



**USAID**  
FROM THE AMERICAN PEOPLE

Issuance Date: July 15, 2011

Closing Date and Time for Application Submission: October 15, 2011 11:59 PM Washington DC Time

Subject: Request for Applications (RFA) Number: RFA-ASHA-11-000001

RFA Title: American Schools and Hospitals Abroad Program for 2012

Ladies and Gentlemen:

The United States Agency for International Development's Bureau for Democracy, Conflict and Humanitarian Assistance Office of American Schools and Hospitals Abroad (USAID/DCHA/ASHA) is seeking applications for funding to support a program entitled "American Schools and Hospitals Abroad Program for 2012." The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments such as grants. However, all reasonable, allocable, and allowable direct expenses, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 not-for-profit organizations), may be paid under the agreement.

Applicants under consideration for an award that have never received funding from USAID will be subject to a pre-award audit to determine fiscal responsibility, ensure adequacy of financial controls and establish an indirect cost rate.

Subject to the availability of funds, USAID intends to award approximately 26 grants ranging from \$500,000 to \$2,000,000 in total USAID funding for a performance period up to a 5 year period starting in fiscal year 2012. USAID reserves the right to fund any or none of the applications submitted.

This RFA and any future amendments can be downloaded from <http://www.grants.gov>. Select "Find Grant Opportunities," then click on "Browse by Agency," and select the "U.S. Agency for International Development" and search for the RFA. In the event of an inconsistency between the documents comprising this RFA, it shall be resolved at the discretion of the Agreement Officer.

This RFA is being issued and consists of this cover letter and the following:

- 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

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement," "Grantee" is synonymous with "Recipient," and "Grant Officer" is synonymous with "Agreement Officer."

If your organization decides to submit an application, it should be received at USAID/DCHA/ASHA by the closing date and time specified by this RFA. To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to this Grants.gov opportunity. Applicants must submit the full application package by the method indicated in Section IV Application and Submission Information. Late and incomplete applications will not be considered for award.

Awards will be made to the responsible applicant whose application offers the greatest value to the U.S. Government. Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant grant(s) cannot be made until funds have been fully appropriated, allocated and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a grant, all preparations and submission costs are at the applicant's expense.

The preferred method of distribution is via Grants.gov on the internet. This RFA and any future amendments can be downloaded from <http://www.grants.gov>. If you have difficulty accessing the RFA, please contact Ebony S. Simmons at [esimmons@usaid.gov](mailto:esimmons@usaid.gov). It is the responsibility of the recipient of the application document to ensure that it has been received from Grants.gov in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

Sincerely,



William H. Yaeger  
Agreement Officer  
USAID/DCHA/ASHA

## **SECTION I Funding Opportunity Description**

### **A. Objectives**

The purpose of the American Schools and Hospitals Abroad (ASHA) program is to furnish assistance to schools and libraries outside the United States founded or sponsored by United States citizens and serving as study and demonstration centers for ideas and practices of the United States, and to hospital centers for medical education and research outside the United States, founded or sponsored by United States citizens. Within this context of the U.S. Foreign Assistance Program, the objectives of the ASHA program are to strengthen overseas schools and hospitals that best demonstrate American ideas and practices, and are likely to survive over a long term.

### **B. Authorizing Legislation**

The authority for the Request for Applications (RFA) is found in the Foreign Assistance Act of 1961, as amended.

### **C. Program Eligibility Requirements**

Pursuant to Section 214 of the Foreign Assistance Act of 1961, as amended, grant assistance is made available to schools and libraries outside the United States founded or sponsored by United States citizens and serving as study and demonstration centers for ideas and practices of the United States, and to hospital centers for medical education and research outside the United States, founded or sponsored by United States citizens. Grants made under this program help such institutions demonstrate to people overseas the achievements of the United States in education and medicine.

The applicant must be a non-profit U.S. organization, which either founded or sponsors the institution for which assistance is sought. The applicant, for example, can be a nonprofit university or a tax exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1954 as amended.

The applicant must demonstrate a continuing supportive relationship with the overseas institution. Evidence of this would be the provision of financial and management support for the institution.

Other more detailed eligibility requirements are addressed below in Section III.

