REQUEST FOR APPLICATIONS (RFA)

Number:	USAID/Egypt RFA-263-12-000020
Title:	Science and Mathematics Model Schools Program
Issuance Date:	January 23rd, 2012
Application Deadline:	**March 5th, 2012 2:00 pm Eastern Time**
Deadline for Questions:	February 6th, 2012, 2:00 pm Cairo Local Time

Dear Sir/Madam:

On behalf of USAID/Egypt, the regional procurement office of USAID/Egypt is seeking assistance applications from entities to implement Science and Mathematics Model Schools Program.

The federal grant process is now web-enabled. This funding opportunity is posted on www.grants.gov and may be amended. As the Request for Application (RFA) may be amended, potential applicants should regularly check the site to ensure they have the latest information pertaining to this RFA.

Only electronic applications will be considered received. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments, to e-mail address sgerguis@usaid.gov.

This RFA consists of this cover letter plus the following Sections:

Section I	Funding Opportunity Description
Section II	Award information
Section III	Eligibility Information
Section IV	Application and Submission Information
Section V	Application Review Information
Section VI	Award and Administration Information
Section VII	Agency Contacts
Section VIII	Other Information
Section IX	Standard Provisions
Section X	Special Provisions

In addition to the following Annexes:

ANNEX I	Existing Science and Math Initiatives in Egypt
ANNEX II	Marking under Assistance - Branding Strategy - Assistance
ANNEX III	Marking under Assistance - Marking Plan – Assistance
ANNEX IV	Branding Strategy and Marking Plan
ANNEX V	Certifications, Assurances, and Other Statements of Recipient

Each section is provided as an attachment except for the two which are provided below:

SECTION VII, AGENCY CONTACTS: Please send all questions or comments concerning this funding opportunity to the following e-mail address:

Primary contact: Sherine Gerguis, A&A Specialist, at sgerguis@usaid.gov.
Secondary contact: Stanley Canton, Agreement Officer, at stcanton@usaid.gov.

It is suggested that e-mail inquires be sent to both the primary and secondary contacts, to facilitate timely receipt and action.

SECTION VIII, OTHER INFORMATION: USAID retains the right to fund any or none of the applications submitted. Eligible organizations interested in submitting an application are encouraged to read this RFA thoroughly to understand the type of program sought and the application submission and evaluation process.

Sincerely,

Anne Quinlan

Anne Quinlan
Regional Agreement Officer

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

Authorizing Legislation:
This is a discretionary Cooperative Agreement opportunity to be competed and awarded pursuant to the authority of the 1961 Foreign Assistance Act, as amended, and the applicable sections of USAID regulation 22CFR226.

Program Eligibility Requirements:
Type of entities which may apply is described in Section III.

How the Award will be Administered:
For US organizations, USAID Regulation 22 CFR 226, OMB Circulars, and USAID Standard Provisions for U.S. Nongovernmental Recipients will be applicable. Further information including the referenced documents may be obtained via our agency website www.usaid.gov directly or via links in USAID Automated Directive System (ADS) Chapter 303: http://www.usaid.gov/policy/ads/300/303.pdf. Copies may also be obtained from the listed agency points of contact for this RFA.

PROGRAM DESCRIPTION:

The following program description indicates the range of activities that might be involved and the goals of this activity which the successful applicant will be expected to meet.

SCIENCE AND MATHEMATICS MODEL SCHOOLS PROGRAM (STM)

1. Introduction
The primary purpose of this program is to support the establishment of three to five Science, Technology and Mathematics model (high) schools in targeted governorates (STM schools). These schools will serve as centers of excellence, contribute to workforce development, and allow enrollment to a range of gifted students regardless of their gender, social, or economic background.

2. Background
"Education and innovation will be the currency of the 21st century," President Barack Obama stated in his now famous Cairo speech in June 2009. President Obama emphasized the value of academic exchanges, scientific excellence, sustainable means for technological development, communication between youth in the U.S. and in Egypt, ties with business leaders, and partnerships between institutions throughout the globe. These factors, he stated, are critical to economic and social development everywhere in the world.

USAID and the MOE have long collaborated on a variety of education issues. The majority of these collaborations have focused on access issues; indeed impressive improvements in access have been achieved. Quality of education generally remains a serious concern, however. The quality of science and mathematics education, one area in which USAID has never provided any significant support, is particularly poor. There is strong evidence that the current education system does not substantially help students acquire the essential skills in either of these two disciplines. Student performance on international tests that measure subject-specific performance illustrates this clearly. The Trends in Science and Mathematics Study (TIMSS), an international periodic study of science and math learning conducted in approximately 60 countries at the 4th and 8th grade levels, has identified serious flaws in science and mathematics education in Egypt. These weaknesses were apparent in 2003 and again in 2007, both in absolute terms and in comparison to other countries in the Middle East. The test results in both subjects point to the serious deficiencies of Egyptian students who do not master content or display strong cognitive skills in these disciplines. In2003, the Egyptian 8th graders scored 406 in mathematics on average, below the international average of 466 . This placed Egypt in the 36th slot out of 45 nations. Four years later, the average mathematics score dropped to 391, well below the 2007 TIMSS scale average (500).

The Government of Egypt (GOE) recognizes the value of a knowledge economy based on quality education and innovation. Several of its ministries, such as the Ministry of Education (MOE), Ministry of Higher Education (MOHE), Ministry of Scientific Research (MOSR), and Ministry of Communication and Information Technology (MCIT), have individually (and collectively at times) worked to enact reforms in information technology, science and research, and education. Specifically, Egypt's education leaders have taken positive first steps, such as increasing awareness among the general public about the importance of science and mathematics education. The need to increase the percentage of students who select the science track of study versus the liberal arts track (approximately 30% versus 70%) is also an urgent and well-recognized challenge. Egyptian public and private sector institutions, meanwhile, have increasingly collaborated with their international counterparts on various science and mathematics issues, as demonstrated by research under the U.S.-Egypt Science and Technology Development Fund. For several years now, the MOE has paid increasing attention to these two disciplines, albeit on a small-scale, by supporting traditional and non-traditional institutions and activities. As one of the MOE's key partners in education, the U.S. Government, through USAID, has provided support in this arena when asked. As a result of all these efforts, there are now several institutions and initiatives in Egypt teaching students science and math in innovative ways. (See Annex I)

Specialized schools that focus on providing gifted students in pre-university education with a strong academic foundation in science and math exist in educational systems worldwide. Many countries, including the U.S., have enacted comprehensive legislation to bolster mathematics and science education with the goal of increasing economic competitiveness through continued innovation, entrepreneurism, and a continued focus on research and development.
In the U.S., these schools are referred to as science, technology, engineering, and mathematics (STEM) schools. The GOE recognizes the value of these types of schools and has considered similar courses of action. Recently, the Ministry of Education took serious actions towards introducing specialized Science, Technology and Mathematics (STM) Schools in the education system. At the ministry's request, the Minister of Education and a senior MOE delegation participated in a study tour to learn about

Science, Technology, Engineering and Mathematics (STEM) Education in the United States. Through visiting STEM schools in the U.S. and interacting with intellectuals, researchers and educational leaders, the delegation had the opportunity to learn about the strategies, technical aspects and requirements for promoting this type of education. Such an exposure to STEM education, although limited, was important and timely, particularly as the Ministry starting to introduce Science, Technology and Mathematics (STM) Schools in Egypt for the first time. These schools are intended to serve as centers of excellence, providing specialized education to the students who have the willingness and readiness to pursue advanced levels of science and mathematics, and progress on to higher education according to their individual abilities and aptitudes. As model Schools for specialized science and mathematics education, the STM Schools will be informed by the STEM School experience in the U.S. This initiative will eventually better prepare students for careers in the 21st century. On September 17, 2011, the Minister of Education inaugurated the first STM High School in Egypt, which is a boarding high school for gifted students, adequately equipped with computers and some lab equipment. Both the teachers and students of this school were carefully selected through a competitive process, based on pre-set quality standards. Out of the best performing graduates of middle schools nationwide, one hundred and fifty students from all over the country were accepted in the STM School regardless of the economic or social background. While these recent developments demonstrate the MOE's commitment to strengthening science and mathematics and introducing specialized education for gifted students, a great deal more remains to be done, and a larger, more concerted approach will need to be formulated.

Since the May announcement of the 2011 U.S. - Egypt Science Year, a full slate of activities has been designed to engage Egyptian students, teachers, and the general public. As a component of this Science Year, the U.S. Government, through USAID and in partnership with the Government of Egypt (GOE), is working to develop a number of secondary schools into centers of excellence. These centers of excellence will provide modern science and mathematics teaching and learning approaches and innovative application of technology.

3. Goal

The Science and Mathematics Model schools program will introduce advanced science and mathematics education to Egyptian students by creating three to five science- and math-focused public secondary (high) schools in targeted governorates. These schools will: prepare a cohort of students and teachers with specialized skills; reinforce collaboration with U.S. STEM schools and universities; expand utilization of appropriate networks between Egypt and the U.S.; and raise awareness of specialized science and mathematics education among the public. As centers of excellence, these schools will contribute to workforce development by focusing on specific science and mathematics fields, allowing a diverse group of gifted students to progress into higher education and preparing them to be proficient workers, capable of dealing with the demands of a science-based workforce and continue the research and development that is central to the economic growth of the country.

4. Link to Strategic Plan and Results Framework

This program will support USAID/Egypt's Assistance Objective 22 -Improved Access to Quality Education – through provision of science and mathematics education and equal opportunities to interested and qualified students.

- Intermediate Result 1 - Expanded equitable access to education opportunities: supported through providing girls and economically disadvantaged students with targeted outreach and enrollment opportunities.
- Intermediate Result 2 - Improved instructional methods: supported by providing professional development to teachers, administrators, supervisors, and other education staff at various levels.
- Intermediate Result 3 - Enabled public participation in education: supported by strengthening governance structures, such as Boards of Trustees at the school level and Advisory Boards at the governorate and MOE levels, and developing their knowledge, commitment and advocacy skills regarding science and mathematics education.

5. Objectives

The main objectives of the STM School Project are the following:

1. Increase student interest, participation, and achievement in science and mathematics with a special effort geared to underrepresented groups such as girls and economically marginalized students;
2. Strengthen the STM School local initiative through developing effective model of specialized high schools focusing on science and mathematics education for gifted student;
3. Build the capacities of a highly qualified cadre of STM professionals and provide opportunities for training and sustained, intellectually rigorous professional learning;
4. Strengthen MOE capacity at the systems and policy level to sustain and replicate these model schools;
5. Establish effective collaboration, exchange and linkages between these new schools and similar schools in the U.S., and,
6. Support the MOE upgrading science and mathematics curriculum standards, students assessment and teacher preparation for the mainstream

In close partnership with the MOE, USAID seeks to award a four-year, $25 million Science and Mathematics Model schools program. This two-phased pilot program will consist of an initial design based on international best practices and a situational assessment of national realities and opportunities, followed by pilot implementation of 3-5 STM high schools, as approved by the GOE and USAID.

6. Technical Considerations

This program is intended to create an educational environment which raises the quality of teaching and learning in science and mathematics, leading to whole school and community improvement. This program will emulate the development of high schools worldwide that provide specialized science and mathematics education supported by innovative uses of technology. The STM schools will serve as models to effectively guide systemic reform efforts and long-term thinking regarding these two disciplines. They will be public high schools, providing an innovative, specialized and challenging learning environment for the highly motivated students who have a genuine interest in mathematics, and biological, chemical and physical sciences. The schools will be using technology as a primary resource to inspire discovery, and to foster a culture of innovation based on the needs of the society. Twinning and linkages between Egyptian and American STM/STEM schools will be formulated to support students and teachers learning. Also, the program will assist the MOE building public support for making improvement in science and mathematics performance among students as a national priority.

Applicants must clearly demonstrate how they propose to assess the educational context in Egypt and subsequently set-up three to five STM high schools based on an approach that is appropriately tailored for introduction in Egypt. This must reflect the literature on science and mathematics schools, synthesizing best practices. As part of their submission, Applicants are required to present a concrete idea of what their strategy to support the specialized learning environments for highly motivated and academically talented students at the STM schools will look like, as well as a description of what knowledge, skills, and attitudes teachers and administrators in these systems will possess. Finally, Applicants will be encouraged to establish Public-Private Partnerships (PPPs) with national and multinational firms, universities and research institutes to support the objectives of STM education in Egypt.

Program Phases

Although Applicants may present well-substantiated alternate approaches, USAID foresees two principle phases under this program: a design phase and an implementation phase. While the details of the implementation phase will undoubtedly be affected by the initial design, Applicants must propose an implementation vision and framework that clearly addresses each of the major categories in both phases below.

Phase I: Design

The first phase of this program consists of an on-the-ground design. This design will be used to determine the nature of each intervention (i.e., activity), while focusing on the following five system-level issues:

o Admissions system: The admission system must be transparent and standard-based, using agreed upon criteria for enrolling gifted students in the STM schools. Approaches for increasing girls' interest and readiness to pursue science and mathematics education, as well as means of encouraging them to enroll in STM schools, are paramount.

o Schools' specializations: Applicants will need to carefully balance the depths and degrees of specialization at these schools so that the result within a school is a mix of highly specialized course components and more general components. Based on international best practices and consultation with the MOE and other stakeholders, Applicants must identify whether each school's specializations will be identical or unique to the other schools.

o STM Curricula and Extracurricular activities: The STM program will review currently used curricula in STM School, and make recommendations based on international best practices. The program will also introduce extracurricular activities by building on STM schools' course offerings to further develop core STM student competencies and skills.

o School preparation: While no school construction is anticipated under this program, essential infrastructural requirements, equipment, sciences and IT labs and other resources will be provided to the newly established STM schools. Jointly with stakeholders, including MOE counterparts, the successful Applicant will determine minimum operational standards for such schools based on a review of international standards and relevance to local conditions and requirements. These minimum operational standards will identify the required infrastructure and equipment needed for each school. The STM School Project will support the MOE in providing the recently established STM schools (3-5 schools) with necessary equipment and resources according to the set standards. In doing so, the Applicant shall conform to USAID policies and regulations.

o Public-Private Partnerships (PPPs): During the design phase, the Applicant will be encouraged to establish PPPs with national and multinational firms, universities and research institutes to contribute and support the startup of STM schools in targeted communities. These PPPs can provide necessary materials, equipment, and capacity building for STM schools, as well as STM educators and students, based on the approval of the USAID and MOE

o Teacher Training: To boost teachers' readiness to deliver excellent STM instruction to all students, the Applicant shall develop in-country and U.S.-Based training program for STM School teachers based on the assessment of their training needs. The Applicant will work with the MOE to develop/adapt competencies and performance standards for STM Teachers. The training program shall build teachers' capacities in accordance with these standards.

o Student Assessment: Applicants must assess the existing nationally recognized student assessment systems (particularly the secondary school exit exams (Thanaweya Amma)) and work closely with the MOE and the National Center for Examinations and Educational Evaluation (NCEEE) to use results to inform the development of an effective assessment system for students in STM schools. This must include review of different systems, both public and international, currently used in Egypt and elsewhere, to identify the most relevant components to adequately assess students' learning outcomes while helping students to progress to higher education.

