

USAID | PARAGUAY

FROM THE AMERICAN PEOPLE

Issuance Date: November 3, 2009

Deadline for Receipt of Questions: November 13, 2009 (answers will be addressed as appropriate in an amendment to this APS)

Closing Date for Initial Concept Papers: December 2, 2009

Closing Time for Concept Papers: 12:00 pm; Local Asunción Time

SUBJECT: Annual Program Statement (APS) Number 526-10-000001 –Improving Local Governance and Increasing Economic Security Program

The United States Agency for International Development (USAID) Mission in Paraguay is seeking concept papers and later, applications from commercial for-profit and not-for-profit companies and organizations to implement activities to support the **Improvement of Local Governance and Increasing Economic Security** Program. The focus of USAID/Paraguay's contribution to this Program is to help establish a new level of stability in five specific provinces in eastern Paraguay (Alto Paraná, Canindeyú, Amambay, Concepción and San Pedro respectively), in order to reduce the level of violence and criminal activity during the country's transition from de facto one-party rule to multi-party democracy. The five focus departments are the poorest, most volatile parts of the country. As stated above, violent criminal activity, including money-laundering, narcotics, arms trafficking, and contraband smuggling threaten to destabilize the tri-border region. Please refer to the Program Description included herein for a complete statement of goals and expected results. Under this APS, USAID/Paraguay is seeking concept papers from any local and/or international organizations that are interested in receiving USAID funds to carry out activities that will be responsive to the factors identified below.

The authority for the APS is found in the Foreign Assistance Act of 1961, as amended. Awards shall be made and administered in accordance with 22 CFR 226 (US NGOs), A-110 (Uniform Administrative Requirements for Cooperative Agreements and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations), A-122 (for non-profit organizations), A-133 (Audits of States, Local Governments, and Non-Profit Organizations)(for other than US NGOs), ADS 303, and USAID Standard Provisions, and the Federal Acquisition Regulation (FAR) Part 31 (for-profit organizations). Please note that no profit/fee is allowed under assistance. Forgone profit does not qualify as cost-sharing or leveraging.

Subject to the availability of funds and approval of the required activity documents (AAD, IEE, etc.), the United States Government intends to award *one or more* cooperative agreements under this APS. USAID however, reserves the right not to enter into any awards. The award(s) will be made in accordance with evaluation procedures provided in Section C. USAID intends to

provide approximately \$4 million in total USAID funding (minimum estimated at \$2 million per award). Should additional funds become available, an amendment to this APS will be issued.

This APS seeks concept papers for one-time funding in FY 2010 for approximately 12 to 18 months agreements.

For the purposes of this program, this APS is being issued and consists of this cover letter and the following:

- a. Section A - Program Description;
- b. Section B - Application Preparation Guidelines;
- c. Section C – Evaluation Procedures;
- d. Section D - Certifications, Assurances, and Other Statements of Applicants;
- e. Section E – Annexes

Interested parties are reminded that concept papers under this APS must be received by the closing date and time indicated at the top of this cover letter. USAID/Paraguay through its Regional Agreement Office in Lima, Perú is responsible for the management of the award process. All concept papers must be submitted electronically directly to Cynthia Fletschner at cfletschner@usaid.gov with a copy to the Agreement Officer at dvan@usaid.gov.

Issuance of this APS does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of a concept paper or application. Concept papers and full applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense.

USAID/Paraguay reserves the right to review concept papers and make awards on a rolling basis.

This APS and any future amendments can be downloaded from www.grants.gov. All interested parties are highly encouraged to register on www.grants.gov to receive automatic notification of amendments to this APS. It is the responsibility of the Recipient of the application document to ensure that they have received it from Grants.gov in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes. If you have difficulty accessing the APS, please contact Cynthia Fletschner at cfletschner@usaid.gov.

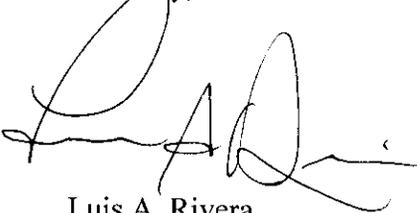
In the event of an inconsistency between the documents comprising this APS, it shall be resolved by the following descending order of precedence:

- a. Section C - Evaluation Procedures
- b. Section B - Application Preparation Guidelines
- c. Section A - Program Description
- d. This Cover Letter

Any questions concerning this APS shall be submitted in writing to Cynthia Fletschner at cfletschner@usaid.gov with a copy to the Agreement Officer at dvan@usaid.gov. Please note the deadline for receipt of questions and requests for clarification at the top of this cover letter.

Applicants should retain for their records one copy of all enclosures which accompany their application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Luis A. Rivera', with a large, stylized initial 'L' and 'R'.

Luis A. Rivera
Regional Agreement Officer
USAID/Perú

Attachment: a/s

SECTION A - PROGRAM DESCRIPTION

Improving Local Governance and Increasing Economic Security Program

A.1 BACKGROUND

Section 1207 of the National Defense Authorization Act (NDAA) for Fiscal Year 2006 (P.L. 109-163), as amended, authorizes up to \$150 million in FY 09 DOD funds to USAID for assistance to security, stabilization, and reconstruction activities for the purpose of restoring or maintaining peace and security in a country. As a result of an interagency review, up to \$6.69 million in FY 09 funds was authorized for Paraguay, approximately a third of which will go for security-related programming, with the balance available for this Program.

The focal point of USAID/Paraguay's strategic approach is strengthening democratic institutions and practices, complemented by the other programmatic areas such as economic growth, improving health care, protecting the environment and the ambitious Millennium Challenge Corporation (MCC)'s Threshold Program aimed at combating corruption. These areas reflect the U.S. Government's highest foreign policy objective of strengthening democracy in Paraguay and also the overarching development challenges for Paraguayans. Not only are USAID's core resources aimed at this objective, but the other Program Areas and Program Elements are conceived and designed to support synergistically the goal of strengthening democratic institutions and practices.

This new program adds funds to provide additional assistance for development challenges traditionally not covered by the programs mentioned above. The 2008 election results presented the country with a unique opportunity to effect sustainable changes. Nevertheless, Paraguay's new Government is faced with growing instability in its eastern provinces. By providing timely support to the Government, the USG will help consolidate democratic values in this formerly one-party country and help prevent relatively ungoverned spaces from becoming a breeding ground for criminal and other destabilizing elements.

A.2 INTRODUCTION

Country Context: Paraguay stands at a historic crossroads; after 61 years of domination by one political party, a new government has emerged with a strong commitment to change. Former bishop Fernando Lugo was elected and assumed the Presidency in August 2008 on a platform whose main goals are to fight poverty, create jobs, and respond to key social problems such as the need for improved health care and land reform.

President Lugo faces critical challenges, with key institutions and governance systems are weak and undermined by decades of corruption. Approximately 43 percent of Paraguayans live in rural areas and 36 percent of the population falls below the poverty line. Job creation remains a challenge, with around 900,000 out of a population of just over six million Paraguayans unemployed or underemployed in 2007. Economic activity is concentrated in the agriculture sector, hydroelectric power generation and informal trade with Argentina and Brazil. Strong agricultural growth drove the seemingly impressive 2008 performance, but the robust figure masks a sharp economic deceleration in the last quarter of the year. This slowdown presents even greater challenges for the government's poverty reduction and job creation goals.