### **D. Award Administration**

22CFR 226, OMB Circulars and the USAID Standard Provisions for U.S. Nongovernmental Recipients will be applicable to the resulting grant awarded to a U.S. organization. These documents may be accessed through the worldwide website at: <http://www.usaid.gov/business/regulations/>

## **Section II Award Information**

Subject to the availability of funds, USAID intends to award approximately 26 grants ranging from \$500,000 to \$2,000,000 in total USAID funding for a performance period up to a 5 year period starting in fiscal year 2012. USAID reserves the right to fund any or none of the applications submitted.

## **Section III Eligibility Information**

### **Eligibility Criteria**

Pursuant to Section 214 of the Foreign Assistance Act of 1961, as amended, grant assistance is made available to selected schools and libraries outside the United States founded or sponsored by United States citizens and serving as study and demonstration centers for ideas and practices of the United States, and to hospital centers for medical education and research outside the United States, founded or sponsored by United States citizens. Grants made under this program help such institutions demonstrate to people overseas the achievements of the United States in education and medicine. USAID encourages applications from potential new partners.

The applicant must be a non-profit U.S. organization, which either founded or sponsors the institution for which assistance is sought. The applicant, for example, can be a nonprofit university or a tax exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1954 as amended.

1. The applicant must demonstrate a continuing supportive relationship with the overseas institution. Evidence of this would be the provision of financial and management support for the institution for 2 years.
2. An instruction program must serve the secondary or higher level and must reflect American educational ideas and practices (education at the elementary level will not be supported). A school offering a broad academic program must include instruction on the history, geography, political science, cultural institutions or economics of the United States. English must be used in instruction or taught as a second language. However, the foregoing subject matter and language requirements need not apply to a school offering a specialized course of study.
3. A hospital center, in addition to being a treatment facility, must be involved in medical education and research.
4. The majority of the users of any institution, e.g., students or patients, must be citizens of countries other than the U.S.
5. The institution must be open to all persons regardless of race, religion, sex, color or national origin. (The above shall not be construed to require enrollment of students of both sexes at educational institutions enrolling males or females only.) Assistance may not be used to support any inherently religious activities, such as worship, religious instruction or proselytization.

6. The institution must be located outside the U.S. and should not be under the control or management of a government or any of its agencies. The receipt of financial or other assistance from a government or government agency or the observance of national educational or medical standards required by the country where the institution is located does not in itself mean that the institution is “under the control or management” of such government.
7. The land, construction or renovation, must either be owned by the USO or OSI. If the land is not owned, the USO or OSI must have a long term lease where the current end date is at least 50 years from the application date.

**Applicants that do not meet the foregoing eligibility requirements will not be considered for funding.**

## **Section IV Application and Submission Information**

### **A. Point of Contact**

This application is found on the internet at [www.grants.gov](http://www.grants.gov). Potential applicants that have questions regarding this RFA or cannot download application materials electronically may request paper copies of the RFA by contacting:

Ebony S. Simmons  
Grants Management Specialist  
USAID/DCHA/ASHA  
1300 Pennsylvania Avenue  
Washington, DC 20523  
Telephone: (202) 712-0510  
Email: [esimmons@usaid.gov](mailto:esimmons@usaid.gov)

### **B. Submission of Application**

**Applications must be submitted no later than 11:00 PM local Washington DC time on October 15, 2011. Late applications will not be accepted or reviewed.**

1. Applicants are required to submit the application via [www.grants.gov](http://www.grants.gov) using the applicable SF-424 series, which includes the:

- SF-424 Application for Federal Assistance
- SF-424A Budget Information – Non construction Programs
- SF-424B Assurances for Non-construction Programs
- SF-424C Budget Information for Construction Programs
- SF-424D Assurances for Construction Programs

These forms can be downloaded from the USAID website. Alternatively, the forms are found on [www.grants.gov](http://www.grants.gov): [http://www.grants.gov/agencies/approved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/approved_standard_forms.jsp)

**Za.** A signed copy of **Certifications and Assurances**, located on the USAID website <http://www.usaid.gov/policy/ads/300/303sad.pdf>), which includes:

**Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs** (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);

**Restrictions on Lobbying (22 CFR 227);**

**Prohibition on Assistance to Drug Traffickers (ADS 206);** and

**Certification Regarding Terrorist Funding (AAPD 04-14).**

**2b.** Other certifications and statements found in **Certifications, Assurances, and Other Statements of the Recipient:**