The design phase will result in a detailed report that will be reviewed by key decision-makers of the GOE and the U.S. Mission in Egypt.

During the design phase, a US-Based training of Science and Mathematics Professionals will be planned and implemented to support the startup of STM education in three to four governorates. The purpose of this training is to create a core group of 30-40

Science and Mathematics professionals, mostly teachers, capable of supporting the introduction of STM education in their respective schools and communities. A state-of-the-art U.S.-based training course, for approximately three weeks, shall be offered to a group of educators who will be engaged in teaching, supervising, and managing science and mathematics model schools in Egypt. This training could be complemented by in-country training in basic teaching and educational leadership skills if needed, to increase the effectiveness of the U.S-based training. The training in the U.S. has to include a mix of classroom training as well as visits to highly performing STEM schools in the U.S. It will focus on effective approaches for STEM teaching and learning, including inquiry-driven, project-based approaches where students would be assessed by the work of their own creation. The training participants will need to shadow STEM school administrators, teachers and technicians while performing their regular duties to learn how they function. They also need to learn about teachers' preparation and civil society participation in improving quality and relevance of science and mathematics education. The training participants will be carefully selected according to a set of selection criteria that will be jointly developed with the MOE. After completing the training program, the participants shall be involved with the STM School project team in finalizing the design of the STM education in Egypt and will actively participate, as MOE representatives/ counterparts, in its implementation.

Concurrently, the STM project will provide the first cohort of STM School teachers and students with condensed English language training courses to enhance their reading and writing skills, and equip them with the essential language skills to access STEM resources on the internet and communicate with STEM professionals and students as needed. This training will need to start during the design phase for an approximate number of 500 STM students and 50 teachers/ educators. English language training for other cohorts of students and educators will continue during project implementation.

<u>Phase II: Implementation</u>
Phase II consists of a series of activities that will culminate in student preparation, recruitment, enrollment, and assessment; preparation of educators and instructional materials; and provision of equipment, sciences and IT labs and other resources of schools.

o Curriculum Development: The successful Applicant shall work closely with and provide technical assistance to the Center of Curriculum and Instructional Materials Development (CCIMD) to support the design and/or adaptation of the STM schools' science and mathematics curricula according to international standards and national requirements. Technical support for the development of curriculum standards and framework for STM high schools will need to be urgently provided to the MOE/CCIMD. It is expected that a range of courses, in addition to the core courses currently available, will need to be designed and/or adapted. Applicants should anticipate developing supplemental teaching and learning materials. In a later stage, probably in the second year of project implementation, the MOE/CCIMD may request the STM program to provide it with technical assistance to support the improvement of science and mathematics content standards and curriculum framework for the larger mainstream system (non-STM education).

o Extracurricular activities: This program will support several types of extracurricular activities. These activities will build on STM schools' course offerings to further develop core STM student competencies and other skills required for higher education and employment within appropriate sectors. Activities must be designed with the learner in mind, fostering creativity, exploration, and incorporating pleasurable educational activities for science and mathematics knowledge acquisition (as well as application and integration with other subject matter when appropriate.)

In addition, relevant extracurricular activities must be introduced in preparatory (middle) schools as well. These extracurricular activities, targeted at preparatory schools, will assist with the identification of gifted students who have the aptitude and willingness to pursue higher levels of science and mathematics education.

Summer camps, service learning, science and mathematics research opportunities, workshops, competitions, and science fairs are examples of extracurricular activities for students of STM high schools as well as middle schools in the targeted governorates. Attention must be given to sustainability of proposed activities and possible incorporation in (or collaboration with) non-STM schools.

o Professional development: The successful Applicant will work with MOE staff to review and update educators' science and mathematics competencies and standards. The Program will upgrade mathematics and science teaching to foster inquiry-based, project-based learning and higher student achievement. For that purpose, the program shall provide STM teachers with sustained, intellectually rigorous professional learning opportunities to enhance their understanding of the subjects they teach, use appropriate instructional methods, and apply various classroom assessment strategies. It shall prepare and assist teachers in integrating STM content across grades and disciplines. Also, it shall introduce inquiry-based and research-based approaches to give teachers the tools to integrate real-world STM applications into their everyday lessons and discussions. In-service professional development for teachers, administrators, trainers, and central-level MOE officials is necessary to help them meeting the set competencies and standards, so that their teaching and content knowledge and methods are current. Jointly with MOE and other stakeholders, the project will establish network of STM-related professional development opportunities to support their continued learning and growth. The program will build the capacities of a cadre of master STM trainers to continuously support and expand STM education in Egypt through providing them with high quality professional development, both in-country and in the U.S. Linkages between Egyptian and American schools and institutes can contribute to building the capacity of educators and expanding the provision of state of the art learning opportunities for both educators and students. This may require providing STM educators and students with English language training opportunities to help them improving their reading, writing and communicative English skills, and equip them with the essential language skills so that they can access STEM resources on the internet and communicate with STEM professionals and students in the U.S. as needed.

The following is a sample of professional development activities for consideration:
- Opportunities for educators to interact with high caliber national and international STM/STEM educators and professionals;
- Professional fora to exchange theoretical and practical views with special emphasis on the practical classroom implications of their findings (e.g. support systems similar to teacher learning circles);
- Short term U.S.-based training, along with in-country training, on-the-job coaching and mentoring for STM School educators and supervisors;
- Enrollment in traditional and on-line training courses;
- Targeted scholarship opportunities;
- Awareness campaigns about the array of curricula and supplemental classroom materials available through local publishers and distributors; and,
- Opportunities to engage in action research or national/ regional conferences.

Through professional development opportunities, principals and supervisors must be equipped to become more effective educational leaders for STM education, capable of managing and empowering staff and effectively managing partnerships and resources in a STM school. In addition, the successful Applicant will work with the MOE's Professional Academy for Teachers (PAT) to develop a certification system for STM educators, training programs and trainers.

The ultimate goal of these professional development activities is to establish a cadre of competent professionals in internationally comparable science and mathematics education. This is one way to contribute to the ongoing development of a professional culture of science and math teaching in Egypt’s education system. The above are suggested activities only. Applicants are encouraged to use international best practices and their previous development efforts to tailor activities to the professional development needs of Egypt’s educators.

o Student Assessment: Applicants will work closely with the MOE and the National Center for Examinations and Educational Evaluation (NCEEE) to establish an effective assessment system for students in STM schools, with special attention to the school exit exam (Thanaweya Amma). Such a system must use or build on existing systems - both Egyptian and international - to identify methods that are both appropriate and efficient. Both formative and summative assessments may be required. The majority of these new assessment methods should have the potential to be used in the mainstream system. Most importantly, the STM exit exams must be recognized by the Ministries of Education and Higher Education as acceptable to qualify STM school graduates applying and enrolling in higher education.

o School preparation: Essential furniture, equipment, sciences and IT labs and other resources shall be provided to meet the STM minimum operational standards. The purchase of these items shall be done in accordance with USAID policies and regulations. The following are examples of the basic support to be provided for each school:

- o Equipment conducive to a modern education (e.g. equipment for science and IT labs, and white boards, video and DVD players, projectors for classrooms);
- o Licensed software, computers and networking equipment, and servers, as necessary;
- o Different types of science labs and/or workshops according to proposed STM specializations; and,
- o Virtual lab software, simulators, and resource/library materials.

o Public-Private Partnerships (PPPs): To contribute, compliment and sustain the STM schools, the project will establish and manage PPPs with national and multinational firms, universities and research institutes to support the objectives of this RFA. This means that the PPP funding can support any of the needed goods and services including materials, equipment, and capacity building activities described in this RFA or other innovative interventions proposed by PPP partners to enhance and sustain STM schools, and provide learning opportunities for their educators and students.

7. Other Implementation Considerations

A. Ownership & Sustainability

Local ownership is inherent to sustainability. Both are essential components of this activity. Inherent to this program is the potential for replication of the STM model school by USAID and the Ministry of Education in the near-term. An approach that ensures sustainability and potential replication by the MOE alone is desired. Applicants must therefore propose an approach that makes possible the integration and application of the STM schools' activities in the Egyptian educational system. The program will effectively guide systemic reform efforts, create discussion around, and increase reflection and long-term thinking regarding science and mathematics education.

U.S. Applicants are highly encouraged to partner with Egyptian non-governmental organizations that could have the potential and/or some relevant on-the-ground experience. When possible, building on work accomplished by existing professional organizations and educational resource centers in Egypt is desired.

B. School linkages, Community Support, and Public Private Partnerships

Compared to other public schools, STM schools need more community support and private sector involvement to be truly successful and sustainable. Hence, the STM schools must operate as active and demand-driven partners with communities, business, universities and the MOE, not as traditional supply-driven academic providers, independent of market needs and demands. Realizing this vision will require working closely with the MOE to establish collaboration among various stakeholders: students, parents, educators, business and industry leaders, and government officials.

Linkages with specialized educational institutions, including U.S. schools and/or universities, are required. Also, linkages between STM schools in Egypt and equivalent

STEM schools in the U.S. can provide valuable opportunities for learning and exchange among students and teachers. Applicants must demonstrate how they will create and sustain substantive linkages between STM schools and various types of educational institutions, both in Egypt and abroad.
Awareness raising and institutional partnerships will enable these schools to become active contributors in a learning society by sharing resources and disseminating best practices nationally. Strong partnerships with the private sector are required to: ensure the continued alignment of school offerings with market needs; generate the resources needed for sustaining the model schools; and, provide students with realistic visions of potential careers and the vital skills they need. Offerors are highly encouraged to mobilize public-private partnerships to support such efforts.

Support to ensure public participation and support for STM education will be provided through strengthening Boards of Trustees at the school level and Advisory Boards at the governorate level. A national Advisory Committee composed of prominent figures in the fields of science and mathematics education and civil society must be established to facilitate school linkages, general community support, and public private partnerships. Successful Applicant will assist these boards to advocate for and support increased student interest, participation, and achievement in science and mathematics, particularly among underrepresented groups such as girls and economically marginalized students. The STM program will help these boards developing their knowledge, commitment and advocacy skills regarding STM education in particular, and improved science and mathematics education in general.

8. Monitoring and Evaluation

Activities under the STM School Program are intended to contribute to improvements in learning outcomes and improved readiness of graduates for post-secondary workforce and higher education opportunities.

In addition to strong content skills, students should demonstrate advanced critical thinking and problem solving skills. Students should possess the intellectual curiosity and self-motivation to pursue scientific work and research, and aspire to become members of a community of learners, explorers, mentors, and leaders. Applicants are expected to identify specific performance measures and present a monitoring and evaluation plan that effectively captures these goals. Specific indicators and benchmarks to measure student acquisition of subject content and other skills must be clearly outlined.

Consideration will be given during the design phase to the performance evaluation(s) and, in some cases, impact evaluation(s) that will be undertaken throughout the life of the project. This is part of the preparation of a Performance Management Plan. Identifying key evaluation questions at the outset will both improve the quality of the project design, and will guide data collection during implementation. Regardless of whether an impact or performance evaluation is selected, the evaluation will be integrated into the design.

Baseline data, including variables that correspond to key outcomes and impacts, will be collected using high-quality methods and analyzed to establish a reference point. As a rule, baseline studies should collect sex-disaggregated data.

Applicants are required to recommend means for tracking inputs and outputs in their PMPs, as well as additional outcomes in their PMP but must measure the following results:

1. Improvements in students' learning outcomes in science and mathematics education. Applicants shall suggest a national or international standardized tool to measure students learning outcomes according to internationally recognized scientific thinking ability scale. The successful Applicants shall work with the relevant MOE counterparts to review and finalize the proposed measure to reflect the revised content standards for science and mathematics in the STM Schools upon completing the design and/or adaptation of the STM schools' science and mathematics curricula. Percent of annual increase in learning will be determined jointly by the successful Applicant and USAID.
2. Improvements in the quality of teaching and learning as measured by the Standards-based Observation Protocol for Science and Mathematics. Applicants must review and update the existing SCOPE (Standardized Classroom Observation Protocol for Egypt) instrument, jointly with MOE counterparts, to reflect teaching standards in STM schools; and,
3. Number of partnerships that are sustained through signed agreements and/or Memoranda of Understanding between concerned parties (both in-country and in the U.S.).

In addition, both standard and custom indicators will be used to measure project results. Exact targets and percentages of results achieved will be determined through discussions with the MOE. Illustrative Foreign Assistance Framework standard indicators may include:
1. Number of administrators/officials trained with USG support;
2. Number of learners enrolled in USG-supported secondary schools or equivalent non-school-based settings;
3. Number of teachers/educators who received pre-service training with USG support;
4. Number of standardized learning assessments supported by USG;
5. Number of teachers/educators who received in-service training with USG support;
6. Number of textbooks and other teaching and learning materials (TLM) provided with USG support.

If the indicator is used ask: Have these materials been reviewed for gender bias, and if so how?

Performance data will be disaggregated by sex and geographical location as applicable.

9. Key Personnel

All members of the team shall be experienced educators with strong familiarity of the STM/STEM system of education and how these schools effectively fit within the Egyptian educational system. The U.S. team members should have a demonstrated record of working with STM initiatives, including the establishment of linkages between STM/STEM schools with private and public sector partners, and with state and district level initiatives supporting the development of innovative STM/STEM schooling. Experience in the use of instructional modern technologies, traditional and modern STM/STEM curricula, and development of internships and linkages between STM/STEM schools and students and relevant institutions should be demonstrated among the team members.

Key personnel should be thoroughly knowledgeable about all the stages of the Egyptian educational system, recent education reform efforts, and intimate knowledge of current constraints. Consultants should be very knowledgeable about the constraints facing Egyptian competitiveness, particularly as they pertain to: issues related to the science and mathematics human resource base; misalignment between school preparation and the needs of businesses, industry leaders, and the public sector, etc. The Egyptian members should have current working knowledge of the education system. Similarly, they should have the knowledge of the private sector business and industry partners and their interest in linking to educational providers and schools.

