



COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING

An agreement between

Rotary Club of Santo Domingo-Herrera, District 4060, "Host Sponsor,"
Rotary Club of Chapin Sunrise, District 7770, "International Sponsor,"
Instituto Dominicano de Desarrollo Integral (IDDI), Dominican Republic, "Organization 1,"
and Sustainable Empowerment Network, Inc. (SENI), USA, "Organization 2"

Note: The Foundation needs to receive this memorandum of understanding (MOU) in this exact form. Complete the form fields but do not edit any other text. If you aren't sure how to complete the fields, refer to the tips at the end.

1. **SUBJECT**

Global Grant #2015956, Clean Water Supply System in Villa Nizao Community, Municipality of Paraiso, Dominican Republic, in Villa Nizao Community, Dominican Republic, the "Rotary Grant."

2. **DEFINITION**

A cooperating organization is any reputable non-Rotary organization that provides expertise, infrastructure, advocacy, training, education, or other support for the grant project. Cooperating organizations must comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts as requested.

3. **PURPOSE**

This document establishes an agreement between the parties listed above to implement a project funded by a Grant from The Rotary Foundation. This document may also be used with other groups that are participating in the project, such as beneficiary organizations, nonprofit contractors, or government agencies.

4. **PROJECT OBJECTIVES**

All parties listed in this agreement will collaborate to achieve the following project objectives:

- a. To provide access to clean water directly to the homes of 90 families in the Villa Nizao community
- b. To provide collective water points for access to clean water for 80 families in the areas surrounding Villa Nizao
- c. To support the organization of community-based water care efforts to assure the long-term sustainability of the Project.
- d. To educate community members as to the importance of water in their lives, how to conserve and manage it.
- e. To educate the community on sanitation measures, how to avoid contaminating the water supply, dispose of human and liquid waste, as well as protecting the environment long-term.
- f. To identify women leaders in the community and integrate them into the Project decision-making process.
- g. To promote the integration of the Barahona based Rotary members into the Project on a sustained basis.
- h. To coordinate with other private, public (local and national), church-based and civil society organizations to assure the success of the Project.

5. HOST SPONSOR RESPONSIBILITIES

Describe the specific responsibilities of the Host Sponsor. The Host Sponsor will:

- a. Sign a contract with IDDI that defines all the aspects related to the financial, accounting, monitoring, reporting and implementation of the project;
- b. Receive funding from the International Sponsor and based on the previously mentioned contract disburse the project funds to IDDI in an agreed upon manner consistent with acceptable accounting practices;
- c. Provide IDDI with the support required for the proper execution of the project as well as verify the construction progress of the works, quality supervision and compliance with technical specifications in the construction process;
- d. Coordinate with the Rotary Club of Barahona the on-the-ground project activities to ensure proper implementation, including working with local authorities, monitoring the project activities and assistance in providing reports to the Host Sponsor;
- e. Coordinate with IDDI the support the project will require from the Dominican Government authorities, including Instituto Nacional de Aguas Potables y Alcantarillados (INAPA) and the Municipal Government of Paraiso;
- f. Coordinate with IDDI for the formation of the water management committees;
- g. Provide, together with INAPA and IDDI, training and technical assistance to the water management committees established in the community to administer, operate and maintain the system, to ensure its sustainability;

- h. Participate with IDDI in awareness-raising sessions and community assemblies to establish a rate structure for the payment of the water supply service according to the income of the beneficiary families;
- i. Participate with INAPA in the supervision of the water and sanitation systems construction process;
- j. Request the information required for project monitoring and control;
- k. Monitor the use of funding and
- l. Report the project activities to the Rotary Foundation.

6. INTERNATIONAL SPONSOR RESPONSIBILITIES

Describe the specific responsibilities of the International Sponsor. The International Sponsor will:

- a. Initiate the grant and obtain the funding support for the project from the Rotary Foundation and/or other sources;
- b. Once approved, be responsible for the disbursement of the funding in agreed upon manner to the corresponding Rotary Club authorities in the Dominican Republic;
- c. Request the information required for project monitoring and control;
- d. Monitor the use of the funding;
- e. Report the project activities to the corresponding Rotary Club authorities and
- f. Be responsible for the maintenance of the grant.

7. ORGANIZATION 1 RESPONSIBILITIES

Describe the specific responsibilities of Organization 1. Organization 1 will:

In the Infrastructure Component:

- a. Be responsible for the final design of the Water Supply, Sanitation and Community Organization Project of the Villa Nizao Community;
- b. Establish a protocol for the protection of workers against COVID-19;
- c. Present to the Host Sponsor, to the Club Rotario Barahona, to the International Sponsor, and to SENI the project execution schedule;
- d. Be legally responsible for the management of the project funds, as well as for the good execution of the works and to comply with the provisions of the technical specifications prepared for such purposes;
- e. Manage the construction sites and throughout its execution provide a resident engineer who will coordinate this;
- f. Coordinate and build the water supply and sanitation systems according to the design, plans, budget and technical specifications;

- g. Build the systems with the materials specified in the design and in the budget;
- h. Keep a work log describing the work done each day;
- i. Start work no later than ten days after receiving the first disbursement;
- j. Promptly communicate to the Host Sponsor, to the Club Rotario Barahona, to SENI, and to the International Sponsor any fact, event or circumstance that could benefit or harm the execution of the work;
- k. Exempt from any obligation and responsibility the Host Sponsor, the Club Rotario Barahona, SENI, and the International Sponsor in case of any lawsuit or claim derived from the exercise of labor rights acted by the workers in the work;
- l. Work closely with INAPA as the governing body of the National Potable Water and Sewerage System during the construction of the system of supply of water, sanitation and community organization and
- m. Present a report of the construction process.