The Paraguayan economy remains rurally-focused. Agriculture accounted for 20 percent of GDP in 2007, with approximately two-thirds in crops and one third in livestock. Agriculture also generates 90 percent of exports,

excluding re-exports, and employed 35 percent of the economically active population in 2005. Until recently, agricultural output depended on soybeans and cotton, but now includes wheat, sunflower, rapeseed, sesame and rice as cash crops and maize, cassava and wheat as food crops. Paraguay also grows citrus fruits, sugar, bananas and pineapples, some for export.

The next two years represent a critical window of opportunity given the growing anxiety for concrete results to ensure stability in Eastern Paraguay and the Southern Cone region, improve governance and provide for the economic security of Paraguay's poorest departments.

Objective: The goal of this project is to help establish a new level of stability in five specific departments in eastern Paraguay, in order to reduce the level of violence and criminal activity during the country's transition from de facto one-party rule to multi-party democracy. As stated above, criminal activity, including money-laundering, narcotics, arms trafficking, and contraband smuggling flourish within and threaten to destabilize the tri-border region.

A.3 PROGRAM SUMMARY

USAID/Paraguay's Improving Local Governance and Increasing Economic Security Program

- **Element 1: Strengthen Local Governance in Volatile Areas**

Most municipalities in Paraguay face immense challenges in governing and responding adequately to the needs and interests of ordinary citizens. In Eastern Paraguay, this challenge is heightened. USAID, through its modest but intensive portfolio, has been supporting the strengthening of local governments through a highly successful mechanism called MIDAMOS ("Let's Measure"), through which up to 80 municipalities of the over 250 in the country have measured key areas in municipal administration and are rated in terms of overall performance. The assistance has led to significant improvements in transparency and service provision in various municipalities.

This element would provide direct technical assistance to approximately 15 selected municipalities (out of 50 municipalities in the five departments) in the target region, in order to address governance weak points, respond to citizen priorities, and improve service provision. Each selected municipality will have the opportunity to use funds for the implementation of a project that would increase the government's capacity to provide basic services to local residents, and would have the added benefit of providing jobs to local citizens as priority will be given to those municipalities that propose infrastructure projects. USAID also will work to establish public-private partnerships to leverage corporate support from international companies, and/or local providers to assist local governments in stabilization efforts. The incumbent will be expected to coordinate closely with Government of Paraguay, complementary USAID and other donor programs and the U.S. Embassy in the final selection of municipalities.

For additional background on USAID's previous programming, please review the following link:
<http://www.midamos.org.py/>

Element 1 Project Activities:

- Strengthen Local Governance to Reduce Corruption and Increase Citizen Support
- Increase Public Service Delivery Through Municipal Infrastructure Projects

- Develop Public Private Partnerships to Leverage Additional Resources

Element 2: Ensure Economic Security

Extreme poverty in the five proposed districts is one of the driving forces for the rise of instability throughout the region. Many residents have no other options for income generation than to participate in illegal activities or join “mafia” groups, which are the main instigators of violence and insecurity. A lack of education, poor infrastructure, and a lack of public services prevent citizens from escaping destitution, thus ensuring that the cycle of instability persists. For example, in Amambay poor young men are recruited into narcotics and smuggling activities because of a lack of opportunities, and then become mired in violent activities. Depriving criminal groups of their recruitment base of impoverished citizens would severely impact their ability to operate within the five focus departments. The economic security element will focus on providing poor rural campesinos with legal alternatives for generating income, and ensure that the developments made are not undermined by the root causes of instability.

Job creation, market access, and reliable value chains will be essential ingredients to reducing extreme poverty. Focusing on mapping value chains, providing specific technical training in agribusiness and marketing, and opening up credit access (through existing Development Credit Authority agreements, for example), will provide opportunities for citizens to participate in the formal economy, instead of becoming involved in trafficking or other destabilizing activities. The USG will also work to identify and leverage parallel support from U.S. corporations who have regional commercial interests and may be interested in contributing to this effort.

Element 2 Project Activities:

- Mapping Exercises
- Job Creation and Market Access

A4. PROPOSED PROGRAM INDICATORS

Specific indicators and annual program targets will be determined through the Performance Monitoring Plan process as part of the Program Work Plan. To comply with USAID monitoring and evaluation requirements, quarterly reports submitted by grantees and implementing partners will also be used to prepare periodic reports to headquarters informing on the progress of the program. U.S. government activity coordinators of the Project Committee will conduct quarterly site visits with partners and hold discussions with beneficiaries in all areas.

Success for Element 1 (Local Government) will be: the construction of approximately 15 projects that improve service provision; the implementation and use of internal control mechanisms; and the establishment of Public Private Partnerships to leverage additional resources. Finally, success for Element 2 (Economic Security) will depend on: the creation of value-chain and product need mapping and the training of small and medium scale farmers in agribusiness and marketing skills. The proposed indicators should be developed by the applicant and presented in the Work Plan.

A5. COST SHARE

In addition to USAID funds, cost sharing is an important element in the relationship that exists between USAID/Paraguay and the implementing partner. To broaden the impact of the program to the fullest extent and

for this program to be successful in achieving its results, it is important that the recipient have a financial stake in the success of the program. The minimum recommended cost share will be 10% of the total program costs and may include in-kind contributions and equipment.

A.5 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under the resultant agreement(s) is 000.

A.6 PERIOD OF AWARD

The anticipated period of performance is 12 months from approximately January 1, 2010. Depending on the applications received, this period could be extended to 18 months or more if there were sufficient justification.

A.7 PLACE OF PERFORMANCE

Place of performance for this award is Paraguay (within the five specific departments: Alto Paraná, Canindeyú, Amambay, Concepción and San Pedro as the main programmatic focus areas and as identified in the program description above).

A.8 EXECUTIVE ORDER ON TERRORISM FINANCING (FEB 2002)

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 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.9 FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JAN 2002)

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" or as approved by the AO.

A.10 MARKING UNDER ASSISTANCE INSTRUMENTS

Branding and marking under this Cooperative Agreement will be carried out in accordance with AAPD 05-11 http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd05_11.pdf.

A.11 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_usaid/disability/.

- (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.

A.12 APPLICABILITY OF 22 CFR PART 226 (May 2005)

(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 Non-US subRecipients the Recipient shall include the applicable "Standard Provisions for Non-US Nongovernmental Grantees." Recipients are required to ensure compliance with subRecipient monitoring procedures in accordance with OMB Circular A-133.

A.13 APPLICABLE REGULATIONS AND REFERENCES

Standard Provisions will be provided in full text, as applicable, in the resultant agreement.