The successful Applicant's team may be comprised of a larger consortium made up of some of the following entities: non-governmental organizations, universities, successful STM/STEM Schools, and/or an educational organization supporting science and math education. Applicants are encouraged to partner with local organization(s) and/or institution(s) with demonstrated track record in designing and implementing activities supporting science and mathematics education in Egypt.

10. Communications Strategy

Offerors should pay careful attention to USAID branding requirements (see annex II, III AND IV) and should provide information on how these will be addressed as part of an overall communications strategy within the body of their proposal. Given the significant investment of U.S. taxpayer resources that this program represents, particularly on a per beneficiary basis, USAID seeks assurances not only that the requirements will be met, but that the spirit of the requirements will be met (i.e. that participating organizations and students will fully understand and have a genuine appreciation for USAID's contributions). Thus USAID would appreciate a communications strategy that is innovative and robust (e.g. including public events and announcements at a variety of levels) but that is also honest in anticipating and addressing challenges.

The Recipient will submit a Branding Strategy and Marking Plan that clearly outlines branding and marking issues associated with the program based on knowledge of the country. Refer to ADS 320, (http://www.usaid.gov/policy/ads/300/) specifically 320.3.2.2 and 320.3.2.3 for more information. The Recipient will comply with the requirements of the USAID "Graphic Standards Manual" available at www.usaid.gov/branding, or any successor branding policy.

11. Cost sharing

Offerors are strongly encouraged to provide innovative approaches to cost sharing and to provide detailed explanations in their proposals.
In addition to USAID funds, applicants are encouraged to contribute resources from own, private or local sources for the implementation of this program.

Contributions can be either cash or in-kind and can include contributions from the U.S. NGO, local counterpart organizations, project clients, and other donors (not other USG funding sources). Cost Sharing contributions should be in accordance with OMB Circular A-110 - Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations which can be found at the following link http://www.whitehouse.gov/omb/circulars/a110/a110.html#23. Information regarding the proposed cost share should be included in the SF 424 and the Budget as indicated on those documents. The cost sharing plan should be discussed in the Budget Notes to the extent necessary to determine its feasibility and realistic access to the sources and funds.

Cost sharing is not a Technical evaluation criterion.

12. Areas of USAID Substantial Involvement

USAID considers collaboration with the recipient crucial for the successful implementation of the program. Substantial involvement under this program shall include the following:

a. Key Personnel

The following positions will be considered key personnel: Project Director; Program Coordinators (i.e. the primary liaison position for each university). Key personnel must be fluent in English and Arabic is desirable and has professional experience related to their position.

b. Approval of Annual Work Plans

For this program this will specifically include USAID/Egypt's participation in the development and refinement of recruitment and selection procedures, including the initial announcement of the scholarship solicitation, and approval of nominations for scholarship award, including the timing associated with these processes.

c. Approval of Monitoring and Evaluation Plan

As noted above, USAID is interested in regular process and output monitoring as well as an eventual analysis against a control group.

d. Appropriate Pattern of Ongoing technical engagement

USAID reserves the right to exercise ongoing technical engagement with the program as needed.

SECTION II AWARD INFORMATION

Estimated Funds to be Available:
USAID estimates funding for the Science and Mathematics Model Schools Program will be made available in the amount of $25 million. USAID anticipates making one award over a four year period.

Estimated Start Date and Performance Period:
The performance period for this program is estimated to begin July 01, 2012 and be completed by June 30, 2016.

Type of Award:
The award will be a Cooperative Agreement as USAID desires to be substantially involved in the implementation of the selected program that is consistent with USAID policy contained in ADS Chapter 303 concerning non-governmental assistance activities: http://www.usaid.gov/policy/ads/300/303.pdf

SECTION III ELIGIBILITY INFORMATION

- Applicants must be non-governmental entities of U.S. nationality, otherwise there is no restriction. U.S. entities such as non-profit organizations, profit making concerns, faith-based and community organizations, educational institutions, etc. are eligible to apply.

- Cost share: There is a mandatory minimum cost share requirement of 20% of the total estimated amount that will be evaluated as an element of cost effectiveness and in consideration of USAID regulation 22 CFR 226 and of applicable policy and procedure: http://www.usaid.gov/policy/ads/300/303.pdf

SECTION IV APPLICATION AND SUBMISSION INFORMATION

Application:
This RFA and any future amendments can be downloaded from www.grants.gov. Applicants are expected to review, understand, and comply with all aspects of this RFA.

Submission:
Applications shall be submitted electronically in two separate parts: (a) technical and (b) cost/business application. The application shall be prepared according to the structural format set forth below. Applications must be submitted directly to the Regional Procurement Office of USAID/Egypt to USAID/Egypt to Sherine Gerguis, at sgerguis@usaid.gov.

The due date and time for complete application submittals is as stated in the RFA cover letter, unless the RFA is amended to extend the deadline. Applications received after the deadline will not be considered for award, unless the Agreement Officer determines all similarly late applications can be considered.

In the event of problems submitting the application directly to USAID, please telephone Ms. Gerguis at +202.2522.6925.

Application Preparation Guidelines:

(A) THE TECHNICAL PROPOSAL FORMAT

THE TECHNICAL PROPOSAL HAS A STRICT THIRTY FIVE (35) PAGE LIMIT, excluding authorized attachments. Authorized attachments to the technical application which do not count against the page limitation consist of: Resumes/CVs for key personnel and letters of commitment of organizational partners or key personnel.
Applicants are advised that any pages exceeding this limit will not be considered for evaluation.

To facilitate the review of the application, the applicant must organize the narrative sections of their technical applications in the same order as the selection criteria in **Section V** of this RFA.

1. Technical Approach 45%

The Applicant's technical approach should clearly present the strategies that will be used in program implementation, as well as the rationale behind those strategies. The technical approach should be precise, clear and well-conceived in addressing all the requirements in the Program Description. The technical approach should also reflect a real understanding of the opportunities and problems that are likely to be encountered throughout program implementation.

2. Personnel Qualifications: 25%

The Applicant should submit a resume or CV for each of the Key Personnel. The resume should at least include relevant work experience in similar projects in technical and academic qualifications, reference contacts and language capabilities. At least three references, with contact information, preferably email addresses. The applicant should also include a signed letter of commitment from the individual proposed. The letter of commitment must specify the length of the commitment to the position.

3. Past Performance: 15%

The applicant should provide an information sheet for all grants, cooperative agreements, contracts, or other programs that are similar to the program description in this application that have been performed by the applicant or by a member of the applicant's team over the past three years. For each program listed, please provide the following information:

- Award number;
- Agency or entity providing the funding;
- Description of the program including, but not limited to, a brief discussion of the complexity/diversity of activities;
- Primary location(s) of activities;

- Duration of the program;
- Skills/expertise required;
- Dollar value of the program;
- Contact information for two persons, including name, job title, mailing address, phone numbers and e-mail addresses.

(USAID recommends that you alert the contacts that their names have been submitted and that they are authorized to provide performance information concerning the listed awards if and when USAID requests it).

If extraordinary problems impacted any of the referenced programs, provide a short explanation and the corrective action taken in this section of the Technical Application.

4. Management Capability 15%

The Applicant should propose adequate approaches to manage all the activities as described in the Program Description. A relevant staffing plan to implement the Program Description must be provided. The staffing plan should include the following:

- An organizational chart illustrating the proposed staffing pattern,
- A table which shows the level of effort or number of person months for each position proposed (both in-country and home office staff).
- A description of the positions for Key Personnel.
- A description of how the Applicant intends to maximize the use of local personnel.
- A description of Home Office support to field implementation (if any).

The Applicant shall also propose:

- Well-defined Work Plan with clear targets and benchmarks.
- A monitoring and evaluation plan with clear performance indicators.

Also, the Applicant shall provide an illustration of how the work under the subject RFA will be coordinated with other donors.

(B) COST/BUSINESS APPLICATION FORMAT

Cost/business sections of the application must be separate from the technical section. There is no page limitation to the cost/business submittal.

The cost/business portion of the application must consist of the following completed forms and requests for information which are available on the following web-site http://www.usaid.gov/policy/ads/300/303.pdf:

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information – Non-construction Programs
- SF-424B, Assurances – Non-construction Programs
- Pre-Award Certifications, Assurances and Other Statements of the Applicant/Recipient as stated in ADS 303.3.8 and are available on the following web-site http://www.usaid.gov/policy/ads/300/303.pdf and in **Annex V**. They are provided below.

- o Other submission requirements for applications submitted in response to this RFA.

The following are amongst the Pre-Award Certifications, Assurances and Other Statements of the Applicant/Recipient which are required to be included with the application submittal:
- Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs;
- Restrictions on Lobbying;
- Certification Regarding Terrorist Funding
- Survey on Ensuring Equal Opportunity for Applicants
- Data Universal Numbering System (DUNS) Number

Other submission requirements for applications submitted in response to this RFA consist of:

- Detailed/itemized budget with budget narrative for each budget object class category, including explanation of how costs were estimated, for both the requested USAID funding and proposed cost share amounts. Participant training should be budgeted in a separate line item.
- Similar budget detail with narrative is requested for organizational partners teaming with the prime applicant.
- Current Negotiated Indirect Cost Rate Agreement (NICRA) negotiated between the applicant and a Federal agency (if available). If a NICRA is not available, the following is required: 1) 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; 2) Projected budget, cash flow and organizational chart; 3) A copy of the organization's accounting manual.
- If program income (i.e., cost recovery or other revenues generated under the award) is anticipated, the estimated amount should be reflected in the budget, and the Budget Narrative should describe how the program income is proposed to be treated, i.e., additive, cost sharing, or deductive, or a combination thereof (See 22 CFR 226.24).

SECTION V APPLICATION REVIEW INFORMATION.

Technical Evaluation Criteria and Sub-criteria:

The criteria presented below have been tailored to the requirements of this particular RFA. 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.

Technical responses will be evaluated based on the following criteria:

Technical Approach: 45%
1. Sound, integrated and innovative approaches toward achieving the stated objectives, results and requirements.
2. Viable approaches for realizing institutional and technical sustainability.
3. Clear understanding of the education system in Egypt.

Personnel Qualifications: 25%
1. Demonstrated capability, experience, education and qualifications (including management, leadership and interpersonal skills) of Applicant's Chief of Party and key personnel (both expatriate and Egyptian) for the activities listed in the program description.

Past Performance: 15%
1. Quality of service, including consistency and timeliness in meeting goals and targets.
2. Effectiveness of key personnel, including prompt and satisfactory changes in personnel when problems with clients where identified, cooperative attitude in remedying problems, and timely completion of all administrative requirements.
3. Cost control, including forecasting costs as well as accuracy in financial reporting.

Management Capability: 15%
1. Well-defined Work Plan with clear targets and benchmarks.
2. A monitoring and evaluation plan with clear performance indicators.
3. Effective use of Home Office Support.

Cost Evaluation

The Cost Application will be evaluated for cost effectiveness and cost realism. Cost sharing contributions will be evaluated for cost realism.

Description of the Review and Selection Process:

Application(s) which are deemed to offer the best overall value and meet USAID objectives will be selected for award. The Technical Evaluation Committee will evaluate the technical/programmatic merit of each application as measured against the evaluation factors. At the time of RFA issuance, all panel members are anticipated to be USAID employees. The panel may make an award recommendation based on the extent of its evaluation scope. In addition, one or more panel members may be asked to provide input to the cost effectiveness review, any substantial implementation involvement desired by USAID, and on any special provisions that may be included in the award.

Once an apparent successful applicant is identified, additional information and discussion may occur between the applicant and USAID Agreement Officer, before the Agreement Officer makes the final funding decision.

The recommendation or selection of an application for award does not in any way guarantee an award. The USAID Agreement Officer must be fully satisfied that the applicant has the capacity to adequately perform in accordance with standards established by USAID and the Office of Management and Budget (OMB). This issue of organizational capability is generally referred to as a pre-award "responsibility determination." The Agreement Officer must also complete any other necessary pre-award arrangements.

Details on USAID pre-award responsibility determination policy and procedure can be found on our agency website, in its automated directive system (ADS) chapter 303, section 303.3.9: http://www.usaid.gov/policy/ads/300/303.pdf.

Other areas of review and discussion will vary according to the circumstances pertaining to the application. The following areas commonly require discussion and agreement prior to award:

1. Branding Strategy and Marking Plan. The apparent successful applicant will be requested to propose a branding strategy and marking plan which provides for appropriate acknowledgment of USAID support, and which will be required as a material element of the Cooperative Agreement. Information on USAID branding and marking policy can be found in ADS Chapter 320. ADS Chapter 320 sections concerning "assistance" applies to this RFA. ADS Chapter 320 sections concerning "acquisition" do not apply to this RFA. ADS Chapter 320 can be found on USAID website: http://www.usaid.gov/policy/ads/300/320.pdf.

2. Final program and budget plans.

3. Payment terms.

4. Procedures concerning administrative reporting and logistical requirements for program including training components.

5. Cost sharing terms.

6. Other award terms including audit, special provisions and/or special award conditions.

SECTION VI AWARD AND ADMINISTRATION INFORMATION

Authority to Obligate the Government:

The USAID Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Cooperative Agreement may be incurred before receipt of either a fully executed Cooperative Agreement or specific pre-award written authorization from the Agreement Officer.

Reporting Requirements:

A description follows of anticipated reporting requirements to be included in the award:

A. Annual Work plan:

The recipient will prepare and submit for approval by USAID an annual work plan, which will include all activities managed and implemented by the recipient. Each annual work plan will clearly indicate specific tasks and individual responsibilities for task completion. The work plan will serve as a reference point for quarterly and annual progress reports and will permit monitoring of the award performance and costs. It will also be one of the progress performance monitoring tools for USAID.
The annual work plan will establish the timeline for objectives that indicate progress towards the tasks that need to be performed to achieve objectives. It will specify activities on a critical path and show critical performance benchmarks for the responsible parties. The work plan will include a detailed budget with a pipeline analysis of costs incurred and projections of costs for the life of award(s) implementation plan for achieving program outputs.
The recipient shall submit an annual work plan in draft to USAID/Egypt no later than sixty days after signature of the award(s). USAID/Egypt will approve the final work plan in writing once any outstanding issues are resolved. Amendments to the annual work plan may be proposed by the recipient for approval by USAID/Egypt.

B. Quarterly Progress Reports

Thirty days after the end of each calendar quarter, the recipient shall submit to USAID/Egypt a brief progress report. It will summarize progress in relation to agreed-upon benchmarks contained on the annual work plan. The report will specify any problems encountered and indicate resolutions or proposed corrective actions. The report will list activities proposed for the next quarter.