1. The **Survey on Ensuring Equal Opportunity for Applicants;**
2. A Data Universal Numbering System (DUNS) number (See **Use of a Universal Identifier by Grant Applicants** for background information.);
3. A signed copy of **Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10)** when applicable; and
4. A signed copy of **Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10)** when applicable

**3.** Applicant must also submit in two separate parts the following:

- A. Technical Application
  - Description of the USO Applying for Funding
  - USO Additional Information
  - Description of the OSI
  - OSI Additional Information
  - Construction Drawings
  - Project to be Funded
- B. Cost Application
  - Grantee Budget Information

Required templates for the technical and cost applications documents are found under the Full Announcement section of grants.gov. Applicants must use the templates provided. Please use the "Other Attachments" file to upload the aforementioned documents (i.e. Description of the USO Applying for Funding, USO Additional Information, Description of the OSI, OSI Additional Information, Construction Drawings, Project to be Funded and Grantee Budget Information).

### **C. Technical Application Format and Preparation Guidelines**

**The information provided in the application should be thorough and concise using Times New Roman 10-point font size. MS Word 2010 documents have been provided for submitting additional requested information regarding specific responses in the Full Announcement section on Grants.gov.**

Technical applications must be specific, complete and presented concisely. The applications must demonstrate that the applicant meets all eligibility requirements and establish the applicant's capabilities and expertise with respect to achieving the goals of this program. Technical applications must take into account requirements of the program and the evaluation criteria found in this RFA.

The Technical Application must include:

- A. Description of the United States Organization (USO) applying for Funding
- B. Description of the Overseas Institution (OSI) that is being sponsored by USO
- C. Description of the Project to be Funded
- D. Equipment Lists for Commodities for Non-Construction Projects
- E. Proposed Construction Drawings for Construction and Renovation Projects (at minimum formal preliminary construction plans)
- F. Land Title or a copy of a Long Term Lease with over 50 years remaining on lease for Construction and Renovation Projects

#### **DESCRIPTION OF THE UNITED STATES ORGANIZATION APPLYING FOR FUNDING**

**Eligibility Criteria 1: The applicant must be a non-profit U.S. organization which either founded or sponsors the Overseas Institution (OSI) for which assistance is sought. The applicant, for example, can be a nonprofit university or a tax exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1954 as amended.**

Applicants are required to attach a detailed worksheet demonstrating that they meet this eligibility criterion and outlining the information requested above. Please use the document titled **"Description of the USO Applying for Funding"** in the Full Announcement section on grants.gov. Samples are provided below where applicable.

The applicant's response must include:

## 1. Summary of Organization's Capacity:

Name of Organization	<i>ABC University Foundation</i>
Date and State Organized	<i>Date: 10/01/1966 State: NY</i>
Date and code for IRS Exemption	<i>Date: 12/15/1966 Code: i.e., 501c(3)</i>
Number of full/part time staff	<i>132</i>
Size of Board of Directors	<i>9</i>
Annual operating budget	<i>\$12,500,000.00</i>
Total cash support for OSI in past two years (exclude any ASHA funding)	<i>2010: \$1,200,000 2009: \$800,000</i>
Date Sponsorship of OSI began	<i>10/01/1966</i>
Date Last Form 990 Filed	<i>04/15/2011</i>

## 2. Organization's Legal Status:

A single page on the organization's legal status and a statement that the organization is in legal standing in the State that it is organized. The following must be included in the application: Articles of Incorporation and Bylaws and a certificate of standing with the State where organization is located are required from all applicants. A copy of your IRS Tax exemption is also to be provided. Applicants are required to attach this information. These documents should be submitted using the document titled "**USO Additional Information**" in the Full Announcement section on grants.gov.

**Eligibility Criteria 2: The applicant must demonstrate a continuing supportive relationship with the overseas institution. Evidence of this would be the provision of financial and management support for the institution for 2 years.**

### **DESCRIPTION OF THE OVERSEAS INSTITUTION SPONSORED BY THE APPLICANT:**

**Eligibility Criteria 3: An instruction program must serve the secondary or higher level and must reflect American educational ideas and practices (education at the elementary school level will not be supported). A school offering a broad-based academic program must include instruction on the history, geography, political science, cultural institutions, or economics of the United States. English should be used in instruction or taught as a second language. However, the foregoing subject matters and language requirements need not apply to a school offering only a specialized course.**

Applicants are required to attach a detailed document outlining the information requested. Applicants are required to attach this information utilizing the document titled "**Description of the Overseas Institution**" in the Full Announcement section on grants.gov. Samples are provided below where applicable.