- Mandatory Standard Provisions for U.S., Nongovernmental Recipients
<http://www.usaid.gov/pubs/ads/300/303maa.pdf>
- Mandatory Standard Provisions for Non U.S. Nongovernmental Recipients
<http://www.usaid.gov/policy/ads/300/303mab.pdf>
- 22 CFR 226 USAID Assistance Regulations
http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html
- 22 CFR 228 USAID Source, Origin, Nationality Regulations
http://www.access.gpo.gov/nara/cfr/waisidx_01/22cfr228_01.html
- ADS Series 303 Acquisition and Assistance <http://www.usaid.gov/policy/ads/300/303.pdf>
AAPD 02-10 Cost Sharing in Grants and Cooperative Agreements to NGOs
http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd02_10.pdf
- SF 424, SF 424A, SF 424B http://www.whitehouse.gov/omb/s/s_forms.html

SECTION B – CONCEPT PAPER/APPLICATION PREPARATION GUIDELINES

B.1. General Information:

USAID/Paraguay, through its Regional Contracting Office in Lima, Perú, is responsible for management of the award process. This is a two-stage process. First, applicants are required to submit short concept papers per the instructions below and in the cover letter. These will be reviewed using the criteria set forth below. Those most highly rated will be invited to participate in the second stage – submission of a full application per the instructions below.

B.2 Concept Paper Instructions

All concept papers must contain the items below and **must** not exceed 5 pages in total.

The concept paper shall include:

Cover Page/Introduction:

1. Name and address of organization;
2. Type of organization (e.g., for-profit, non-profit, university, etc.);
3. Contact point (lead contact name; relevant telephone, and e-mail information); and
4. Signature of authorized representative of the applicant.

Technical Information (see criteria in Section C below on how this section will be evaluated for full applications.) The concept paper should address the below listed technical information within the 5-page limit.

1. Concise title and objective of proposed activity; and
2. Discussion of the objectives, the method of approach, the amount of effort to be employed, the anticipated results, and how the work will help accomplish this Program and USAID’s objectives within the 12-18 months timeframe.
3. Applications/Concept Papers must suggest how the project will encourage and strengthen collaboration with local authorities, and build capacity and ownership of local institutions.

Supporting Information (not included in the 5-page limit but keep it as concise as possible but no more than 6 pages):

1. Proposed estimated cost;
2. Brief cost breakdown (e.g., salaries, travel, etc.);
3. Proposed amount of the applicant’s financial as well as in-kind participation (clearly identify which resources are cash and which are in-kind and provide information on the nature of the in-kind contributions);
4. Proposed amount of prospective or existing partner’s (or partners’) cash as well as in-kind participation;
5. Proposed duration of the activity; and
6. Brief description of applicant's, as well as prospective or existing partners (or partners’), previous work and experience.

All concept papers must be in English and submitted electronically via email.

B.3. Full Application Instructions

IF USAID DETERMINES THAT THE CONCEPT PAPER IS COMPETITIVE, USAID WILL REQUEST THE APPLICANT TO SUBMIT A FULL APPLICATION. APPLICANTS SHOULD NOT PREPARE FULL APPLICATIONS UNLESS SPECIFICALLY REQUESTED TO DO SO BY THE USAID/PERU AGREEMENT OFFICER)

This section provides the instructions and submission procedures for the applications. Please read the entire APS. Respond as appropriate including attachments as necessary.

Applications shall be submitted in two separate volumes: (a) technical and (b) cost or business application. Technical applications should be submitted in an original and two (2) copies and cost applications in an original and one (1) copy to USAID/Paraguay, Juan de Salazar 364, Asuncion , and electronically to cfletschner@usaid.gov with a copy to dvan@usaid.gov. Further instructions will be included in the invitation letter.

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. To facilitate the competitive review of the applications, USAID will consider only applications conforming to the format prescribed below.

In addition to the aforementioned guidelines, the applicant is requested to take note of the following:

- a. Unnecessarily Elaborate Applications - Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this APS are not desired and may be construed as an indication of the applicant's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.
- b. Acknowledgement of Amendments to the APS shall be submitted together with the application.
- c. Applicants are expected to review, understand, and comply with all aspects of this APS including attachments. Failure to do so will be at the applicant's risk.
- d. Each applicant shall furnish the information required by this APS. The applicant shall sign the application and print or type the name and title clearly on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority.
- e. Applicants must ensure that all the certifications are completed and signed (See Section D of the APS). In the submissions, the applicants must include as necessary any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility in accordance with ADS E303.3.9 at the following website:

<http://www.usaid.gov/policy/ads/300/303.pdf>
- f. Applicants who include data they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should:

1. Mark the title page with the following legend:
"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a Cooperative Agreement is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting Cooperative Agreement. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction.
2. Mark each sheet of data it wishes to restrict with the following legend:
"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

Explanation to Prospective Applicants - Any prospective applicant desiring an explanation or interpretation of this APS must request it in writing by the date specified on the cover letter of the application to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective applicant concerning this APS will be furnished promptly to all other prospective applicants as an amendment of this APS, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

Faxed applications will not be considered.

B.4. Specific format:

Applications are limited to no more than 25 pages in length, (Arial, 11 font size, with one inch margins), excluding annexes. Within the outline suggested below, applications should address the factors cited above, as appropriate. In addition to the narrative section of the application, the annexes will be used to judge the applicant's past experience, management capability and the applicability/feasibility of any specific methodologies the applicant may propose. The annexes may also include relevant information about partners, where applicable. The suggested outline for the technical application is:

The annexes may also include relevant information about partners, where applicable.

The outline for the technical application is:

1. Executive Summary (including Table of Contents)

This section should contain the information that the applicant believes best represents its program.

2. Program Description
 - a. Goal and Objectives. A succinct description of the proposed program objectives and its contribution to USAID's objectives (provided in Section A.3 of this APS).
 - b. Background/Problem Statement
 - c. Explanation of partners and their expected roles
 - d. Proposed Interventions/Technical Approach
 - e. Expected Impact/Results (including gender and disability issues)
 - f. Performance Monitoring Plan. Include duration, performance indicators, baseline and targets,

number of municipalities and people served (disaggregate by gender and age disaggregation, where appropriate) as well as quantitative and qualitative measures specific to technical focus of activity.

3. Management plan. Describe how the organization intends to manage sub-mechanisms (if relevant), explanation of personnel in field and in headquarters, past experience and key personnel.
4. Implementation schedule. Provide a detailed timeline for the activity, i.e. staff hiring and arrival in country, office setup and administration, local staff hiring and agreements to work with Paraguayan organizations.
5. Annexes
 - a. Relevant Organizational Experiences (awardees and Key Partner Organizations)
 - b. Resumes of key personnel.

This can include documentation of intent to participate by other partners. ***Please note excessive documentation submitted under the annexes is neither necessary nor wanted. All applications must be in English and submitted electronically via email.***

Note: An invitation to submit a full application does not constitute an award; USAID may choose to not fund applications even after they have been requested.