C. Accruals

USAID performs a quarterly accrual exercise at the end of each quarter; i.e. December 31, March 31, June 30, and September 30. Awardees are required to submit four quarterly accrual expenditures reports 15 days before the end of a quarter per year. The recipient must submit a spreadsheet showing cumulative disbursements and estimated (un-disbursed) accruals to the AOTR.

D. Quarterly Financial Reports

Thirty days after the end of each calendar quarter, the recipient will submit to USAID/Egypt a report on expenditures incurred during the report period and projected expenditures for the next quarter. This will report against the Award(s) line items.

E. Annual Progress Report

The July-September (last quarter in a fiscal year) Quarterly Progress Report in addition to the first three quarters will constitute the basis of the Annual Progress Report. It will be a comprehensive narrative report summarizing the previous year’s activities and

accomplishments using the annual work plan as a starting point and will serve as the tool by which USAID/Egypt monitors the performance of the recipient.
The report will include status of project activities and will summarize services delivered and progress towards achieving results identified in USAID's Program Areas. It will document both successes and failures of the interventions, and discuss reasons for shortcomings and recommend actions to overcome them. For each action, the recipient will designate responsible parties and establish a timeframe for completion.
The Annual Monitoring and Evaluation Report will be a stand-alone document, but will be included as an annex to the Annual Progress Report.

F. Recipient Exit Plan

Ninety days prior to the Award completion date, the recipient will submit to USAID a detailed plan describing all actions to be completed to demobilize the recipient's operations. The plan will designate dates for all actions. It will include an inventory of all commodities procured under the project and a plan for disposition of the same commodities.

G. Recipient Final Report

Ninety days after the Award completion date, the recipient will submit a final report to the Project Officer which will summarize implementation progress of all tasks including achievements of strategic results, shortfalls, problems, recommended solutions, and recipient's assessment of Award work completed. The report shall provide quantitative representation. Accomplishments will need to be documented by data and not anecdotal reporting for the analysis and conclusions must be submitted with the final report.

H. Project Materials:

The Recipient shall be required to submit copies to USAID/Egypt of all materials developed under the project including but not limited to: course curricula and training materials, conference reports, and procedure and operating manuals. The materials to be submitted and the number of copies and language shall be identified in the Annual Workplans.

SECTION IX STANDARD PROVISIONS

STANDARD PROVISIONS FOR U.S., NONGOVERNMENTAL RECIPIENTS

MANDATORY STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL RECIPIENTS

1. 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 monitoring procedures in accordance with OMB Circular A-133.

2. INELIGIBLE COUNTRIES (MAY 1986)

Unless otherwise approved by the USAID Agreement Officer, funds will only be expended for assistance to countries eligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

3. NONDISCRIMINATION (MAY 1986)

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this award on the basis of race, color, national origin, age, handicap, or sex.

4. NONLIABILITY (NOVEMBER 1985)

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

5. AMENDMENT (NOVEMBER 1985)

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

6. NOTICES (NOVEMBER 1985)

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

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

To recipient, at recipient's address shown in the award or to such other address designated within the award

Notices shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

7. SUBAGREEMENTS (June 1999)

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

8. OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT (December 2003)

*Information collection requirements imposed by this grant are covered by OMB approval number 0412-0510; the current expiration date is 04/30/2005. The Standard Provisions containing the requirement and an estimate of the public reporting burden (including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information) are

Standard Provision	Burden Estimate
Air Travel and Transportation	1 (hour)
Ocean Shipment of Goods	.5
Patent Rights	.5
Publications	.5
Negotiated Indirect Cost Rates - (Predetermined and Provisional)	1
Voluntary Population Planning	.5
Protection of the Individual as a Research Subject	1
22 CFR 226	Burden Estimate
22 CFR 226.40-.49 Procurement of Goods and Services	1
22 CFR 226.30 - .36 Property Standards	1.5

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

9. USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (April 1998)

a. Ineligible and Restricted Goods and Services: USAID's policy on ineligible and restricted goods and services is contained in ADS Chapter 312.

(1) Ineligible Goods and Services. Under no circumstances shall the recipient procure any of the following under this award:
(i) Military equipment,

(ii) Surveillance equipment,
(iii) Commodities and services for support of police or other law enforcement activities,
(iv) Abortion equipment and services,
(v) Luxury goods and gambling equipment, or
(vi) Weather modification equipment.

(2) Ineligible Suppliers. Funds provided under this award shall not be used to procure any goods or services furnished by any firms or individuals whose name appears on the "Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs." USAID will provide the recipient with a copy of these lists upon request.

(3) Restricted Goods. The recipient shall not procure any of the following goods and services without the prior approval of the Agreement Officer:
(i) Agricultural commodities,
(ii) Motor vehicles,
(iii) Pharmaceuticals,
(iv) Pesticides,
(v) Used equipment,
(vi) U.S. Government-owned excess property, or
(vii) Fertilizer.

Prior approval will be deemed to have been met when:
(i) the item is of U.S. source/origin;
(ii) the item has been identified and incorporated in the program description or schedule of the award (initial or revisions), or amendments to the award; and
(iii) the costs related to the item are incorporated in the approved budget of the award.

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

b. Source and Nationality: The eligibility rules for goods and services based on source and nationality are divided into two categories. One applies when the total procurement element during the life of the award is over $250,000, and the other applies when the total procurement element during the life of the award is not over $250,000, or the award is funded under the Development Fund for Africa (DFA) regardless of the amount. The total procurement element includes procurement of all goods (e.g., equipment, materials, supplies) and services. Guidance on the eligibility of specific goods or services may be obtained from the Agreement Officer. USAID policies and definitions on source, origin and nationality are contained in 22 CFR Part 228, Rules on Source, Origin and Nationality for

Commodities and Services Financed by the Agency for International Development, which is incorporated into this Award in its entirety.

(1) For DFA funded awards or when the total procurement element during the life of this award is valued at $250,000 or less, the following rules apply:

(i) The authorized source for procurement of all goods and services to be reimbursed under the award is USAID Geographic Code 935, "Special Free World," and such goods and services must meet the source, origin and nationality requirements set forth in 22 CFR Part 228 in accordance with the following order of preference:

(A) The United States (USAID Geographic Code 000),
(B) The Cooperating Country,
(C) USAID Geographic Code 941, and
(D) USAID Geographic Code 935.

(ii) Application of order of preference: When the recipient procures goods and services from other than U.S. sources, under the order of preference in paragraph (b)(1)(i) above, the recipient shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement and shall be based on one or more of the following reasons, which will be set forth in the grantee's documentation:

(A) The procurement was of an emergency nature, which would not allow for the delay attendant to soliciting U.S. sources,

(B) The price differential for procurement from U.S. sources exceeded by 50% or more the delivered price from the non-U.S. source,

(C) Compelling local political considerations precluded consideration of U.S. sources,

(D) The goods or services were not available from U.S. sources, or

(E) Procurement of locally available goods and services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance program under the award.

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

c. Printed or Audio-Visual Teaching Materials: If the effective use of printed or audio-visual teaching materials depends upon their being in the local language and if such materials are intended for technical assistance projects or activities financed by USAID in whole or in part and if other funds including U.S.-owned or U.S.-controlled local currencies are not readily available to finance the procurement of such materials, local language versions may be procured from the following sources, in order of preference:

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

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

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

10. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (January 2004)

a. The recipient agrees to notify the Agreement Officer immediately upon learning that it or any of its principals:
(1) Are presently excluded or disqualified from covered transactions by any Federal department or agency;

(2) Have been convicted within the preceding 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, tax evasion, receiving stolen property, making false claims, or obstruction of justice; commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
(3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b); and
(4) Have had one or more public transactions (Federal, State, or local) terminated for cause or default within the preceding three years.

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

DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (DECEMBER 2003)
The recipient/contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any Federal department or agency.

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

11. DRUG-FREE WORKPLACE (January 2004)

a. The recipient agrees that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any Federal award. The statement must
  (1) Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
  (2) Specify the actions the recipient will take against employees for violating that prohibition; and
  (3) Let each employee know that, as a condition of employment under any award, he or she
    (i) Must abide by the terms of the statement, and
    (ii) Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.

b. The recipient agrees that it will establish an ongoing drug-free awareness program to inform employees about
  (i) The dangers of drug abuse in the workplace;
  (ii) Your policy of maintaining a drug-free workplace;

  (iii) Any available drug counseling, rehabilitation and employee assistance programs; and

  (iv) The penalties that you may impose upon them for drug abuse violations occurring in the workplace.

c. Without the Agreement Officer’s expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this award or the completion date of this award, whichever occurs first.

d. The recipient agrees to immediately notify the Agreement Officer if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the number of each award on which the employee worked. The notification must be sent to the Agreement Officer within ten calendar days after the recipient learns of the conviction.

e. Within 30 calendar days of learning about an employee's conviction, the recipient must either

(1) Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or

(2) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

f. The policies and procedures applicable to violations of these requirements are set forth in 22 CFR Part 210.

12. EQUAL PROTECTION OF THE LAWS FOR FAITH-BASED AND COMMUNITY ORGANIZATIONS (February 2004)

a. The recipient may not discriminate against any beneficiary or potential beneficiary under this award on the basis of religion or religious belief. Accordingly, in providing services supported in whole or in part by this agreement or in its outreach activities related to such services, the recipient may not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice;

b. The Federal Government must implement Federal programs in accordance with the Establishment Clause and the Free Exercise Clause of the First Amendment to the Constitution. Therefore, if the recipient engages in inherently religious activities, such as worship, religious instruction, and proselytization, it must offer those services at a different time or location from any programs or services directly funded by this award, and participation by beneficiaries in any such inherently religious activities must be voluntary.

c. If the recipient makes subawards under this agreement, faith-based organizations should be eligible to participate on the same basis as other organizations, and should not be discriminated against on the basis of their religious character or affiliation.

*13. IMPLEMENTATION OF E.O. 13224 -- EXECUTIVE ORDER ON TERRORIST FINANCING (March 2002)

The Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all contracts/subawards issued under this agreement.

*14. MARKING UNDER USAID-FUNDED ASSISTANCE INSTRUMENTS(December 2005)

(a) Definitions

Commodities mean any material, article, supply, goods or equipment, excluding recipient offices, vehicles, and non-deliverable items for recipient's internal use, in administration of the USAID funded grant, cooperative agreement, or other agreement or subagreement.

Principal Officer means the most senior officer in a USAID Operating Unit in the field, e.g., USAID Mission Director or USAID Representative. For global programs managed from Washington but executed across many countries, such as disaster relief and assistance to internally displaced persons, humanitarian emergencies or immediate post conflict and political crisis response, the cognizant Principal Officer may be an Office Director, for example, the Directors of USAID/W/Office of Foreign Disaster Assistance and Office of Transition Initiatives. For non-presence countries, the cognizant Principal Officer is the Senior USAID officer in a regional USAID Operating Unit responsible for the non-presence country, or in the absence of such a responsible operating unit, the Principal U.S Diplomatic Officer in the non-presence country exercising delegated authority from USAID.

Programs mean an organized set of activities and allocation of resources directed toward a common purpose, objective, or goal undertaken or proposed by an organization to carry out the responsibilities assigned to it.

Projects include all the marginal costs of inputs (including the proposed investment) technically required to produce a discrete marketable output or a desired result (for example, services from a fully functional water/sewage treatment facility).

Public communications are documents and messages intended for distribution to audiences external to the recipient's organization. They include, but are not limited to, correspondence, publications, studies, reports, audio visual productions, and other informational products; applications, forms, press and promotional materials used in connection with USAID funded programs, projects or activities, including signage and plaques; Web sites/Internet activities; and events such as training courses, conferences, seminars, press conferences and so forth.

Subrecipient means any person or government (including cooperating country government) department, agency, establishment, or for profit or nonprofit organization that receives a USAID subaward, as defined in 22 C.F.R. 226.2.

Technical Assistance means the provision of funds, goods, services, or other foreign assistance, such as loan guarantees or food for work, to developing countries and other USAID recipients, and through such recipients to subrecipients, in direct support of a development objective – as opposed to the internal management of the foreign assistance program.

USAID Identity (Identity) means the official marking for the United States Agency for International Development (USAID), comprised of the USAID logo or seal and new brandmark, with the tagline that clearly communicates that our assistance is "from the American people." The USAID Identity is available on the USAID website at **www.usaid.gov/branding** and USAID provides it without royalty, license, or other fee to recipients of USAID-funded grants, or cooperative agreements, or other assistance awards.

(b) Marking of Program Deliverables

(1) All recipients must mark appropriately all overseas programs, projects, activities, public communications, and commodities partially or fully funded by a USAID grant or cooperative agreement or other assistance award or subaward with the USAID Identity, of a size and prominence equivalent to or greater than the recipient's, other donor's, or any other third party's identity or logo.

(2) The Recipient will mark all program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) with the USAID Identity. The Recipient should erect temporary signs or plaques early in the construction or implementation phase. When construction or implementation is complete, the Recipient must install a permanent, durable sign, plaque or other marking.

(3) The Recipient will mark technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID with the USAID Identity.

(4) The Recipient will appropriately mark events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities, with the USAID Identity. Unless directly prohibited and

as appropriate to the surroundings, recipients should display additional materials, such as signs and banners, with the USAID Identity. In circumstances in which the USAID Identity cannot be displayed visually, the recipient is encouraged otherwise to acknowledge USAID and the American people's support.

(5) The Recipient will mark all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies, and other materials funded by USAID, and their export packaging with the USAID Identity.

(6) The Agreement Officer may require the USAID Identity to be larger and more prominent if it is the majority donor, or to require that a cooperating country government's identity be larger and more prominent if circumstances warrant, and as appropriate depending on the audience, program goals, and materials produced.

(7) The Agreement Officer may require marking with the USAID Identity in the event that the recipient does not choose to mark with its own identity or logo.

(8) The Agreement Officer may require a pre-production review of USAID-funded public communications and program materials for compliance with the approved Marking Plan.

(9) Subrecipients. To ensure that the marking requirements "flow down'' to subrecipients of subawards, recipients of USAID funded grants and cooperative agreements or other assistance awards will include the USAID-approved marking provision in any USAID funded subaward, as follows:

"As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, subrecipient's, other donor's or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity."

(10) Any 'public communications', as defined in 22 C.F.R. 226.2, funded by USAID, in which the content has not been approved by USAID, must contain the following disclaimer:

"This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government."

(11) The recipient will provide the Agreement Officer's Technical Representative (AOTR) or other USAID personnel designated in the grant or cooperative

agreement with two copies of all program and communications materials produced under the award. In addition, the recipient will submit one electronic or one hard copy of all final documents to USAID's Development Experience Clearinghouse.