**1. Summary of Organization's Capacity** (See sample below)

Name of Organization	
Date Established	
Name of Principal Officer	
Type of Entity (i.e., High School, University, Teaching Hospital, Research Institution, Library)	
US Accreditation (if any)	
In Country Accreditation (if any)	
Entity Chartered by	
Is organization owned by or under the control of a Government	
Total Number of Degree Students	
Total Number of Non Degree Students	
Total Administrative Staff	
Total Teaching Staff	
Total Medical Staff	
Total Other Staff	
Current Year Operating Budget in US\$	
Endowment in US \$	
Value of Physical Plant in US\$	

**2. Organizational Purpose:**

A single page with the name of the Overseas Institution (OSI) that includes a brief summary of the OSI's organization's purpose, and how that purpose meets ASHA criteria and promotes American ideas and practices. Be very specific about the type of entity (i.e., high school, university, teaching hospital, research center or library). Please note that the ASHA program does not support elementary education.

**3. History of the OSI and its Major Accomplishments:**

A single page that provides a brief history of the institution and its accomplishments.

**4. Curriculum:**

A maximum of two pages that provide a description of the institution's majors and degrees offered, special courses if offered, and for medical centers and libraries, training and research programs. Describe what U.S. Standards were used to develop the Curriculum. Ensure that you identify the language of instruction for classes and indicate the classes taught in English. If the organization has any mandatory requirements for religious instruction, state what these requirements are, and state if these are required by the host country.

**Eligibility Criteria 4: A hospital center, in addition to being a treatment facility, must be involved in medical education and research**

**Faculty and Staff:**

Provide a brief description of the OSI’s staff, how they are selected, and their overall qualifications (i.e., PhD’s, Masters Degrees, specialized degrees). Also provide a chart that lists the OSI’s Board of Directors and include a description of the organization’s management capacity. Include the resume of the principal officer(s) of the applicant. Applicants are required to attach this information. This information should be submitted using the document titled **“OSI Additional Information”** in the Full Announcement section on grants.gov.

Also provide the nationality of the institution’s management and faculty in tabular format. If a material number of professional staff is from a country other than the US or host country, please let us know the citizenship of these staff members. A suggested format is below:

Total Number of Persons	Management	Faculty	Medical Staff
U.S. Citizens Full time			
U.S. Citizens Part time			
Host Country Citizens with U.S. degrees			
Host Country Citizens with Other degrees			
Citizens of Other Countries with U.S. degrees			
Citizens of Other Countries with Other degrees			
If management or staff is not from either the US or host country, provide a description of the nationality of the staff and why the USO considers the OSI a Center of American ideas and Practices:			

**Eligibility Criteria 5: The majority of the users of any institution, e.g. students and/or patients, must be citizens of countries other than the U.S.**

**1. Student Body:**

ASHA funds cannot be used to support an institution that primarily provides services to U.S. students. Please be sure to provide a brief description of the student body to include statistics that demonstrate the composition of the student body by sex, degree or non-degree programs and nationality. Also, please describe any admission requirements or restrictions required of students. Not to exceed one page.

A suggested format is below:

<b>STUDENTS, SCHOLARSHIP</b>	<b>TUITION</b>	<b>AND</b>	<b>TOTAL</b>	<b>Male</b>	<b>Female</b>
Host Country Students Degree Full time					
Host Country Students Degree Part time					
US Citizens Degree Full time					
US Citizens Degree Part time					
Citizens of Other Countries Degree Full time					
Citizens of Other Countries Degree Part time					
<b>TOTAL NUMBER OF STUDENTS</b>					
% of Students US Citizen					
Tuition per Student in U.S.\$					
Number of Students Receiving Scholarships					
Total Amount Paid for Scholarships in U.S.\$					
Note:					

**2. Patients (for medical facilities only):**

Please provide a description of the patients served, and any admission requirements or restrictions. Not to exceed one page.

**3. Other Users:**

Please describe all other users of the proposed OSI. For research centers, this may be researchers, university faculty, etc. For libraries, this may be students and members of the public. For hospital centers, it may include faculty and medical staff from other local hospitals and clinics.

**4. Physical Plant:**

Provide a single page that describes the organization's physical plant including real estate owned or leased number of buildings and total square footage, the estimated value of all real property, and how the physical plant is used. For construction projects, the physical plant cannot be owned by a government at the national or local level except where the government provides a long term lease on the property.