B.5. Alliances

a. Due Diligence Concerns

Due diligence requires that the U.S. Government enter into alliance with organizations and individuals who exhibit fiscal responsibility, character, and integrity. However, applicants should have conducted due diligence on potential partners and are welcome to provide any information deemed useful. Potential partners may be requested to respond to any potential issues that arise as part of the due diligence research, and failure to resolve serious concerns will be cause for non-award.

b. Memorandum of Understanding (MOU)

Upon favorable review of the full application, partners will finalize Memoranda of Understanding (MOU), which will be used to clarify roles and responsibilities of each alliance partner.

c. Roles of Partners

Partners to the alliance effort (including USAID) bring strengths to the table. The actual division of responsibilities and risks are intended to be covered under the Letter of Intent/Memorandum of Understanding prior to finalizing the Agreement. Therefore, the following illustrative list of examples of allocation of responsibility will be adjusted based on the successful alliance application, the best use of contributions from multiple partners, and the appropriate assignment of management and implementation responsibilities. USAID's role under some alliances may differ from the traditional role of provider of funds or source of oversight.

i) Example of USAID Substantial Involvement

USAID responsibilities are as follows. The Agreement Officer, or as specifically delegated, the Agreement Officer Technical Representative, AOTR might provide:

- a) Collaboration in establishing annual work objectives and approval of an annual work plan.
- b) Collaboration in assessing progress and identifying issues that arise which may impact the success of the program.
- c) Collaboration in determining corrective actions, where necessary.
- d) Approval of key personnel and any subsequent changes in the positions during the life of the award.

ii) Example of Resource Partner Responsibilities

Resource Partner's responsibilities may include:

- a) Participation on a management committee overseeing the program implementation.
- b) Collaboration in establishing annual work objectives of the implementing partner.
- c) Collaboration in assessing progress and identifying issues that arise which may impact the success of the program.
- d) Collaboration in determining corrective actions, where necessary.

iii) Implementing Partner Responsibilities

The implementing partner of the program will operate in accordance with the terms and conditions of the grant, cooperative agreement or the collaboration agreement, the Letter of Intent/Memorandum of Understanding agreed upon by all partners to the alliance as needed, and all other applicable USAID regulations. Activities are linked to the accomplishment of the objectives of this program. Speed and flexibility are critical to achieving objections. USAID requires that the implementing partner have administrative systems operational within immediately after notification of award. Program activities should commence approximately 30 days after notification of award. Implementing partner will be responsible for all aspects of the program. The implementing partners will likely be responsible for the following activities and documentation during the life of the program:

- a) Requesting approval for program's key personnel;
- b) Working with partners to develop annual work plans;
- c) Conducting ongoing assessment of progress and a final evaluation, and submitting annual reports according to the requirements outlined in the award;
- d) Reporting on contributions of all alliance partners;
- e) Compliance with USAID branding requirements;
- f) Requesting approval for any changes in program description; and
- g) Submitting updated Standard Form 424A annually.

d. Reporting

Program implementation reporting will be determined based on the outcome of the collaborative finalization of the planned program and the delineation of roles and responsibilities. An annual performance monitoring plan, using established baseline data and specific, measurable targets and indicators will also be agreed upon. Financial reporting will be in accordance with the requirements of the obligating document, following mutual agreement of provisions.

B.6. – COST APPLICATION FORMAT

The Cost or Business Application is to be submitted under separate cover from the technical application. Certain documents are required to be submitted by an applicant in order for an Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources.

The following sections describe the documentation that applicants for an Assistance award must submit to USAID prior to award. While there is no page limit, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

- B.6.1** Include a budget for each funding scenario with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget must be submitted using Standard Forms 424 and 424A (See Section E-Annex A, B & C of the APS) may also be downloaded from the USAID web site, http://www.usaid.gov/procurement_bus_opp/procurement/forms/sf424/;
- a. The applicants must provide an electronic copy of the budget (in Microsoft Excel) with calculations shown in the spreadsheet and an electronic version of the narrative discussing the costs for each budget line item (in Microsoft Word)
 - b. The breakdown of all costs associated with the activities by line item. (See Sample in Section E - Annex C, take note: **the detailed budget must be rolled into the summary cost element budget that will be provided at a later date**).
 - c. The breakdown must include costs associated with each activity according to costs of, if applicable, headquarters, and/or regional offices; each partner organization involved in the program; expatriate technical assistance and those associated with local in-country technical assistance; and
 - d. The procurement plan* for equipment to be purchased under the Cooperative Agreement.

***Procurement Plan**

Application should include a detailed procurement plan containing explicit information on how procurements will be accomplished. Carefully read the guidance regarding Source Origin, Nationality Regulations in 22 CFR 228 at the following website: 22 CFR 228 USAID Source, Origin, Nationality Regulations http://www.access.gpo.gov/nara/cfr/waisidx_01/22cfr228_01.html

- B.6.2.** A current Negotiated Indirect Cost Rate Agreement (indirect costs shall not be included for local organizations);
- B.6.3.** Cost share (including in-kind) is highly encouraged and will be considered in the evaluation process.
- B.6.4.** Applicants who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:
- a. copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
 - b. projected budget, cash flow and organizational chart;
 - c. A copy of the organization's accounting manual.
- B.6.5** Copies of Personnel, Procurement and Travel Policies or Certificate of Compliance (preferred) <http://www.usaid.gov/policy/ads/300/30359s1.pdf>

SECTION C - EVALUATION PROCEDURES

The criteria presented below have been tailored to the requirements of this particular APS. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants should organize the narrative sections of their applications in the same order as the selection criteria.

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. The cost application of all applicants submitting a technically acceptable application be evaluated for general reasonableness, allowability, and allocability. To the extent necessary (if award is not made based on initial applications), negotiations will then be conducted with all applicants whose application, after discussion and negotiation, has a reasonable chance of being selected for award. Award(s) will be made to the responsive and responsible applicant(s) whose technical and cost application(s) offer the greatest technical merit, value, cost and other factors considered

C.1 EVALUATION CRITERIA

Applicants should note that these criteria serve to (a) identify the significant matters which applicants should address and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants should organize the narrative sections of their applications in the same order as the selection criteria.

C.2 TECHNICAL EVALUATION CRITERIA (in descending order of importance)

C.2.1. Program Description (60 points)

USAID's review will focus on assessing the likelihood that the proposed program would be successful in achieving its objectives based on criteria provided below. The factors to be considered include the following:

1. Addresses factors described in the APS; clear articulation of program outcomes that can be achieved, with realistic milestones and targets defined; implementation schedule. Specific groups to be addressed, including gender involvement. Applicants are advised to review Annex D to Section E which addresses gender issues. Performance Monitoring Plan, to be presented with the Work Plan, includes appropriateness of results and indicators as well as appropriateness and cost-effectiveness of data gathering for monitoring program results
2. Coordination: How does the proposal integrate economic security with the MIDAMOS municipalities and the local government component? How will both programs integrate and complement broader Embassy programs in these same five departments. How does the proposal take advantage of the same municipalities with which USAID and MIDAMOS have previously worked in these same five departments?
3. Innovation: Is the concept providing new models, technologies, ways of scaling up, and/or partners than already evidenced in Paraguay's rural sector?
4. Feasibility (technical, economic, financial, and social)
 - a. Does the program have well-defined and achievable objectives?
 - b. Does the program have the potential to yield significant development results?
5. Benefit to small farmers, off-farm enterprises. Concrete, quick results-oriented program.