In the Social Component:

- n. Hold assemblies to present the project to the community;
- o. Form the water management committees of the systems to be built;
- p. Prepare and implement a training program for the care, maintenance and administration of the systems to be built;
- q. Prepare an operating regulation for the water management committees;
- r. Conduct community awareness days on the proper and rational use of water resources, as well as the importance of paying for the service;
- s. Prepare a user log and establish a rate structure for the payment of water service;
- t. Provide and train water committees with kits for water quality control;
- u. Deliver to the water committees the accounting book and payment control booklet of the families benefiting from the system and
- v. Present a report of the social process.

8. ORGANIZATION 2 RESPONSIBILITIES

Describe the specific responsibilities of Organization 2. Organization 2 will:

- a. Assist the partnering organizations in the aspects related to the planning, implementation, monitoring, reporting and evaluation of the Project.
- b. Assist with technical support in topics related to the Project.
- c. Assist with coordination with local organizations including the Catholic Church.

9. MUTUAL UNDERSTANDINGS

All parties agree that:

- a. The Rotary Grant, if approved, will be awarded to the Host Sponsor and International Sponsor.
- b. The Host Sponsor and International Sponsor will control and manage the Rotary Grant.
- c. The Host Sponsor and International Sponsor will be involved in all stages of the project.
- d. The Host Sponsor and International Sponsor will each have a grant project management committee with at least three members, responsible for managing the project on their behalf.
- e. The Host Sponsor and International Sponsor and the Organizations will abide by the [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#).
- f. The Host Sponsor and International Sponsor affirm that the Organizations are reputable and responsible and act within all laws of the project country.
- g. All grant funds will be received and managed by the Host Sponsor or the International Sponsor and will not be managed by the Organizations.
- h. Grant funds will remain in the designated Rotary Grant bank account until they are needed to pay a vendor or reimburse a purchase.
- i. All payments to vendors and reimbursements to Organizations will be supported by receipts, paid invoices, vouchers or written agreements.
- j. The Organizations may contribute funds toward the project, but The Rotary Foundation does not match these funds.
- k. The Organizations' project-related documentation may be subject to independent financial and operational review by The Rotary Foundation.
- l. In their separate club or district qualification memorandum of understanding, the Host Sponsor and International Sponsor have agreed to:
 - Ensure that all grant activities, including the conversion of funds from one currency to another, comply with local law
 - Ensure that the project adheres to The Rotary Foundation's stewardship measures and grant management practices
 - Ensure that all people involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest
 - Report to the district any potential or real misuse or mismanagement of grant funds
 - Cooperate with any financial, grant, or operational audits
 - Maintain a standard set of accounts, which includes a general ledger and a complete record of all receipts and all disbursements of grant funds
 - Disburse grant funds in accordance with the Terms and Conditions for Rotary Foundation District Grants and Global Grants
 - Maintain records for items that are purchased, produced, or distributed through grant

activities

- Maintain a dedicated bank account to be used only for receiving and disbursing grant funds
- Have a minimum of two Rotarian bank account signatories from the sponsoring clubs or districts for disbursements
- Maintain a separation of duties for handling funds so no one person is solely in control of them
- Maintain a written plan for transferring custody of bank accounts in the event of a change in signatories
- Retain bank statements to substantiate the receipt and use of grant funds
- Retain grant documents in a location known by and accessible to club and district officers
- Retain grant documents for a minimum of five years, or longer if required by local law

10. CONFLICTS OF INTEREST

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, in compliance with The Rotary Foundation's Conflict of Interest Policy for Program Participants in the Terms and Conditions for Rotary Foundation District Grants and Global Grants. This includes any instances of Rotarians acting as vendors or serving as trustees, directors, officers, or staff of one of the Organizations. If in doubt, any potential conflict should be disclosed.

Identify any real or perceived conflicts here:

Kelly Stickney is both Secretary of the Board of SENI and member of the Rotary Club of Baltimore.

11. MODIFICATION

Modifications to this document will be made by mutual consent of the parties. A written modification, signed and dated by all parties and approved by The Rotary Foundation, must be issued before acting on any changes.


12. CONTACT INFORMATION

Your privacy is important to Rotary International and The Rotary Foundation (collectively, "Rotary") and the personal data you share with Rotary will only be used for official Rotary business, such as in relation to the Rotary Grant. Personal data collected on this form is subject to [Rotary's privacy policy](#).

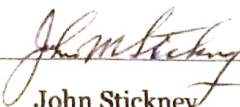
13. AUTHORIZATIONS

By signing below, the parties agree to the terms of this memorandum of understanding.


Host Sponsor authorization:

Signature:  Date: 1 November, 2021
Printed Name: Frank Polanco Position: Club President 2021-22
Postal Address: Calle Socorro Sánchez #57, Santo Domingo D.N., República Dominicana
Phone: 809-966-5604 Email: rotaryclubsdherrera@gmail.com


International Sponsor authorization:

Signature:  Date: Date 3 NOVEMBER 2021
Printed Name: John Stickney Position: Global Grant Committee Chair
Postal Address: 252 St. Thomas Church Rd. Chapin, SC 29036
Phone: (803) 345-3709 Email: jstickney@bellsouth.net

Organization 1 authorization:

Signature:  Date: 11 October, 2021
Printed Name: David Luther Position: Executive Director
Postal Address: Calle H, #13, Santo Domingo Oeste, República Dominicana
Phone: 809-753-9090 Email: David.luther@iddi.org

Organization 2 authorization:

Signature:  Date: 1 November 2021
Printed Name: Sarah Korth Position: President, SENI
Postal Address: 230 S. Patterson Park Ave, Baltimore, MD 21231, USA
Phone: 269-352-6980 Email: sustainableempowermentnet@gmail.com