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December 20, 1990

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Curtis Wadlington
Deputy Director of Operations
BEBASHI
1528 Walnut Street, Suite 1414
Philadelphia, PA 19102

RE: AmFAR Targeted Education Grant IDNO # 100010 - 8 - EG

Dear Mr. Wadlington:

I have had the opportunity to review your request for budget reallocations and staffing changes. AmFAR is unable to approve these changes until we have appropriate documentation of the contract services, per the AmFAR Targeted Education Grant Policy Statement.

Specifically, for any staff who shall change status on the project to working on a consultancy basis, letters of agreement are necessary. These letters should describe the scope of work, start and end dates, pay rate, total hours and total amount, and must be signed by the consultant and an appropriate BEBASHI representative. For sub-contracting organizations, letters of commitment are needed. These should state the scope of work, dates of performance, and actual or maximum cost for services rendered. Please refer to pages 5 and 6 of the Policy Statement, and feel free to contact me with any questions. I've enclosed a copy of the Policy Statement in case you no longer have one on file.

I read your project report with interest. Despite the difficulties the project is facing you seem to be managing well. I am hopeful that in the beginning of the new year my staff and I will be able to visit you to have the opportunity to see the project first-hand.

Please forward the documentation referenced above to me as soon as possible so we can reach a decision on the proposed changes.

Sincerely,

Trish Halleron, MPH
Director of Education