6. Readiness for implementation.
7. Geographic spread in target conflict affected areas.

Management Plan (30 points)

1. Appropriate description of the number of expatriate and local staff needed to accomplish project objectives. The kinds of skills needed and the ability of the applicant to field appropriate personnel in a limited time. (Expatriate advisors should be limited and maximum use of local Paraguayan staff, and non-government institutions should be planned.)
2. Appropriate systems to manage and monitor the implementation of diverse activities expeditiously, soundly, and at reasonable cost and in a transparent and accountable manner.
3. Ability to be flexible in implementation. Applicants will be expected to coordinate closely with the Government of Paraguay, complementary USAID programs and the U.S. Embassy to assure complete complementary of activities and geographic focus. Applicants will also be expected to retain flexibility in their programming to adjust to roles and activities of other donors, seeking to leverage additional funding from other sources where ever possible. To this extent, exact implementation details can be worked out in a Work Plan in coordination with the host government, USAID, and the Embassy, and other donors like the Inter-American Development Bank and UNDP, assuming the applicant can remain flexible enough in the application to accommodate that level of flexibility in approach and location.

Past Performance, Experience, and Achievements (10 points)

Developing, implementing, managing, and evaluating similar activities. Please list activities that were long term, more than one year. Please provide a list of the ten most current U.S. Government and/or privately-funded contracts, cooperative agreements, etc., and the name, addresses, and telephone number of the Contract/Agreement Officer or other contact person.

C.3 COST APPLICATION/FINANCIAL PLAN

Following the technical review process, a review of the cost realism analysis will be conducted. Cost has not been assigned a percentage weight but will be evaluated for reasonableness, cost-effectiveness and allowability in accordance with the applicable cost principles. Negotiations may be conducted with all applicants whose applications, after discussion, have a reasonable chance of being selected for award. An award will be made to a responsible applicant whose application is most highly ranked in accordance with the evaluation criteria in Section C. Costs are less in significance to all technical factors combined. Applicants should consider the following when preparing the cost applications and provide a narrative in the Budget Notes of how the cost application reflects these areas:

- Direct Interventions versus Operating Expenses: USAID seeks applications where the maximum amount possible goes to direct interventions and not to Operating Expenses:
 1. Reasonableness of proposed labor cost and structure;
 2. Expatriate salary structure and expenses and local salary structure and expenses.

- **Cost Effectiveness and Efficiency:** The cost effectiveness of the organization's approach and its ability to affect a wide base of beneficiaries, i.e,
 1. Effectiveness of proposed cost control structure;
 2. Budget transparency to effectively track expenditures;
 3. Subcontracting/making methods are clearly defined;
 4. Cost efficiency of proposed Other Direct Costs (ODCs)
 5. Applicant's market competitive pricing estimates of tangible items to be used for performance;
 6. Competitiveness of pricing and sound purchase methods of international and in-country air travel and surface transportation.

SECTION D – CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF RECIPIENT

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF RECIPIENT

PART I - CERTIFICATIONS AND ASSURANCES

1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

(a) The Recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the Recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the Recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal s, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

(a) Instructions for Certification

(1) By signing and/or submitting this application or , the Recipient is providing the certification set out below.

(2) The certification set out below is a material representation of fact upon which reliance was placed when the agency determined to award the. If it is later determined that the Recipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

(3) For Recipients other than individuals, Alternate I applies.

(4) For Recipients who are individuals, Alternate II applies.

(b) Certification Regarding Drug-Free Workplace Requirements

Alternate I

(1) The Recipient certifies that it will provide a drug-free workplace by:

(A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's/ee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(B) Establishing a drug-free awareness program to inform employees about--

1. The dangers of drug abuse in the workplace;
2. The Recipient's policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(C) Making it a requirement that each employee to be engaged in the performance of the be given a copy of the statement required by paragraph (b)(1)(A);

(D) Notifying the employee in the statement required by paragraph (b)(1)(A) that, as a condition of employment under the , the employee will--

1. Abide by the terms of the statement; and
2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(E) Notifying the agency within ten days after receiving notice under subparagraph (b)(1)(D)1, from an employee or otherwise receiving actual notice of such conviction;

(F) Taking one of the following actions, within 30 days of receiving notice under subparagraph (b)(1)(D)2., with respect to any employee who is so convicted--

1. Taking appropriate personnel action against such an employee, up to and including termination; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other

appropriate agency;

(G) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (b)(1)(A), (b)(1)(B), (b)(1)(C), (b)(1)(D), (b)(1)(E) and (b)(1)(F).

(2) The Recipient shall insert in the space provided below the site(s) for the performance of work done in connection with the specific :

Place of Performance (Street address, city, county, state, zip code)

Alternate II

The Recipient certifies that, as a condition of the , he or she will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the .

3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -- PRIMARY COVERED TRANSACTIONS [3]

(a) Instructions for Certification

1. By signing and submitting this application, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. [4] You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," [5]

provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the methods and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealing.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

(b) Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(A) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(B) Have not within a three-year 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, or receiving stolen property;

(C) Are not 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) of this certification;

(D) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

4. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal , the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, , loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, , loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subs, and contracts under s, loans, and cooperative agreements) and that all subRecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

5. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR COVERED COUNTRIES AND INDIVIDUALS (ADS 206)

USAID reserves the right to terminate this [Agreement/Contract], to demand a refund or take other appropriate measures if the [ee/ Contractor] is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certification is required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to, or take or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

The Recipient has reviewed and is familiar with the proposed format and the applicable regulations, and takes exception to the following (use a continuation page as necessary):

Solicitation No. _____

Application/Proposal No. _____

Date of Application/Proposal _____

Name of Recipient _____

Typed Name and Title _____

Signature _____ Date _____

[1] FORMATS\GRNTCERT: Rev. 06/16/97 (ADS 303.6, E303.5.6a) [2] When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "" means "Cooperative Agreement". [3] The Recipient must obtain from each identified sub-grantee and (sub)contractor, and submit with its application/proposal, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Transactions, set forth in Attachment A hereto. The Recipient should reproduce additional copies as necessary. [4] See ADS Chapter E303.5.6a, 22 CFR 208, Annex1, App A. [5] For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the standard provision entitled "Debarment, Suspension, and Related Matters" if the Recipient is a U.S. nongovernmental organization, or in the standard provision entitled "Debarment, Suspension, and Other Responsibility Matters" if the Recipient is a non-U.S. nongovernmental organization.

PART II - OTHER STATEMENTS OF RECIPIENT

1. AUTHORIZED INDIVIDUALS

The Recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the Recipient in connection with this application or :

Name	Title	Telephone No.	Facsimile No.