(c) Implementation of marking requirements.

(1) When the grant or cooperative agreement contains an approved Marking Plan, the recipient will implement the requirements of this provision following the approved Marking Plan.

(2) When the grant or cooperative agreement does not contain an approved Marking Plan, the recipient will propose and submit a plan for implementing the requirements of this provision within 30 days after the effective date of this provision. The plan will include:

(i) A description of the program deliverables specified in paragraph (b) of this provision that the recipient will produce as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity.

(ii) the type of marking and what materials the applicant uses to mark the program deliverables with the USAID Identity,

(iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking,

(3) The recipient may request program deliverables not be marked with the USAID Identity by identifying the program deliverables and providing a rationale for not marking these program deliverables. Program deliverables may be exempted from USAID marking requirements when:

(i) USAID marking requirements would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;

(ii) USAID marking requirements would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;

(iii) USAID marking requirements would undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as "by" or "from" a cooperating country ministry or government official;

(iv) USAID marking requirements would impair the functionality of an item;

(v) USAID marking requirements would incur substantial costs or be impractical;

(vi) USAID marking requirements would offend local cultural or social norms, or be considered inappropriate;

(vii) USAID marking requirements would conflict with international law.

(4) The proposed plan for implementing the requirements of this provision, including any proposed exemptions, will be negotiated within the time specified by the Agreement Officer after receipt of the proposed plan. Failure to negotiate an approved plan with the time specified by the Agreement Officer may be considered as noncompliance with the requirements is provision.

(d) Waivers.

(1) The recipient may request a waiver of the Marking Plan or of the marking requirements of this provision, in whole or in part, for each program, project, activity, public communication or commodity, or, in exceptional circumstances, for a region or country, when USAID required marking would pose compelling political, safety, or security concerns, or when marking would have an adverse impact in the cooperating country. The recipient will submit the request through the Cognizant Technical Officer. The Principal Officer is responsible for approvals or disapprovals of waiver requests.

(2) The request will describe the compelling political, safety, security concerns, or adverse impact that require a waiver, detail the circumstances and rationale for the waiver, detail the specific requirements to be waived, the specific portion of the Marking Plan to be waived, or specific marking to be waived, and include a description of how program materials will be marked (if at all) if the USAID Identity is removed. The request should also provide a rationale for any use of recipient's own identity/logo or that of a third party on materials that will be subject to the waiver.

(3) Approved waivers are not limited in duration but are subject to Principal Officer review at any time, due to changed circumstances.

(4) Approved waivers "flow down" to recipients of subawards unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.

(5) Determinations regarding waiver requests are subject to appeal to the Principal Officer's cognizant Assistant Administrator. The recipient may appeal by submitting a written request to reconsider the Principal Officer's waiver determination to the cognizant Assistant Administrator.

(e) Non-retroactivity. The requirements of this provision do not apply to any materials, events, or commodities produced prior to January 2, 2006. The requirements of this provision do not apply to program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) where the construction and implementation of these are complete prior to January 2, 2006 and the period of the grant does not extend past January 2, 2006.

15. REGULATIONS GOVERNING EMPLOYEES (AUGUST 1992)

a. The recipient's employees shall maintain private status and may not rely on local U.S. Government offices or facilities for support while under this grant.

b. The sale of personal property or automobiles by recipient employees and their dependents in the foreign country to which they are assigned shall be subject to the same limitations and prohibitions which apply to direct-hire USAID personnel employed by the Mission, including the rules contained in 22 CFR Part 136, except as this may conflict with host government regulations.

c. Other than work to be performed under this award for which an employee is assigned by the recipient, no employee of the recipient shall engage directly or indirectly, either in the individual's own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which the individual is assigned, nor shall the individual make loans or investments to or in any business, profession or occupation in the foreign countries to which the individual is assigned.

d. The recipient's employees, while in a foreign country, are expected to show respect for its conventions, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.

e. In the event the conduct of any recipient employee is not in accordance with the preceding paragraphs, the recipient's chief of party shall consult with the USAID Mission Director and the employee involved and shall recommend to the recipient a course of action with regard to such employee.

f. The parties recognize the rights of the U.S. Ambassador to direct the removal from a country of any U.S. citizen or the discharge from this grant award of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.

g. If it is determined, either under (e) or (f) above, that the services of such employee should be terminated, the recipient shall use its best efforts to cause the return of such employee to the United States, or point of origin, as appropriate.

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

Upon arrival in the Cooperating Country, and from time to time as appropriate, the recipient's chief of party shall consult with the Mission Director who shall provide, in writing, the procedure the recipient and its employees shall follow in the conversion of United States dollars to local currency. This may include, but is not limited to, the conversion of currency through the cognizant United States Disbursing Officer or Mission Controller, as appropriate.

17. USE OF POUCH FACILITIES (AUGUST 1992)

a. Use of diplomatic pouch is controlled by the Department of State. The Department of State has authorized the use of pouch facilities for USAID recipients and their employees as a general policy, as detailed in items (1) through (6) below. However, the final decision regarding use of pouch facilities rest with the Embassy or USAID Mission. In consideration of the use of pouch facilities, the recipient and its employees agree to indemnify and hold harmless, the Department of State and USAID for loss or damage occurring in pouch transmission:

(1) Recipients and their employees are authorized use of the pouch for transmission and receipt of up to a maximum of .9 kgs per shipment of correspondence and documents needed in the administration of assistance programs.

(2) U.S. citizen employees are authorized use of the pouch for personal mail up to a maximum of .45 kgs per shipment (but see (a)(3) below).

(3) Merchandise, parcels, magazines, or newspapers are not considered to be personal mail for purposes of this standard provision and are not authorized to be sent or received by pouch.

(4) Official and personal mail pursuant to a.1. and 2. above sent by pouch should be addressed as follows:

> Name of individual or organization (followed by
> letter symbol "G")
> City Name of post (USAID/______)
> Agency for International Development
> Washington, D.C. 20523-0001

(5) Mail sent via the diplomatic pouch may not be in violation of U.S. Postal laws and may not contain material ineligible for pouch transmission.

(6) Recipient personnel are NOT authorized use of military postal facilities (APO/FPO). This is an Adjutant General's decision based on existing laws and regulations governing military postal facilities and is being enforced worldwide.

b. The recipient shall be responsible for advising its employees of this authorization, these guidelines, and limitations on use of pouch facilities.

c. Specific additional guidance on grantee use of pouch facilities in accordance with this standard provision is available from the Post Communication Center at the Embassy or USAID Mission.

18. INTERNATIONAL AIR TRAVEL AND TRANSPORTATION (JUNE 1999)

a. PRIOR BUDGET APPROVAL

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

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

(3) the costs related to the travel are incorporated in the approved budget of the award.

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

b. NOTIFICATION

(1) As long as prior budget approval has been met in accordance with paragraph (a) above, a separate Notification will not be necessary unless:

(i) the primary purpose of the trip is to work with USAID Mission personnel, or

(ii) the recipient expects significant administrative or substantive programmatic support from the Mission.

Neither the USAID Mission nor the Embassy will require Country Clearance of employees or contractors of USAID Recipients.

(2) Where notification is required in accordance with paragraph (1)(i) or (ii) above, the recipient will observe the following standards:

(i) Send a written notice to the cognizant USAID Technical Office in the Mission. If the recipient's primary point of contact is a Technical Officer in USAID/W, the recipient may send the notice to that person. It will be the responsibility of the USAID/W Technical Officer to forward the notice to the field.

(ii) The notice should be sent as far in advance as possible, but at least 14 calendar days in advance of the proposed travel. This notice may be sent by fax or e-mail. The recipient should retain proof that notification was made.

(iii) The notification shall contain the following information: the award number, the cognizant Technical Officer, the traveler's name (if known), date of arrival, and the purpose of the trip.

(iv) The USAID Mission will respond only if travel has been denied. It will be the responsibility of the Technical Officer in the Mission to contact the recipient within 5 working days of having received the notice if the travel is denied. If the recipient has not received a response within the time frame, the recipient will be considered to have met these standards for notification, and may travel.

(v) If a subrecipient is required to issue a Notification, as per this section, the subrecipient may contact the USAID Technical Officer directly, or the prime may contact USAID on the subrecipient's behalf.

c. SECURITY ISSUES

Recipients are encouraged to obtain the latest Department of State Travel Advisory Notices before travelling. These Notices are available to the general public and may be obtained directly from the State Department, or via Internet.

Where security is a concern in a specific region, recipients may choose to notify the US Embassy of their presence when they have entered the country. This may be especially important for long-term posting.

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

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

e. THE FLY AMERICA ACT

The Fly America Act (49 U.S.C. 40118) requires that all air travel and shipments under this award must be made on U.S. flag air carriers to the extent service by such carriers is available. The Administrator of General Services Administration (GSA) is authorized to issue regulations for purposes of implementation. Those regulations may be found at 41 CFR part 301, and are hereby incorporated by reference into this award.

f. COST PRINCIPLES

The recipient will be reimbursed for travel and the reasonable cost of subsistence, post differentials and other allowances paid to employees in international travel status in accordance with the recipient's applicable cost principles and established policies and practices which are uniformly applied to federally financed and other activities of the grantee.

If the recipient does not have written established policies regarding travel costs, the standard for determining the reasonableness of reimbursement for overseas allowance will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current subsistence, post differentials, and other allowances may be obtained from the Agreement Officer.

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

19. OCEAN SHIPMENT OF GOODS (JUNE 1999)

a. At least 50% of the gross tonnage of all goods purchased under this agreement and transported to the cooperating countries shall be made on privately owned U.S. flag commercial ocean vessels, to the extent such vessels are available at fair and reasonable rates for such vessels.

b. At least 50% of the gross freight revenue generated by shipments of goods purchased under this agreement and transported to the cooperating countries on dry cargo liners shall be paid to or for the benefit of privately owned U.S. flag commercial ocean vessels to the extent such vessels are available at fair and reasonable rates for such vessels.

c. When U.S. flag vessels are not available, or their use would result in a significant delay, the grantee may request a determination of non-availability from the USAID Transportation Division, Office of Procurement, Washington, D.C. 20523, giving the basis for the request which will relieve the grantee of the requirement to use U.S. flag vessels for the amount of tonnage included in the determination. Shipments made on non-free world ocean vessels are not reimbursable under this grant.

d. The recipient shall send a copy of each ocean bill of lading, stating all of the carrier's charges including the basis for calculation such as weight or cubic measurement, covering a shipment under this agreement to:

U.S. Department of Transportation,
Maritime Administration, Division of National Cargo,
400 7th Street, S.W.,
Washington, DC 20590, and

U.S. Agency for International Development,
Office of Procurement, Transportation Division
1300 Pennsylvania Avenue, N.W.
Washington, DC 20523-7900

e. Shipments by voluntary nonprofit relief agencies (i.e., PVOs) shall be governed by this standard provision and by USAID Regulation 2, "Overseas Shipments of Supplies by Voluntary Nonprofit Relief Agencies" (22 CFR Part 202).

f. Shipments financed under this grant must meet applicable eligibility requirements set out in 22 CFR 228.21.

20. LOCAL PROCUREMENT (April 1998)

a. Financing local procurement involves the use of appropriated funds to finance the procurement of goods and services supplied by local businesses, dealers or producers, with payment normally being in the currency of the cooperating country.

b. Locally financed procurements must be covered by source and nationality waivers as set forth in 22 CFR 228, Subpart F, except as provided for in mandatory standard provision, "USAID Eligibility Rules for Goods and Services," or when one of the following exceptions applies:

(1) Locally available commodities of U.S. origin, which are otherwise eligible for financing, if the value of the transaction is estimated not to exceed $100,000 exclusive of transportation costs.

(2) Commodities of geographic code 935 origin if the value of the transaction does not exceed the local currency equivalent of $5,000.

(3) Professional Services Contracts estimated not to exceed $250,000.

(4) Construction Services Contracts estimated not to exceed $5,000,000.

(5) Commodities and services available only in the local economy (no specific per transaction value applies to this category). This category includes the following items:

(i) Utilities including fuel for heating and cooking, waste disposal and trash collection;

(ii) Communications - telephone, telex, fax, postal and courier services;

(iii) Rental costs for housing and office space;

(iv) Petroleum, oils and lubricants for operating vehicles and equipment;

(v) Newspapers, periodicals and books published in the cooperating country;

(vi) Other commodities and services and related expenses that, by their nature or as a practical matter, can only be acquired, performed, or incurred in the cooperating country, e.g., vehicle maintenance, hotel accommodations, etc.

c. The coverage on ineligible and restricted goods and services in the mandatory standard provision entitled, "USAID Eligibility Rules for Goods and Services," also apply to local procurement.

d. This provision will be included in all subagreements where local procurement of goods or services is a supported element.

21. VOLUNTARY POPULATION PLANNING ACTIVITIES – MANDATORY REQUIREMENTS (MAY 2006)

Requirements for Voluntary Sterilization Programs

(1) None of the funds made available under this award shall be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any individual to practice sterilization.

Prohibition on Abortion-Related Activities:

(1) No funds made available under this award will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to any person to coerce or motivate them to have abortions; (iii) payments to persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for or against abortion. The term “motivate”, as it relates to family planning assistance, shall not be construed to prohibit the provision, consistent with local law, of information or counseling about all pregnancy options.

(2) No funds made available under this award will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of,

abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S., NONGOVERNMENTAL RECIPIENTS

1. (RESERVED)

2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (April 1998)

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

b. Within the earlier of 30 days after receipt of the A-133 audit report or nine months after the end of the audit period, the recipient shall submit to the cognizant agency for audit the required OMB Circular A-133 audit report, proposed final indirect cost rates, and supporting cost data. If USAID is the cognizant agency or no cognizant agency has been designated, the recipient shall submit four copies of the audit report, along with the proposed final indirect cost rates and supporting cost data, to the Overhead, Special Costs, and Closeout Branch, Office or Procurement, USAID, Washington, DC 20523-7802. The proposed rates shall be based on the recipient's actual cost experience during that fiscal year. Negotiations of final indirect cost rates shall begin soon after receipt of the recipient's proposal.

c. Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the applicable cost principles.

d. The results of each negotiation shall be set forth in a written indirect cost rate agreement signed by both parties. Such agreement is automatically incorporated into this award and shall specify (1) the agreed upon final rates, (2) the bases to which the rates apply, (3) the fiscal year for which the rates apply, and (4) the items treated as direct costs. The agreement shall not change any monetary ceiling, award obligation, or specific cost allowance or disallowance provided for in this award.

e. Pending establishment of final indirect cost rate(s) for any fiscal year, the recipient shall be reimbursed either at negotiated provisional rates or at billing rates acceptable to the Agreement Officer, subject to appropriate adjustment when the final rates for the fiscal year are established. To prevent substantial overpayment or underpayment, the provisional or billing rates may be prospectively or retroactively revised by mutual agreement.

f. Failure by the parties to agree on final rates is a 22 CFR 226.90 dispute.

