meet any of the following criteria are not eligible for USAID financing under this agreement unless specifically authorized in the agreement schedule or in writing by the Agreement Officer:
 - (1) Any communication products costing over \$25,000, including the costs of both preparation and execution. For example, in the case of a publication, the costs will include research, writing and other editorial services (including any associated overhead), design, layout and production costs.
 - (2) Any communication products that will be sent directly to, or is likely to be seen by, a Member of Congress or Congressional staffer.
 - (3) Any publication that will have more than 50 percent of its copies distributed in the United States (excluding copies provided to PPC/CDIE and other USAID/W offices for internal use).

C.23 ORGANIZATIONS ELIGIBLE FOR ASSISTANCE (ASSISTANCE) (JUNE 2005)

An organization that is otherwise eligible to receive funds under this agreement to prevent, treat, or monitor HIV/AIDS shall not be required to endorse or utilize a multisectoral approach to combatting HIV/AIDS, or to endorse, utilize, or participate in a prevention method or treatment program to which the organization has a religious or moral objection.

C.24 CONDOMS (ASSISTANCE) (JUNE 2005)

Information provided about the use of condoms as part of projects or activities that are funded under this agreement shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled, "USAID: HIV/STI Prevention and Condoms. This fact sheet may be accessed at: http://www.usaid.gov/our_work/global_health/aids/TechAreas/prevention/condomfactsheet.html"

C.25 PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (JUNE 2005)

(a) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides.

(b) Except as noted in the second sentence of this paragraph, as a condition of entering into this agreement or any subagreement, a non-governmental organization or public international organization recipient/subrecipient must have a policy explicitly opposing prostitution and sex trafficking. The following organizations are exempt from this paragraph: the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency.

(c) The following definition applies for purposes of this provision:

Sex trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act. 22 U.S.C. 7102(9).

(d) The recipient shall insert this provision, which is a standard provision, in all subagreements.

(e) This provision includes express terms and conditions of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

C.26 REPORTING OF FOREIGN TAXES (SEP 2003)

(a) Final and Interim Reports. The recipient must annually submit two reports:

1. an interim report by November 17; and
2. a final report by April 16 of the next year.

(b) Contents of Report. The reports must contain:

- (i) Recipient name.
- (ii) Contact name with phone, fax and email.
- (iii) Agreement number(s).

(iv) Amount of foreign taxes assessed by a foreign government [each foreign government must be listed separately] on commodity purchase transactions valued at \$500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year. NOTE: For fiscal year 2003 only, the reporting period is February 20, 2003 through September 30, 2003.

(v) Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance is to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if an assistance program for Lesotho involves the purchase of commodities in South Africa using foreign assistance funds, any taxes imposed by South Africa would not be reported in the report for Lesotho (or South Africa).

(vi) Any reimbursements received by the Recipient during the period in (iv) regardless of when the foreign tax was assessed plus, for the interim report, any reimbursements on the taxes reported in (iv)

received by the recipient through October 31 and for the final report, any reimbursements on the taxes reported in (iv) received through March 31.

(vii) The final report is an updated cumulative report of the interim report.

(viii) Reports are required even if the Recipient did not pay any taxes during the report period.

(ix) Cumulative reports may be provided if the Recipient is implementing more than one program in a foreign country.

(c) Definitions. For purposes of this clause:

(i) "Agreement" includes USAID direct and country contracts, grants, cooperative agreements and interagency agreements.

(ii) "Commodity" means any material, article, supply, goods, or equipment.

(iii) "Foreign government" includes any foreign governmental entity.

(iv) "Foreign taxes" means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

(d) Where. Submit the reports to: USAID
Office of Financial Management
M/FM/CMP
1300 Pennsylvania Avenue, NW
Washington, DC 20523

(e) Subagreements. The Recipient must include this reporting requirement in all applicable subcontracts, subgrants and other subagreements.

(f) For further information see <http://www.state.gov/m/rm/c10443.htm>

C.27 USAID DISABILITY POLICY (DEC 2004)

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website:

<http://www.usaid.gov/about/disability/DISABPOL.FIN.html>.

(b) USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

C.28 DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (JANUARY 2004)

(1) The recipient agrees to notify the Agreement Officer immediately upon learning that it or any of its principals:

(a) Are presently excluded or disqualified from covered transactions by any Federal department or agency;

(b) Have been convicted within the preceding three-years period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

(c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b); and

(d) Have had one or more public transactions (Federal, State, or local) terminated for cause or default within the preceding three years.

(2) The recipient agrees that, unless authorized by the Agreement Officer, it will not knowingly enter into any subagreements or contracts under this grant with a person or entity that is included on the Excluded Parties List System (<http://epls.arnet.gov>). The recipient further agrees to include the following provision in any subagreements or contracts entered into under this award:

**DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION
(DECEMBER 2003)**

The recipient/contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any Federal department or agency.

(3) The policies and procedures applicable to debarment, suspension, and ineligibility under USAID-financed transactions are set forth in 22 CFR Part 208.

C.29 DRUG-FREE WORKPLACE (JANUARY 2004)

(1) The recipient agrees that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any Federal award. The statement must

(a) Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;

(b) Specify the actions the recipient will take against employees for violating that prohibition; and

(c) Let each employee know that, as a condition of employment under any award, he or she

(i) Must abide by the terms of the statement, and

(ii) Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.

(iii) The recipient agrees that it will establish an ongoing drug-free awareness program to inform employees about

- (a) The dangers of drug abuse in the workplace;
 - (b) Your policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that you may impose upon them for drug abuse violations occurring in the workplace.
- (4) Without the Agreement Officer's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this award, or the completion date of this award, whichever occurs first.
- (5) The recipient agrees to immediately notify the Agreement Officer if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the number of each award on which the employee worked. The notification must be sent to the Agreement Officer within ten calendar days after the recipient learns of the conviction.
- (6) Within 30 calendar days of learning about an employee's conviction, the recipient must either
- (a) Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or
 - (b) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
- (7) The policies and procedures applicable to violations of these requirements are set forth in 22 CFR Part 210.