2. TAXPAYER IDENTIFICATION NUMBER (TIN)

If the Recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the Recipient's TIN:

TIN: _____

3. CONTRACTOR IDENTIFICATION NUMBER - DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

(a) In the space provided at the end of this provision, the Recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the Recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the Recipient does not have a DUNS number, the Recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the Recipient. The Recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the Recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. LETTER OF CREDIT (LOC) NUMBER

If the Recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: _____

5. PROCUREMENT INFORMATION

(a) Applicability. This applies to the procurement of goods and services planned by the Recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the Recipient in conducting the program supported by the , and not to assistance provided by the Recipient (i.e., a sub or subagreement) to a sub grantee or sub recipient in support of the sub grantee’s or subRecipient's program. Provision by the Recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the Recipient plans to purchase under the :

\$ _____

(c) Nonexpendable Property. If the Recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the , having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED UNIT COST
(Generic)		

(d) Source, Origin, and Componentry of Goods. If the Recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items does not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION	QUANTITY	EST. UNIT COST	GOODS COMPONENTS	PROBABLE SOURCE	GOODS COMPONENTS	PROBABLE ORIGIN
(Generic)						

(e) Restricted Goods. If the Recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/ DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST	PROBABLE SOURCE	PROBABLE ORIGIN	INTENDED USE
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(f) Supplier Nationality. If the Recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/ DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST	PROBABLE SUPPLIER (Non-US Only)	NATIONALITY	RATIONALE for NON-US
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(g) Proposed Disposition. If the Recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the Recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the Recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION (Generic)	QUANTITY	ESTIMATED UNIT COST	PROPOSED	DISPOSITION
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6. PAST PERFORMANCE REFERENCES

On a continuation page, please provide a list of the ten most current U.S. Government and/or privately-funded contracts, s, cooperative agreements, etc., and the name, address, and telephone number of the Contract/Agreement Officer or other contact person. (same as required in Section C above).

7. TYPE OF ORGANIZATION

The Recipient, by checking the applicable box, represents that -

(a) If the Recipient is a U.S. entity, it operates as a corporation incorporated under the laws of the State of, an individual, a partnership, a nongovernmental nonprofit organization, a state or local governmental organization, a private college or university, a public college or university, an international organization, or a joint venture; or

(b) If the Recipient is a non-U.S. entity, it operates as a corporation organized under the laws of _____ (country), an individual, a partnership, a nongovernmental nonprofit organization, a nongovernmental educational institution, a governmental organization, an international organization, or a joint venture.

8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the Agreement. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

(a) Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, has the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. 1/ You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier covered Transaction," 2/ without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

(b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Solicitation No. _____

Application/Proposal No. _____

Date of Application/Proposal _____

Name of Applicant/Subee _____

Typed Name and Title _____

Signature _____

1/ See ADS Chapter 303, 22 CFR 208.

2/ For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the USAID standard provision for U.S. nongovernmental organizations entitled "Debarment, Suspension, and Related Matters" (see ADS Chapter 303), or in the USAID standard provision for non-U.S. nongovernmental organizations entitled "Debarment, Suspension, and Other Responsibility Matters" (see ADS Chapter 303).

KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE: 1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

1. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

FORMATS\GRNTCERT: Rev. 06/16/97 (ADS 303.6, E303.5.6a) When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "" means "Cooperative Agreement". The Recipient must obtain from each identified subee and (sub)contractor, and submit with its application/proposal, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Transactions, set forth in Attachment A hereto. The Recipient should reproduce additional copies as necessary. See ADS Chapter E303.5.6a, 22 CFR 208, Annex1, App A. For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the standard provision entitled "Debarment, Suspension, and Related Matters" if the Recipient is a U.S. nongovernmental organization, or in the standard provision entitled "Debarment, Suspension, and Other Responsibility Matters" if the Recipient is a non-U.S. nongovernmental organization.

CERTIFICATION REGARDING MATERIAL SUPPORT AND RESOURCES

As a condition of entering into the referenced agreement, _____ hereby certifies that it has not provided and will not provide material support or resources to any individual or entity that it knows, or has reason to know, is an individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity, including but not limited to the individuals and entities listed in the Annex to Executive Order 13224 and other such individuals and entities that may be later designated by the United States under any of the following authorities: § 219 of the Immigration and Nationality Act, as amended (8 U.S.C. § 1189), the International Emergency Economic Powers Act (50 U.S.C. § 1701 et seq.), the National Emergencies Act (50 U.S.C. § 1601 et seq.), or § 212(a)(3)(B) of the Immigration and Nationality Act, as amended by the USA Patriot Act of 2001, Pub. L. 107-56 (October 26, 2001)(8 U.S.C. §1182). _____ further certifies that it will not provide material support or resources to any individual or entity that it knows, or has reason to know, is acting as an agent for any individual or entity that advocates, plans, sponsors, engages in, or has engaged in, terrorist activity, or that has been so designated, or will immediately cease such support if an entity is so designated after the date of the referenced agreement.

For purposes of this certification, "material support and resources" includes currency or other financial securities, financial services, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

For purposes of this certification, "engage in terrorist activity" shall have the same meaning as in section 212(a)(3)(B)(iv) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1182(a)(3)(B) (iv)).

For purposes of this certification, "entity" means a partnership, association, corporation, or other organization, group, or subgroup.

This certification is an express term and condition 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.

Signature: _____

Name: _____

Date: _____

Address: _____

NOTICE:

If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING E.O. 13224

By signing and submitting this application, the prospective Recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website :

<http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website:

<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as Recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Signature _____ Date _____
Name _____
Organization _____

Survey on Ensuring Equal Opportunity for Applicants

OMB No. 1890-0014 Exp. 1/31/2006

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information on the survey will not be considered in any way in making funding decisions and will not be included in the Federal s database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: _____

Applicant's DUNS Number: _____

Name: _____ **CFDA Number:** _____

1. Does the applicant have 501(c)(3) status?

Yes No

2. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or Fewer 15-50
 4-5 51-100
 6-12 over 100

3. What is the size of the applicant's annual budget? (Check only one box.)

Less than \$150,000
 \$150,000 - \$299,999
 \$300,000 - \$499,999
 \$500,000 - \$999,999
 \$1,000,000 - \$4,999,999
 \$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

Yes No

5. Is the applicant a non-religious community based organization?

Yes No

6. Is the applicant an intermediary that will manage the on behalf of other organizations?

Yes No

7. Has the applicant ever received a government or contract (Federal, State, or local)?

Yes No

8. Is the applicant a local affiliate of a national organization?

Yes No

Survey Instructions on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and DUNS number and the name and CFDA number.

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some programs may require nonprofit applicants to have 501(c)(3) status. Other programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money our organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the on their behalf.
7. Self-explanatory.
8. Self-explanatory.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725.