3. (RESERVED)

4. PUBLICATIONS AND MEDIA RELEASES (MARCH 2006)

a. The recipient shall provide the USAID Cognizant Technical Officer one copy of all published works developed under the award with lists of other written work produce under the award. In addition, the recipient shall submit final documents in electronic format unless no electronic version exists at the following address:

Online (preferred)
http://www.dec.org/submit.cfm

Mailing address:
Document Acquisitions
USAID Development Experience Clearinghouse (DEC)
8403 Colesville Road Suite 210
Silver Spring, MD 20910-6368
Contract Information
Telephone (301) 562-0641
Fax (301) 588-7787
E-mail: **docsubmit@dec.cdie.org**

Electronic documents must consist of only one electronic file that comprises the complete and final equivalent of a hard copy. They may be submitted online (preferred); on 3.5" diskettes, a Zip disk, CD-R, or by e-mail. Electronic documents should be in PDF (Portable Document Format). Submission in other formats is acceptable but discouraged.

Each document submitted should contain essential bibliographic elements, such as 1) descriptive title; 2) author(s) name; 3) award number; 4) sponsoring USAID office; 5) strategic objective; and 6) date of publication;:

b. In the event award funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost shall be credited to the award unless the schedule of the award has identified the profits or royalties as program income.

c. Except as otherwise provided in the terms and conditions of the award, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this award, but USAID reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes.

5. PARTICIPANT TRAINING (April 1998)

a. Definition: A participant is any non-U.S. individual being trained under this award outside of that individual's home country.

b. Application of ADS Chapter 253: Participant training under this award shall comply with the policies established in ADS Chapter 253, Participant Training, except to the extent that specific exceptions to ADS 253 have been provided in this award with the concurrence of the Office of International Training.

c. Orientation: In addition to the mandatory requirements in ADS 253, recipients are strongly encouraged to provide, in collaboration with the Mission training officer, predeparture orientation and orientation in Washington at the Washington International Center. The latter orientation program also provides the opportunity to arrange for home hospitality in Washington and elsewhere in the United States through liaison with the National Council for International Visitors (NCIV). If the Washington orientation is determined not to be feasible, home hospitality can be arranged in most U.S. cities if a request for such is directed to the Agreement Officer, who will transmit the request to NCIV through EGAT/ED/PT.

6. (RESERVED)
7. (RESERVED)
8. (RESERVED)

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

a. Except as modified by the schedule of this grant, title to all equipment, materials and supplies, the cost of which is reimbursable to the recipient by USAID or by the cooperating country, shall at all times be in the name of the cooperating country or such public or private agency as the cooperating country may designate, unless title to specified types or classes of equipment is reserved to USAID under provisions set forth in the schedule of this award. All such property shall be under the custody and control of recipient until the owner of title directs otherwise or completion of work under this award or its termination, at which time custody and control shall be turned over to the owner of title or disposed of in accordance with its instructions. All performance guarantees and warranties obtained from suppliers shall be taken in the name of the title owner.

b. The recipient shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of Government property so as to assure its full availability and usefulness for the performance of this grant. The recipient shall take all reasonable steps to comply with all appropriate directions or instructions which the Agreement Officer may prescribe as reasonably necessary for the protection of the Government property.

c. The recipient shall prepare and establish a program, to be approved by the appropriate USAID Mission, for the receipt, use, maintenance, protection, custody and care of equipment, materials and supplies for which it has custodial responsibility, including the establishment of reasonable controls to enforce such program. The recipient shall be guided by the following requirements:

(1) Property Control: The property control system shall include but not be limited to the following:

(i) Identification of each item of cooperating country property acquired or furnished under the award by a serially controlled identification number and by description of item. Each item must be clearly marked "Property of (insert name of cooperating country)."

(ii) The price of each item of property acquired or furnished under this award.

(iii) The location of each item of property acquired or furnished under this award.

(iv) A record of any usable components which are permanently removed from items of cooperating country property as a result of modification or otherwise.

(v) A record of disposition of each item acquired or furnished under the award.

(vi) Date of order and receipt of any item acquired or furnished under the award.

(vii) The official property control records shall be kept in such condition that at any stage of completion of the work under this award, the status of property acquired or furnished under this award may be readily ascertained. A report of current status of all items of property acquired or furnished under the award shall be submitted yearly concurrently with the annual report.

(2) Maintenance Program: The recipient's maintenance program shall be consistent with sound business practice, the terms of the award, and provide for:

(i) disclosure of need for and the performance of preventive maintenance,

(ii) disclosure and reporting of need for capital type rehabilitation, and

(iii) recording of work accomplished under the program:

(A) Preventive maintenance - Preventive maintenance is maintenance generally performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.

(B) Records of maintenance - The recipient's maintenance program shall provide for records sufficient to disclose the maintenance actions performed and deficiencies discovered as a result of inspections.

(C) A report of status of maintenance of cooperating country property shall be submitted annually concurrently with the annual report.

d. Risk of Loss:

(1) The recipient shall not be liable for any loss of or damage to the cooperating country property, or for expenses incidental to such loss or damage except that the recipient shall be responsible for any such loss or damage (including expenses incidental thereto):

(i) Which results from willful misconduct or lack of good faith on the part of any of the recipient's directors or officers, or on the part of any of its managers, superintendents, or other equivalent representatives, who have supervision or direction of all or substantially all of the recipient's business, or all or substantially all of the recipient's operation at any one plant, laboratory, or separate location in which this award is being performed;

(ii) Which results from a failure on the part of the recipient, due to the willful misconduct or lack of good faith on the part of any of its directors, officers, or other representatives mentioned in (i) above:

(A) to maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection, and preservation of cooperating country property as required by (i) above, or

(B) to take all reasonable steps to comply with any appropriate written directions of the Agreement Officer under (b) above;

(iii) For which the recipient is otherwise responsible under the express terms designated in the schedule of this award;

(vi) Which results from a risk expressly required to be insured under some other provision of this award, but only to the extent of the insurance so required to be procured and maintained, or to the extent of insurance actually procured and maintained, whichever is greater; or

(v) Which results from a risk which is in fact covered by insurance or for which the grantee is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(vi) Provided, that, if more than one of the above exceptions shall be applicable in any case, the recipient's liability under any one exception shall not be limited by any other exception.

(2) The recipient shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the cooperating country property, except to the extent that USAID may have required the recipient to carry such insurance under any other provision of this award.

(3) Upon the happening of loss or destruction of or damage to the cooperating country property, the recipient shall notify the Agreement Officer thereof, shall take all reasonable steps to protect the cooperating country property from further damage, separate the damaged and undamaged cooperating country property, put all the cooperating country property in the best possible order, and furnish to the Agreement Officer a statement of:

(i) The lost, destroyed, or damaged cooperating country property;

(ii) The time and origin of the loss, destruction, or damage;

(iii) All known interests in commingled property of which the cooperating country property is a part; and

(iv) The insurance, if any, covering any part of or interest in such commingled property.

(4) The recipient shall make repairs and renovations of the damaged cooperating country property or take such other action as the Agreement Officer directs.

(5) In the event the recipient is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the cooperating country property, it shall use the proceeds to repair, renovate or replace the cooperating country property involved, or shall credit such proceeds against the cost of the work covered by the award, or shall otherwise reimburse USAID, as directed by the Agreement Officer. The recipient shall do nothing to prejudice USAID's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the Agreement Officer, shall, at the Governments expense, furnish to USAID all reasonable assistance and cooperation (including assistance in the prosecution of suits

and the execution of instruments or assignments in favor of the Government) in obtaining recovery.

e. Access: USAID, and any persons designated by it, shall at all reasonable times have access to the premises wherein any cooperating country property is located, for the purpose of inspecting the cooperating country property.

f. Final Accounting and Disposition of Cooperating Country Property: Within 90 days after completion of this award, or at such other date as may be fixed by the Agreement Officer, the recipient shall submit to the Agreement Officer an inventory schedule covering all items of equipment, materials and supplies under the recipient's custody, title to which is in the cooperating country or public or private agency designated by the cooperating country, which have not been consumed in the performance of this award. The recipient shall also indicate what disposition has been made of such property.

g. Communications: All communications issued pursuant to this provision shall be in writing.

10. PUBLIC NOTICES (MARCH 2004)

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

> "The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 120 countries worldwide."

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

11. (RESERVED)

12. COST SHARING (MATCHING) (July 2002)

a. If at the end of any funding period, the recipient has expended an amount of non-Federal funds less than the agreed upon amount or percentage of total expenditures, the Agreement Officer may apply the difference to reduce the amount of USAID incremental funding in the following funding period. If the award has expired or has been terminated, the Agreement Officer may require the recipient to refund the difference to USAID.

b. The source, origin and nationality requirements and the restricted goods provision established in the Standard Provision entitled "USAID Eligibility Rules for Goods and Services" do not apply to cost sharing (matching) expenditures.

13. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)

a. USAID reserves the right to terminate assistance to, 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.

b. (1) For any loan over $1000 made under this agreement, the recipient shall insert a clause in the loan agreement stating that the loan is subject to immediate cancellation, acceleration, recall or refund by the recipient if the borrower or a key individual of a borrower 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.

(2) Upon notice by USAID of a determination under section (1) and at USAID's option, the recipient agrees to immediately cancel, accelerate or recall the loan, including refund in full of the outstanding balance. USAID reserves the right to have the loan refund returned to USAID.

c. (1) The recipient agrees not to disburse, or sign documents committing the recipient to disburse, funds to a subrecipient designated by USAID ("Designated Subrecipient") until advised by USAID that: (i) any United States Government review of the Designated Subrecipient and its key individuals has been completed; (ii) any related certifications have been obtained; and (iii) the assistance to the Designated Subrecipient has been approved. Designation means that the subrecipient has been unilaterally selected by USAID as the subrecipient. USAID approval of a subrecipient, selected by another party, or joint selection by USAID and another party is not designation.

(2) The recipient shall insert the following clause, or its substance, in its agreement with the Designated Subrecipient:

“The recipient reserves the right to terminate this [Agreement/Contract] or take other appropriate measures if the [Subrecipient] or a key individual of the [Subrecipient] is found to have been convicted of a narcotic offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.”

14. INVESTMENT PROMOTION (NOVEMBER 2003)

a. Except as specifically set forth in this award or otherwise authorized by USAID in writing, no funds or other support provided hereunder may be used for any activity that involves investment promotion in a foreign country.

b. In the event the recipient is requested or wishes to provide assistance in the above area or requires clarification from USAID as to whether the activity would be consistent with the limitation set forth above, the recipient must notify the Agreement Officer and provide a detailed description of the proposed activity. The recipient must not proceed with the activity until advised by USAID that it may do so.

c. The recipient must ensure that its employees and sub-recipients and contractors providing investment promotion services hereunder are made aware of the restrictions set forth in this clause and must include this clause in all contracts and other sub-agreements entered into hereunder.

15. REPORTING OF FOREIGN TAXES (March 2006)

a. The recipient must annually submit a report by April of the next year.

b. Contents of Report. The report must contain:

(i) Contractor/recipient name.

(ii) Contact name with phone, fax and email.

(iii) Agreement number(s).

(iv) Amount of foreign taxes assessed by a foreign government [each foreign government must be listed separately] on commodity purchase transactions valued at $500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year.

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

(vi) Any reimbursements received by the Recipient during the period in (iv) regardless of when the foreign tax was assessed and any reimbursements on the taxes reported in (iv) received through March 31.

(vii) Report is required even if the recipient did not pay any taxes during the report period.

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

c. Definitions. For purposes of this clause:

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

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

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

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

d. Where. Submit the reports to: [insert address and point of contact at the Embassy, Mission or FM/CMP as appropriate. see b. below] [optional with a copy to]

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

f. For further information see **http://www.state.gov/m/rm/c10443.htm**.

16. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (January 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 Agreement Officer.

These provisions also must be included in the Standard Provisions of any new grant or cooperative agreement to a public international organization or a U.S. or non-U.S. non-governmental organization financed with FY04 HIV/AIDS funds or modification to an existing grant or cooperative agreement that adds FY04 HIV/AIDS.

17. (RESERVED)
18. (RESERVED)
19. (RESERVED)
20. (RESERVED)
21. (RESERVED)

22. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 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://pdf.dec.org/pdf_docs/PDABQ631.pdf**

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.

23. TRAFFICKING IN PERSONS (OCTOBER 2010)

a. Provisions applicable to a recipient that is a private entity.
(1) You as the recipient, your employees, sub recipients under this award, and sub recipients' employees may not—
(i) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
(ii) Procure a commercial sex act during the period of time that the award is in effect; or
(iii) Use forced labor in the performance of the award or sub awards under the award.
(2) We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a sub recipient that is a private entity —
(i) Is determined to have violated a prohibition in paragraph a. (1) of this award term; or
(ii) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a. (1) of this award term through conduct that is either—
(A) Associated with performance under this award; or
(B) Imputed to you or the sub recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, ‗‗OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),'' as implemented by our agency at 22 CFR 208 or its superseding Part in 2 CFR.
b. Provisions applicable to a recipient other than a private entity.
(1) We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a sub recipient that is a private entity—
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(i) Is determined to have violated an applicable prohibition in paragraph a. (1) of this award term; or

(ii) Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a. (1) of this award term through conduct that is either—
(A) Associated with performance under this award; or
(B) Imputed to the sub recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, ‗‗OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),‘‘ as implemented by our agency at 22 CFR 208 or its superseding Part in 2 CFR.
b. Provisions applicable to any recipient.
(1) You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a. (1) of this award term.
(2) Our right to terminate unilaterally that is described in paragraph a. (2) or b of this section:
(i) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
(ii) Is in addition to all other remedies for noncompliance that are available to us under this award.
(3) You must include the requirements of paragraph a. (1) of this award term in any sub award you make to a private entity.
d. Definitions. For purposes of this provision:
(1) Employee means either:
(i) An individual employed by you or a sub recipient who is engaged in the performance of the project or program under this award; or
(ii) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
(2) Forced labor‘‘ means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
(3) Private entity‘‘:
(i) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25(b).
(ii) Includes:
(A) A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
(B) A for-profit organization.
(4) Severe forms of trafficking in persons,‘‘ commercial sex act,‘‘ and coercion‘‘ have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

SECTION X SPECIAL PROVISIONS

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.