Section E – ANNEXES

- A. STANDARD FORM 424, APPLICATION FOR FEDERAL ASSISTANCE
- B. STANDARD FORM 424A, BUDGET INFORMATION – NON-CONSTRUCTION PROGRAMS
- C. ADDITIONAL GUIDANCE- SAMPLE BUDGET
- D. GENDER STATEMENT

INSTRUCTIONS FOR THE SF424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain application certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled</td> </tr> <tr> <td>B. County</td> <td>Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Sri Lankan Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (Specify)</td> </tr> <tr> <td>H. Independent School District</td> <td>O. Net for Profit Organization</td> </tr> </table>	A. State	I. State Controlled	B. County	Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Sri Lankan Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Other (Specify)	H. Independent School District	O. Net for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled																		
B. County	Institution of Higher Learning																		
C. Municipal	J. Private University																		
D. Township	K. Sri Lankan Tribe																		
E. Interstate	L. Individual																		
F. Intermunicipal	M. Profit Organization																		
G. Special District	N. Other (Specify)																		
H. Independent School District	O. Net for Profit Organization																		
8.	Select the type from the following list: - "New" means a new assistance award. - "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. - "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)																
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

BUDGET INFORMATION - Non-Construction Programs

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget	
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)
1.	-				
2.	-				
3.	-				
4.	-				
5. Totals					
		Grant Program Function or Activity			
6. Object Class Categories		(1)	(2)	(3)	(4)
a. Personnel					
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (Sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (Sum of 6i and 6j)					
7. Program Income					

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Standard Form 424A (Rev. 4/92)
Prescribed by OMB Circular A-102

BUDGET INFORMATION Non-Construction Programs (cont'd)

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources
8.				
9.				
10.				
11.				
12. TOTAL (Sum of lines 8-11)				
		Total Amt 1st Year	1st Quarter	2nd Quarter
13. Federal				3rd Quarter
14. Non-Federal				
15. TOTAL (Sum of lines 13 and 14)				
(a) Grant Program		FUTURE FUNDING PERIODS (Years)		
		(b) First	(c) Second	(d) Third
16.				
17.				
18.				
19.				
20. TOTAL (Sum of lines 16-19)				
21. Direct Charges:				
22. Indirect Charges:				
23. Remarks:				

Standard Form 424A (cont'd.)

INSTRUCTIONS FOR THE SF 424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more programs. In preparing the budget, adhere to any existing Federal or agency guidelines, which prescribe how, and whether budgeted amounts should be separately show for different functions or activities within the program. For some programs, or agencies may require budgets to be separately shown by function or activity. For other programs, or agencies may require a breakdown by function or activity. Sections A, B, C and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Section A, B, C and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in *Column (a)* and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring

the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Columns (c) and (d) blank. For each line Entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing program applications, submit these forms before the end of each funding period as required by the agency. Enter in Column (c) and (d) the estimated amounts of funds which will remain unobligated at the end

of the funding period only if the Federal or agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental s and changes to existing s, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Standard Form 424A (cont'd.)

INSTRUCTIONS FOR THE SF 424A (continued)

Section B. Budget Categories

In the column headings (1) enter Federal, and (2) enter Non-Federal. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new s and continuation s the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental s and changes to s, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal or agency in determining the total amount of the .

Section C. Non-Federal Resources

Lines 8-11 - Enter amounts of non-Federal resources that will be used on the . If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants who are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f) Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing s.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by Federal or agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

Annex C

ADDITIONAL GUIDANCE - SAMPLE BUDGET

The following object class categories are those required on USAID Form 424A (Section B - Budget Categories):

a. **Personnel**

The category includes the salary of each long-term and short-term, paid position for the total estimated life-of-project, except consultants, and the projected cost-of-living or bonus/merit increase for each position.

b. **Fringe Benefits**

This category includes the amount and percentage of fringe benefits for each headquarters and field personnel identified above. Include here all allowances such as housing, schooling, leave benefits, and other items.

c. **Travel**

This category includes all projected travel, per diem and other related costs for personnel **except** consultants. Include the method by which airfare costs were determined; i.e. quotes for coach and if per-diems are based on established policies.

d. **Equipment**

In accordance with 22 CFR 226, 'equipment' means tangible non-expendable personal property, including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Information should be included in the application on how pricing was determined for each piece of the equipment.

There are statutory constraints relating to the purchase of agricultural commodities, motor vehicles, pharmaceuticals, pesticides, rubber compounding chemicals and plasticizers, used equipment and fertilizer with USAID project funds. PVOs may obtain specific information on these regulations on USAID Web Site at <http://www.usaid.gov/pubs/ads>.

e. **Supplies**

In accordance with 22 CFR 226, 'supplies' means all personal property excluding equipment, intangible property, debt instruments and interventions.

There are statutory constraints relating to the purchase of agricultural commodities, motor vehicles, pharmaceuticals, pesticides, rubber compounding chemicals and plasticizers, used equipment and fertilizer with USAID project funds. PVOs can obtain specific information on these regulations on USAID Web Site at <http://www.usaid.gov/pubs/ads/300/312/htm>.

f. **Contractual Services**

This category is for all subcontracts with organizations, which will provide services to the project and any short- or long-term consultant cost including fees, travel and per diem. This category is not to be used for sub-s, which should be included in other.

g. **Construction**

Applicants should include all labor and material and supplies for construction projects.

h. **Other**

Applicants are to identify all costs associated with training of project personnel.

Applicants planning to use USAID funds to send project staff or local counterparts for training in the U.S. or a country other than the host country, will be required to follow the guidance on USAID Participant Training Regulations, which may be found on the USAID Web Site <http://www.usaid.gov/pubs/ads>.

The applicant should provide information on any costs attributed to the project not associated above; i.e. communications, facilities, fuel vehicles, repair, maintenance and insurance.

i. **Indirect Charges**

Include a copy of the Applicant's most recent negotiated indirect cost rate agreement (NICRA) from the cognizant audit agency showing the overhead and/or general administrative rate.

Standard Form 424A, Section C should reflect the Applicant's and other sources' cash contribution to this program. A cash match means that funds are used to support the budget elements discussed above. This does not include volunteer labor from U.S. or host country sources. The cash value of donated equipment or supplies must be documented, etc

A narrative that justifies the costs as appropriate and necessary for the successful completion of the program should be attached to Standard Form 424.

SAMPLE COOPERATIVE AGREEMENT BUDGET

<u>Budget Cost Element</u>	Budget Amount US \$ _	Remarks*
Total Direct Labor	\$ _____	(1)
Salary & Wage		
Fringe Benefits		
Allowances		
Consultants	\$ _____	(2)
Travel, Transportation & Per Diem	\$ _____	(3)
Participant Training	\$ _____	(4)
Other Direct Costs	\$ _____	(5)
Sub awards (grants and subcontracts)	\$ _____	(6)
Security Costs	\$ _____	(7)
Training	\$ _____	(8)
Procurement (Equipment & Supplies)	\$ _____	(9)
Indirect Costs	\$ _____	(10)
Total Amount	\$ _____	

*Provide detailed breakdown of costs and narrative-indicate page or Annex #

This detailed budget will be rolled into the summarized budget to be provided at a later date.

Annex D

SAMPLE OF GENDER STATEMENT

The agriculture sector is increasingly becoming a women's domain. Yet, most agricultural policies and programs ignore women as producers. As most agriculture development activities are linked to asset ownership, women who seldom control assets, have minimal access to agricultural extension, technology credit and markets.

Improved access for women coupled with more control of productive resources, markets and income will lead to better productivity, efficient credit usage and better returns. With the overall improvement in the well being of the families, birth rates decline, child mortality declines, children get better education and enjoy better health.

USAID/Paraguay recognizes the important contribution of women farmers in agriculture as well as in other sectors and would like to support initiatives that invest in women and strengthen their access to knowledge, technologies and markets. All activities, whether in the agriculture sector or other sectors, will identify and integrate gender issues as they affect women and men. Here is an illustrative list of questions that may be considered while developing the application:

- Has gender been identified as a key issue in the project? Is there a budget line for gender mainstreaming, for example, assessment, design, implementation and training?
- Does the project draw upon a clear gender-disaggregated understanding of the target population including gender roles, opportunities, and constraints within them?
- Have legal, policy and institutional framework (e.g., current administrative/governance system) and their gender implications been reviewed and shortcomings documented?
- Is the capacity of the implementing partners to address gender issues clearly stated?
- Is the project designed to draw upon and enhance skills of women and including marketing and access to information?
- Does the project address the need for credit facility for women to be able to access the market?
- Have issues of physical accessibility of markets (their location, distance from the villages, availability of transportation) been addressed?
- Have the possible avenues for saving the income that the women earn been addressed to enhance their control over their earnings?
- Is continued monitoring planned to ensure that:
 1. The work of women and men is given due recognition and compensation?
 2. Science and technology is applied to both women's and men's work?
 3. Trade opportunities are promoted among women and men farmers?
 4. Appropriate methodologies are used to optimize participation of both women and men?
 5. Equal employment/livelihood opportunities are created for both women and men? Safe and fair practices are promoted at the work place?

Appendix 1

Timeline with Quarterly Budget Benchmarks for Expenditures Linked to Activity Implementation

	Q2 10	Q3 10	Q4 10	Q1 11	Q2 11	Q3 11	Total
Element 1 Strengthen Local Governance in Volatile Areas							
1. Strengthen Local Governance							
2. Increase Public Service Delivery							
3. Develop Public Private Partnerships							
Element 2 Ensure Economic SecurityID)							
1. Mapping Exercises							
2. Job Creation and Market Acces							
Total							

Appendix 2

Anticipated Timeline of Expected Program Results

	Q1 09/10	Q2 09/10	Q3 09/10	Q4 09/10	Q1 10/11	Q2 11/12
Element 1 Local Governance						
1. Sub-grants to 15 Municipalities	Selected municipalities submit proposals to selection committee	15 municipalities selected as recipients awarded funds	Projects begin	Continued Construction	Continued Construction	15 municipalities complete construction of projects
2. Technical Assistance for Internal Controls & Training	Key personnel identified for training	Conduct trainings	Conduct trainings	Conduct trainings	Follow-up trainings as needed	Follow-up trainings as needed
Element 2 Economic Security						
1. Mapping Exercise	Value chain mapping completed	Product needs assessment completed				
2. Job Creation and Market Access	Rural participants identified & materials created	Series of trainings & technical assistance	Series of trainings & technical assistance	Series of trainings & technical assistance	Follow-up trainings as needed	Follow-up trainings as needed
3. Access to Credit	Materials created	Rural access to credit seminars including DCA	Rural access to credit seminars including DCA	Rural access to credit seminars including DCA	Rural access to credit seminars including DCA	Rural access to credit seminars including DCA

Detailed Element 2 – Ensure Economic Security:

Train impoverished families in agriculture, agribusiness, and marketing to increase levels of employment and increase household incomes. A separate study will identify market demand for products to help create new business opportunities and stimulate cross-border trade with Brazil.

Illustrative Results Indicator and Targets

	Q1 09/10	Q2 09/10	Q3 09/10	Q4 09/10	Q1 10/11	Q2 11/12
Element 2						

Economic Security						
1) Mapping Exercise Economic Oportunity Program area/ Program Sub Element: Value Chains for Micro & Small Enterprises						
Stadandard Indicator Number of Special Studies	6					
Customized Indicator Phase 1: Value Chain Selection	6 products selected with a minimum of 2 products per each of the 5 Departments.					
Customized Indicator Phase 2: Desing & Implementation	Proposed interventions presented for the 6 product Value Chains and with a minimum of 2 products per department.					
Phase 3: Monitoring and Evaluation		X	X	X	X	X
2) Job Creation and Market Access Goes in: Agriculture Program area/ Program Sub Element: Agriculture Sector Capacity						
Stadandard Indicator Precent Increase in value of purchases from smallholders of targeted commodities as a result of USG assistance		Baseline established (Estimation: 4,500,000)				7,650,000 (70 increase in sales)
Standard Indicator Number of additional hectares under improved technologies or management pracicies as a result of USG assistance		Baseline established (Estimation: 7,500has)				Target: 11,250has (Estimation: 50% increase in total area planted)

APS No. 001-10 **Paraguay's Strengthening Law Enforcement, Improving Local Governance, and Increasing Economic Security Program**

<p>Standard Indicator</p> <p>Number of Farmers, processors, and others who have adopted new technologies or management practices as a result of USG assistance</p>		<p>5,000 (1,000 per Department)</p>				<p>6,500 (30% increase in the number of producers)</p>
<p>Customized Indicator</p> <p>Yield (Kg/Ha per product)</p>		<p>Baseline established per product</p>				<p>15% increase in yield</p>

Phase 1: Value Chain Selection:

Identification of Production base, beneficiaries and main actors of Value Chains in 15 municipalities of the 5 Departments. 6 products selected with a minimum of 2 products per each of the 5 Departments.

Phase 2: Design & Implementation:

Proposed interventions presented for the 6 product Value Chains and with a minimum of 2 products per department as a result of:

- (1) Analysis of markets (current and potential);
- (2) Analysis of technologies (current and upgraded) at the production and post harvest levels and Value chain actors and;
- (3) Analysis of Financial aspects (current usage and potential needs).

Phase 3: Monitoring and Evaluation

Additional Notes for the Mapping exercise

- (1) See Matrix of products with **Production base** sample per Department for Small Producers. Production and Supply chains that can be upgraded and integrated so to ensure efficiency, higher productivity and market access;
- (2) A product without production base can be produced in other Departments but needs a justification;
- (3) In Each Department one Municipality can be a collection center, which works with other Municipalities and their farmers to supply output;
- (4) All products should have markets (all or any of: domestic, processing, exports) but still a Value Chain Methodology should be implemented at the beginning to identify all agents in the trade chains and if there are producer organizations/associations. The Mapping exercise should include all the current (&potential) participants in the value chains, main technology bottlenecks and opportunities for improvement, financial needs and training requirements, a chart of physical and value flows per product from production into markets,
- (5) Agroforestry can be used to combine short term/immediate impact with long term products such as trees (Eucalyptus, Yerba Mate, Coco, Jatrhopa).

Illustrative Products	Departments				
	San Pedro (City as Center: San Pedro del Ycuamandiyu)	Concepcion (City as Center: Horqueta)	Amambay (City as Center: Perhaps Capitan Bado)	Canindeyú (City as Center: Katuete or Curuguaty)	Alto Parana (City as Center: Presidente Franco)
1) Banana	X	X			
2) Piña	X	X			
3) Melones, Sandias		X			
4) Mandioca	X		X		X
5) Sugar Cane	X			X	
6) Canola				X	X
7) Mani	X	X			
8) Maiz					
9) Sesame	X	X			