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.

TRAINING RESULTS AND INFORMATION NETWORK (TRAINET)

Exchange Visitors and Training

The recipient will conform to USAID Automated Directives System (ADS) Chapter 252 – Visa Compliance for Exchange Visitors and ADS 253 – Training for Development, as well as USAID/Egypt-specific requirements for processing of J-1 Exchange Visitors.

The Recipient will enter applicable information into TraiNet for any participant Training, third-country training and in-country training that is funded through this award.

Information and assistance on ADS 253 requirements is currently available from the following USAID/Egypt personnel:

Samah Eid seid@usaid.gov 2522-6891

NON-FEDERAL AUDITS

In accordance with 22 C.F.R. Part 226.26 Recipients and subrecipients are subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501–7507) and revised OMB Circular A–133, "Audits of States, Local Governments, and Non-Profit Organizations." Recipients and subrecipients must use an independent, non-Federal auditor or audit organization which meets the general standards specified in generally accepted government auditing standards (GAGAS) to fulfill these requirements.

LENDING LIMITATIONS

Without the prior written consent of USAID no assistance will be provided to 1) any government official or employee; 2) nor to any prospective client involved in activities relating to surveillance, abortion, luxury goods, gambling, weather modification, the police or the military.

CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER (OCTOBER 2010)

a. Requirement for Central Contractor Registration (CCR). Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

b. Requirement for Data Universal Numbering System (DUNS) numbers. If you are authorized to make subawards under this award, you:

(1) Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.

(2) May not make a subaward to an entity unless the entity has provided its DUNS number to you.

c. Definitions. For purposes of this award term:

(1) Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at http://www.ccr.gov).

(2) Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at http://fedgov.dnb.com/webform).

(3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
(i) A Governmental organization, which is a State, local government, or Indian tribe;
(ii) A foreign public entity;
(iii) A domestic or foreign nonprofit organization;
(iv) A domestic or foreign for-profit organization; and

(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

(4) Subaward:
(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
(iii) A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

(5) Subrecipient means an entity that:
(i) Receives a subaward from you under this award; and
(ii) Is accountable to you for the use of the Federal funds provided by the subaward.

* USAID/EGYPT/PROC will not flow down this requirement to sub-recipients, only recipients. This is a management decision by the PROC Office Chief.

REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (OCTOBER 2010)

a. Reporting of first-tier subawards.

(1) Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates $25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e of this award term).

(2) Where and when to report.
(i) You must report each obligating action described in paragraph a.1.of this award term to www.fsrs.gov.
(ii) For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

(3) What to report. You must report the information about each obligating action that the submission instructions posted at www.fsrs.gov specify.

b. Reporting Total Compensation of Recipient Executives.

(1) Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if –

(i) the total Federal funding authorized to date under this award is $25,000 or more;
(ii) in the preceding fiscal year, you received—
(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report executive total compensation described in paragraph b.(1) of this award term:
(i) As part of your registration profile at www.ccr.gov.
(ii) By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

(1) Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if –
(i) in the subrecipient's preceding fiscal year, the subrecipient received—
(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and (B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a),78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report subrecipient executive total compensation described in paragraph c.(1) of this award term:
(i) To the recipient.
(ii) By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a

given year (i.e., between October 1 and 31), you must report any required compensation
information of the subrecipient by November 30 of that year.

d. Exemptions
If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:

(1) subawards, and
(2) the total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

(1) Entity means all of the following, as defined in 2 CFR part 25:
(i) A Governmental organization, which is a State, local government, or Indian tribe;
(ii) A foreign public entity;
(iii) A domestic or foreign nonprofit organization;
(iv) A domestic or foreign for-profit organization;
(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

(2) Executive means officers, managing partners, or any other employees in management positions.

(3) Subaward:
(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”).
(iii) A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

(4) Subrecipient means an entity that:
(i) Receives a subaward from you (the recipient) under this award; and
(ii) Is accountable to you for the use of the Federal funds provided by the subaward.

(5) Total compensation means the cash and noncash dollar value earned by the executive during the recipient’s or subrecipient’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
(i) Salary and bonus.
(ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in

accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

(iii) Earnings for services under nonequity incentive plans. This does not include group life, health, hospitalization or medical

reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. 10

(iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

(v) Above-market earnings on deferred compensation which is not taxqualified.

(vi) Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

ANNEX I: EXISTING SCIENCE AND MATH INITIATIVES IN EGYPT

In Egypt, there are several existing initiatives aimed at students who focus on science and math. Many of these initiatives are implemented through the Ministry of Education and the Library of Alexandria (Bibliotheca Alexandrina). Examples include annual and nationwide science club competitions and the Exploratory Centers for Sciences, established by the MOE in different parts in the country. These Exploratory Centers where first established under the auspices of the First Lady, Mrs. Suzanne Mubarak, to provide the students and teachers with opportunities to explore and learn about content-related sciences.

The Planetarium Science Center (PSC) of the Bibliotheca Alexandrina (BA) is an independent, not-for-profit educational foundation dedicated to increasing the public's awareness, interest and understanding of science and technology through three sections, each of which approaches science in a manner that is relatively unconventional in Egypt: (1) Scientific Shows which are both entertaining and informative, covering a wide range of age groups; (2) the History of Science Museum which presents a historical perspective of science in Egypt; and (3) the ALEXploratorium, a hands-on science facility dedicated to making science accessible to the general public through innovative and interactive activities that explain scientific phenomena and demonstrate their presence in everything people see, hear or touch. The ALEXploratorium activities cover most of the principal science fields, such as Physics, Chemistry, Biology, and Astronomy.

In the future, the PSC will be involved in directing three learning centers: (1) the Discovery Center and Five Senses Area, where children experience firsthand the excitement of scientific research and discovery; (2) the Artistic Workshops Center, where children explore the world of art utilizing a variety of artistic mediums; and (3) the Wonders of Technology Center, where children will be able to participate in workshops and experiences that are designed to help them communicate through art and bring their creative ideas to life. Each center features hands-on learning experiences designed for elementary through university-level students.

In Alexandria, the PSC has also launched the Science Clubs Initiative (SCI) to enhance hands-on science education in public schools by offering students opportunities to explore, create and better understand the science school curriculum, with the objective of encouraging more youth to pursue a career in science and technology. The SCI components include providing selected schools with equipment and materials to conduct simple scientific experiments, teacher training, and training of trainers. In addition, the PSC has an Arabic mirror site of "La Main a la Pate" (http://lamap.bibalex.org/), which is designed to contribute to building the capacity of primary and preparatory school science teachers. It introduces various methodologies for teaching science through a rich repository of hands-on scientific content, discussion forum, questions answered by specialists, and a window on international science education techniques.

USAID's Previous Work in Science and Math

Through its Education Reform Programs (ERP EQUIP 1 and EQUIP 2), USAID/Egypt provided support to science education at the primary level. This support included two main activities:

- ✓ The Science Hub Initiative: Specialized centers were established in four governorates: Alexandria, Cairo, Beni Suef, and Minya. Each of the established hubs includes a team of 8-10 trained science educators as well as resources and teaching aids located in a school. These teams of teachers are still active and support the professional growth of science teachers within their school and other schools in the same district or in neighboring districts. The training program these teachers employ involves adopting a combination of "Experiential Education" and "Experiential Learning" philosophies. Members were trained in the following areas:
(1) methods of teaching science with a focus on identifying and correcting students' science misconceptions; (2) developing activities that focus on addressing students' misconceptions and encouraging students to think and solve problems; (3) developing assessment and evaluation activities that are aligned with the teaching methods on which they are trained; and, (4) training skills necessary for hub members to train other teachers. In addition to the above, members of the hubs said that the training helped them to develop skills in the following areas: a) research; b) teaching other teachers; c) problem solving; d) cooperative skills; e) self-confidence; f) creativity; g) motivating others; and
h) communication skills. ERP's technical support to the established Science Hubs concluded in December 2010.

- ✓ Creative Science Education Initiative: A limited initiative implemented in four schools in Alexandria and Minya governorates providing activities focused on improving the quality of teaching and learning of the science content. These activities include teacher training, extracurricular activities, and a classroom observation tool. Based on the results of the pilot implementation of these activities, a toolkit was produced containing 11 fables and fable strips in Arabic and English languages, a guidebook, science fact sheets, and training materials. The Bibliotheca Alexandrina obtained the copyrights to replicate the kits for distribution in primary schools and science clubs in Egypt.

ANNEX II

MARKING UNDER ASSISTANCE-BRANDING STRATEGY - ASSISTANCE (December 2005)

(a) Definitions

Branding Strategy means a strategy that is submitted at the specific request of a USAID Agreement Officer by an Apparently Successful Applicant after evaluation of an application for USAID funding, describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens. It identifies all donors and explains how they will be acknowledged.

Apparently Successful Applicant(s) means the applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, cooperative agreement or other assistance award by the Agreement Officer.
The Agreement Officer will request that the Apparently Successful Applicants submit a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award.

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and new brandmark, which clearly communicates that our assistance is from the American people. The USAID Identity is available on the USAID website and is provided without royalty, license, or other fee to recipients of USAID-funded grants or cooperative agreements or other assistance awards or subawards.

(b) **Submission.** The Apparently Successful Applicant, upon request of the Agreement Officer, will submit and negotiate a Branding Strategy. The Branding Strategy will be included in and made a part of the resulting grant or cooperative agreement. The Branding Strategy will be negotiated within the time that the Agreement Officer specifies. Failure to submit and negotiate a Branding Strategy will make the applicant ineligible for award of a grant or cooperative agreement. The Apparently Successful Applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events and materials, and the like.

(c) **Submission Requirements**
At a minimum, the Apparently Successful Applicant's Branding Strategy will address the following:

(1) Positioning
What is the intended name of this program, project, or activity?

<u>Guidelines:</u> USAID prefers to have the USAID Identity included as part of the program or project name, such as a "title sponsor," if possible and appropriate. It is acceptable to "co-brand" the title with USAID's and the Apparently Successful Applicant's identities. For example: "The USAID and [Apparently Successful Applicant] Health Center."

If it would be inappropriate or is not possible to "brand" the project this way, such as when rehabilitating a structure that already exists or if there are multiple donors, please explain and indicate how you intend to showcase USAID's involvement in publicizing the program or project.

For example:School #123, rehabilitated by USAID and [Apparently Successful Applicant]/ [other donors].
Note: the Agency prefers "made possible by (or with) the support of the American People" next to the USAID Identity in acknowledging our contribution, instead of the phrase "funded by." USAID prefers local language translations.

Will a program logo be developed and used consistently to identify this program? If yes, please attach a copy of the proposed program logo.

Note: USAID prefers to fund projects that do NOT have a separate logo or identity that competes with the USAID Identity.

(2) Program Communications and Publicity

Who are the primary and secondary audiences for this project or program?

Guidelines: Please include direct beneficiaries and any special target segments or influencers. For Example: Primary audience: schoolgirls age 8-12, Secondary audience: teachers and parents–specifically mothers.

What communications or program materials will be used to explain or market the program to beneficiaries?

Guidelines: These include training materials, posters, pamphlets, Public Service Announcements, billboards, websites, and so forth.

What is the main program message(s)?

Guidelines: For example: "Be tested for HIV-AIDS" or "Have your child inoculated."Please indicate if you also plan to incorporate USAID's primary message – this aid is "from the American people" – into the narrative of program materials. This is optional; however, marking with the USAID Identity is required.

Will the recipient announce and promote publicly this program or project to host country citizens? If yes, what press and promotional activities are planned?

Guidelines: These may include media releases, press conferences, public events, and so forth. Note: incorporating the message, "USAID from the American People", and the USAID Identity is required.

Please provide any additional ideas about how to increase awareness that the American people support this project or program.

Guidelines: One of our goals is to ensure that both beneficiaries and host-country citizens know that the aid the Agency is providing is "from the American people." Please provide any initial ideas on how to further this goal.

(3) Acknowledgements

Will there be any direct involvement from a host-country government ministry? If yes, please indicate which one or ones. Will the recipient acknowledge the ministry as an additional cosponsor?

Note: it is perfectly acceptable and often encouraged for USAID to "co-brand" programs with government ministries.

Please indicate if there are any other groups whose logo or identity the recipient will use on program materials and related communications.

<u>Guidelines:</u> Please indicate if they are also a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

(d) Award Criteria. The Agreement Officer will review the Branding Strategy for adequacy, ensuring that it contains the required information on naming and positioning the USAID-funded program, project, or activity, and promoting and communicating it to cooperating country beneficiaries and citizens. The Agreement Officer also will evaluate this information to ensure that it is consistent with the stated objectives of the award; with the Apparently Successful Applicant's cost data submissions; with the Apparently Successful Applicant's project, activity, or program performance plan; and with the regulatory requirements set out in 22 CFR 226.91. The Agreement Officer may obtain advice and recommendations from technical experts while performing the evaluation.

ANNEX III

MARKING UNDER ASSISTANCE -MARKING PLAN – ASSISTANCE (December 2005)

(a)Definitions

Marking Plan means a plan that the Apparently Successful Applicant submits at the specific request of a USAID Agreement Officer after evaluation of an application for USAID funding, detailing the public communications, commodities, and program materials and other items that will visibly bear the USAID Identity. Recipients may request approval of Presumptive Exceptions to marking requirements in the Marking Plan.

Apparently Successful Applicant(s) means the applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, cooperative agreement or other assistance award by the Agreement Officer.
The Agreement Officer will request that Apparently Successful Applicants submit a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award, which the Agreement Officer must still obligate.

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and new brandmark, which clearly communicates that our assistance is from the American people. The USAID Identity is available on the USAID website and USAID provides it without royalty, license, or other fee to recipients of USAID funded grants, cooperative agreements, or other assistance awards or subawards.

A **Presumptive Exception** exempts the applicant from the general marking requirements for a particular USAID-funded public communication, commodity, program material or other deliverable, or a category of USAID-funded public communications, commodities, program materials or other deliverables that would otherwise be required to visibly bear the USAID Identity. The Presumptive Exceptions are:

Presumptive Exception (i). USAID marking requirements may not apply if they would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials, such as election monitoring or ballots, and voter information literature; political party support or public policy advocacy or reform; independent media, such as television and radio broadcasts, newspaper articles and editorials; and public service announcements or public opinion polls and surveys (22 C.F.R. 226.91(h)(1)).

Presumptive Exception (ii). USAID marking requirements may not apply if they would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent (22 C.F.R. 226.91(h)(2)).

Presumptive Exception (iii). USAID marking requirements may not apply if they would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official (22 C.F.R. 226.91(h)(3)).

Presumptive Exception (iv). USAID marking requirements may not apply if they would impair the functionality of an item, such as sterilized equipment or spare parts (22 C.F.R. 226.91(h)(4)).

Presumptive Exception (v). USAID marking requirements may not apply if they would incur substantial costs or be impractical, such as items too small or otherwise unsuited for individual marking, such as food in bulk (22 C.F.R. 226.91(h)(5)).

Presumptive Exception (vi). USAID marking requirements may not apply if they would offend local cultural or social norms, or be considered inappropriate on such items as condoms, toilets, bed pans, or similar commodities (22 C.F.R. 226.91(h)(6)).

Presumptive Exception (vii). USAID marking requirements may not apply if they would conflict with international law (22 C.F.R. 226.91(h)(7)).

(b) **Submission.** The Apparently Successful Applicant, upon the request of the Agreement Officer, will submit and negotiate a Marking Plan that addresses the details of the public communications, commodities, program materials that will visibly bear the USAID Identity. The marking plan will be customized for the particular program, project, or activity under the resultant grant or cooperative agreement. The plan will be included in and made a part of the resulting grant or cooperative agreement. USAID and the Apparently Successful Applicant will negotiate the Marking Plan within the time specified by the Agreement Officer. Failure to submit and negotiate a Marking Plan will make the applicant ineligible for award of a grant or cooperative agreement. The applicant must include an estimate of all costs associated with branding and marking USAID programs, such as plaques, labels, banners, press events, promotional materials, and so forth in the budget portion of its application. These costs are subject to revision and negotiation with the Agreement Officer upon submission of the Marking Plan and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

(c) **Submission Requirements**. The Marking Plan will include the following:

(1) A description of the public communications, commodities, and program materials that the recipient will be produced as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity. These include:

(i) program, project, or activity sites funded by USAID, including visible infrastructure projects or other programs, projects, or activities that are physical in nature;

(ii) technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID;

(iii) events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and

(iv) all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging.

(2) A table specifying:

(i) the program deliverables that the recipient will mark with the USAID Identity,

(ii) the type of marking and what materials the applicant will be used to mark the program deliverables with the USAID Identity, and

(iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking.

(3) A table specifying:

(i) what program deliverables will not be marked with the USAID Identity, and

(ii) the rationale for not marking these program deliverables.

(d) **Presumptive Exceptions**.
(1) The Apparently Successful Applicant may request a Presumptive Exception as part of the overall Marking Plan submission. To request a Presumptive Exception, the Apparently Successful Applicant must identify which Presumptive Exception applies, and state why, in light of the Apparently Successful Applicant's technical proposal and in the context of the program description or program statement in the USAID Request For Application or Annual Program Statement, marking requirements should not be required.

(2) Specific guidelines for addressing each Presumptive Exception are:

(i) For Presumptive Exception (i), identify the USAID Strategic Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why the program, project, activity, commodity, or communication is 'intrinsically neutral.'Identify, by category or deliverable item, examples of program materials funded under the award for which you are seeking exception 1.

(ii) For Presumptive Exception (ii), state what data, studies, or other deliverables will be produced under the USAID funded award, and explain why the data, studies, or deliverables must be seen as credible.
(iii) For Presumptive Exception (iii), identify the item or media product produced under the USAID funded award, and explain why each item or product, or category of item and product, is better positioned as an item or product produced by the cooperating country government.

(iv) For Presumptive Exception (iv), identify the item or commodity to be marked, or categories of items or commodities, and explain how marking would impair the item's or commodity's functionality.

(v) For Presumptive Exception (v), explain why marking would not be cost-beneficial or practical.

(vi) For Presumptive Exception (vi), identify the relevant cultural or social norm, and explain why marking would violate that norm or otherwise be inappropriate.

(vii) For Presumptive Exception (vii), identify the applicable international law violated by marking.

(3) The Agreement Officer will review the request for adequacy and reasonableness. In

consultation with the Cognizant Technical Officer and other agency personnel as necessary, the Agreement Officer will approve or disapprove the requested Presumptive Exception. Approved exceptions will be made part of the approved Marking Plan, and will apply for the term of the award, unless provided otherwise.

(e) **Award Criteria**: The Agreement Officer will review the Marking Plan for adequacy and reasonableness, ensuring that it contains sufficient detail and information concerning public communications, commodities, and program materials that will visibly bear the USAID Identity. The Agreement Officer will evaluate the plan to ensure that it is consistent with the stated objectives of the award; with the applicant's cost data submissions; with the applicant's actual project, activity, or program performance plan; and with the regulatory requirements of 22 C.F.R 226.91. The Agreement Officer will approve or disapprove any requested Presumptive Exceptions (see paragraph (d)) on the basis of adequacy and reasonableness. The Agreement Officer may obtain advice and recommendations from technical experts while performing the evaluation.

ANNEX IV

Branding Strategy and Marking Plan

BRANDING STRATEGY

A. Positioning

- **Name of Project:**

The suggested project name. Please try to shorten it putting into consideration to avoid any acronyms and abbreviations.

- **Activities of Project:**

In this part, please explain briefly the project activities

- **Logo of Project:**

In this part, please mention whether a logo will be developed and used consistently to identify the project. If yes, attach a copy of the proposed program logo.

B. PROGRAM COMMUNICATIONS & PUBLICITY

- **Program Audience:**

In this part please explain who the primary and secondary audiences of the program are.

- **Communications & Program Materials:**

In this part, please specify what communications or program materials will be used to explain or market the program to beneficiaries?
Guidelines: These include training materials, posters, pamphlets, Public Service Announcements, billboards, websites, and so forth.

- **Main Program Message:**

- **Program Announcement :**

In this part, please explain whether or not the program will be publicly announced and promoted to the host country citizens.

C. ACKNOWLEDGEMENTS

- Explain whether there will be any direct involvement from the host-country ministry, if yes, will it be acknowledged as co-sponsor or not?

- Indicate if there are any other groups that will be acknowledged.

- Explain how USAID will be acknowledged

MARKING PLAN

A. **A DESCRIPTION OF THE PUBLIC COMMUNICATIONS, COMMODITIES, AND PROGRAM MATERIALS** that the recipient will produce as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity. These include:

- Program, project, or activity sites funded by USAID, including visible infrastructure projects or other programs, projects, or activities that are physical in nature;

- technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID;

- events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and

- all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging.

B. A TABLE SPECIFYING:

- The program deliverables that the recipient will mark with the USAID Identity,
- The type of marking and what materials the applicant will be used to mark the program deliverables with the USAID Identity, and
- When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking.

C. A TABLE SPECIFYING:

- What program deliverables will not be marked with the USAID Identity, and 11
- The rationale for not marking these program deliverables.

Category	Type of Marking	Remarks
Administrative		
Stationery products (administrative business)	No Marking	ADS 320.3.1.5
Stationery products (program related)		
Business cards	No Marking	ADS 320.3.1.6
Office signs		
Project deliverables		
Project Website		
Technical		
Technical reports and studies		

Category	Type of Marking	Remarks
Briefing papers and memoranda		
Government policies, strategies, plans, and guidelines (regional, national, and sub-national levels) or other materials positioned as being from the host-country government	No Marking	ADS 320.3.2.5
Organization policies, strategies, plans, and or other materials positioned as being from the host-country partner	No Marking	ADS 320.3.2.5
Training materials and manuals		
CDs-ROM		
PowerPoint presentations		
Posters and/or banners for Conference, meetings, and seminars or any other public events		
Videos		
Program materials		
Technical web portal		
Promotional		
Event signs, banners, and exhibition booths materials		
Project promotional materials (e.g., press releases, success stories, beneficiary announcement of research, testimonials, findings, or project results)		
Commodities		

ANNEX V: 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 Cooperative Agreement 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 grants, 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 was 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.

(d) "USAID Disability Policy - Assistance (December 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://pdf.dec.org/pdf_docs/PDABQ631.pdf.

(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 AAPD 04-17 Supporting USAID's Disability Policy in Contracts, Grants, and Cooperative Agreements 4 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."

2. 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 Cooperative Agreement, 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, grant, 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, grant, 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, subgrants, and contracts under grants, 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.”

3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)
USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee 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 certifications are required for Key Individuals or Covered Participants.
If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to 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.

4. Certification Regarding Terrorist Financing, Implementing Executive Order 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.

5. Certification of Recipient
By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA/APS No. ___________________________________
Application No. _________________________________
Date of Application ______________________________
Name of Recipient _______________________________

Typed Name and Title ___________________________
Signature ______________________________________
Date ____

Part II – 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.

Part III – 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: ________________________

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 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.

Part IV – Certification of Compliance with the Standard Provisions Entitled "Condoms" and "Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking."

"[*Recipient's name]* certifies compliance as applicable with the standard provisions entitled "Condoms" and "Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking" included in the referenced agreement."

RFA/APS No. _______________________________

Application No. _____________________________

Date of Application ____________________________

Name of Applicant/Subgrantee ___________________

Typed Name and Title __________________________

Signature ____________________________________

Part V – Survey on Ensuring Equal Opportunity for Applicants

Survey on Ensuring Equal Opportunity for Applicants

Part VI – 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 grant:

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. 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 grant, and not to assistance provided by the recipient (i.e., a subgrant or subagreement) to a subgrantee or subrecipient in support of the subgrantee'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 grant:

$____________________________

(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 grant, having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

TYPE/DESCRIPTION(Generic) ___________

QUANTITY ___________________________

ESTIMATED UNIT COST _______________

(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, and/or does not contain at least 50% componentry, which are not at least 50% U.S. source and 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, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "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 do 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 ________________________________

ESTIMATED GOODS _______________________

PROBABLE GOODS ________________________

PROBABLE (Generic) _______________________

UNIT COST ______________________________

COMPONENTS ____________________________

SOURCE _________________________________

COMPONENTS ____________________________

ORIGIN ________________________________

(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 ________________________

QUANTITY ________________________________

ESTIMATED ________________________________

PROBABLE ________________________________

INTENDED USE (Generic) ____________________

UNIT COST ________________________________

SOURCE ________________________________

ORIGIN __________________________ _______

(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 _______________________

QUANTITY ________________________________

ESTIMATED ________________________________

PROBABLE SUPPLIER _______________________

NATIONALITY _____________________________

RATIONALE (Generic) _______________________

UNIT COST (Non-US Only) __________________

FOR NON-US ___________________________

(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 _________________

6. Past Performance References

On a continuation page, please provide past performance information requested in the RFA.

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 loc al 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 grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

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 grants 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: ______________________________

Grant 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 grant on behalf of other organizations?

☐ Yes ☐ No

7. Has the applicant ever received a government grant 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 grant 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 grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant 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 grant 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.

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

APPLICATION FOR FEDERAL ASSISTANCE

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	APPLICANT IDENTIFIER
1. TYPE OF SUBMISSION Application: ☐ Construction ☐ Non-Construction Pre-application: ☐ Construction ☐ Non-Construction	3. DATE RECEIVED BY STATE	STATE APPLICATION IDENTIFIER
	4. DATE RECEIVED BY FEDERAL AGENCY	FEDERAL IDENTIFIER

5. APPLICANT INFORMATION

Legal Name	Organizational Unit
Address (Street, County, State and ZIP code)	Name and telephone number of person to be contacted on matters involving this application (give area code)

6. EMPLOYER IDENTIFICATION NUMBER (EIN)

☐☐ — ☐☐☐☐☐☐☐

7. TYPE OF APPLICANT (enter appropriate letter in box) ☐

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School Dist.
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Other (Specify) ______________________

8. TYPE OF APPLICATION

☐ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es) ☐☐

A. Increase Award
B. Decrease Award
C. Increase Duration
D. Decrease Duration
E. Other (specify) ______________________

9. NAME OF FEDERAL AGENCY

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER

Title:

11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT

12. AREAS AFFECTED BY PROJECT (Cities, Counties, Street, etc.)

13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF	
Start Date	Ending Date	Applicant	Project

15. ESTIMATED FUNDING

a. Federal	
b. Applicant	
c. State	
d. Local	
e. Other	
f. Program Income	
g. Total	

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION-APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON

DATE ______________________

b. NO. ☐ PROGRAM IS NOT COVERED BY E.O 12372
☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICATION DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If 'Yes', attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Type Name of Authorized Representative	b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed

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

INSTRUCTION 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 included in their process, have been given an opportunity to review the applicant's submission.

Item: Entry:

1. Self-explanatory.

2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).

3. State use only (if applicable)

4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.

5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.

6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

7. Enter the appropriate letter in the space provided.

8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:

   -- '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.

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.

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 rpovide a summary description of this project.

Item: Entry:

12. List only the largest political entitles affected (e.g., State, counties, cities).

13. Self-explanatory.

14. List the applicant's Congressional District and any District(s) affected by the program or project.

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.

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.

17. This qustion applies to the applicant organization, not the person who signs as the authroized representative. Categories of debt include delinquent audit disallowances, loans and taxes.

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.)

BUDGET INFORMATION - Non-Construction Programs

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assist-ance 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						

6. Object Class Categories	Grant Program Function or Activity				
	(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
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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	3rd Quarter	
13. Federal					
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:	

INSTRUCTION FOR THE SF424A

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor 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, Sections 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 grant program (Federal 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 always 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 grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor 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 (c) and (f).

For supplemental grants and changes to existing grants, 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 or decrease 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 (c) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (c) and (f).

Line 5 - Show the totals for all columns used

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4. Column (a), Section A. 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 grants and continuation grants 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 grants and changes to grants, the total amount of the increase or decrease as shown in Column (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 grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. 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 amount of the State's cash and in-kind contribution if the applicant is not a State or State agency.

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 which 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 total of columns (b), (c) and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (c) 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 grantor 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 grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant 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 grants.

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 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 the Federal grantor 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.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 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 (0348-0040), 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.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. ½4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited by (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. ½1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S C. ½794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. ½6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention. Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) ½½523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 cc-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. ½3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. ½½1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. ½½276a to 276z - 276a-7), the Copeland Act (40 U.S.C. ½½276c and 18 U.S.C. ½½874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. ½½327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard are to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

ASSURANCES - NON-CONSTRUCTION PROGRAMS (cont'd)

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (E.O.) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. ½½1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. ½½7401 et seq.); (g) protection of underground sources of drinking water under the Save Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. ½½1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archacological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. ½½4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will ensure to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions or Higher Learning and other Non-profit Institutions.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE

APPLICANT ORGANIZATION	DATE SUBMITTED