**Eligibility Criteria 6: The institution must be open to all persons regardless of race, religion, sex, color or national origin. (The foregoing shall not be construed to require enrollment of students of both sexes at an educational institution enrolling either boys or girls only.) Direct assistance may not be used to support any inherently religious activity such as worship, religious instruction or proselytization.**

**Selection of Students/Patients or Other Users of Institution:**

Describe the criteria for selection of students, and for providing scholarships. Also describe any restrictions on use of this institution by any group. If there is any religious requirement for selection, please specify what these requirements are and whether these requirements are set by the government.

**Eligibility Criteria 7: The institution must be located outside the U.S. and must not be under the control or management of a government or any of its agencies. The receipt of financial or other assistance from a government agency or the observance of national education or medical standards required by the host country does not in itself mean that the OSI is “under the control or management “of such government.**

#### **Location and Ownership:**

Describe the legal entity status of the overseas institution. Describe location and ownership including how the oversight Board is selected, any government controls placed on the entity, and what say the government has in the operations and funding of the organization. Specify any assistance to the OSI from the Host Country Government or para-statal entity(s) in the past two years.

A signed statement from the OSI confirming the OSI is not under the control or management of a government must be submitted. This information must be attached using the document titled “**OSI Additional Information**” in the Full Announcement section on grants.gov

**Eligibility Criteria 8: The land must either be owned by the USO or OSI. If the land is not owned, the USO or OSI must have a long term lease where the current end date is at least 50 years from the application date.**

#### **Land and Lease**

The title to the land or the land lease with an English translation attached must be submitted. Applicants are required to attach this information. This information should be submitted using the document titled “Construction Drawings” in the Full Announcement section of grants.gov.

### **Evaluation Criteria**

#### **Evaluation Criteria 1: United States Organization**

**The applicant must demonstrate a strong, continuing supportive relationship with the OSI. Evidence of this relationship is measured by the following elements.**

##### **1. Organizational Purpose:**

A single page with the names of the U.S. organization (USO) and the Overseas Institution (OSI) sponsored clearly identified. Include a brief summary of the U.S. organization’s purpose, and how the sponsorship of the Overseas Institution promotes that purpose. If the USO and OSI are part of the same entity, clearly state.

##### **2. Historical Support to Overseas Institution:**

Provide a detailed description not to exceed two pages of any historical support provided to the sponsored overseas organization. This should include financial, policy, management oversight, curriculum development, management and any other program and technical support. If historical support includes USAID sources, please specify what portion of historical support is from USAID sources.

##### **3. Planned Future Support:**

Provide a brief summary not to exceed one page of how you intend to continue to provide support including planned support from other than USAID sources.

**4. Expected Impact:**

Applicants will be expected to establish a monitoring and evaluation plan. In four (4) pages or less the Applications should outline expected results and the mechanisms proposed to monitor and measure progress and achievements.

**5. Management and Financial Capacity:**

Provide a description of the organization’s management and financial capacity not to exceed six pages. This description should identify the experience of the organization’s management as a whole and the amount of time currently dedicated to the USO and to the supported institution. A list of the Board of Directors showing name and nationality must be provided. For those with dual citizenship, provide the nationality based on their current country of residence. Include the resume of the principal officer(s) of the applicant. Include the most recent audit (A-133 audit if already receiving federal awards) of the U.S. organization. If there are audit findings, attach a copy of management’s response to these findings and your management letter. If the last audit is greater than 2 years from the application date, also include the most recent copy of the organization Form 990 and a copy of the latest unaudited financial statement. Applicants are required to attach this information. These documents should be submitted using the document titled **“USO Additional Information”** in the Full Announcement section on grants.gov

A sample list for the Board of Directors is below:

Count	Name of Member	Nationality of Member
1		
2		
3		
4		
5		
6		
7		
8		
9		

**Evaluation Criteria 2: Overseas Institution**

**Institutions are expected to reflect favorably upon and to increase understanding of the United States.**

**American Ideas and Practices:**

Describe how the institution promotes American Ideas and Practices through its education and research. Be specific about how American techniques and methods are adopted to serve the needs of the target population, and describe the institution’s role in improving educational and/or medical standards. Do not exceed four pages.

**A hospital center, in addition to being a treatment facility, must be involved in medical education and research. Programs for post-graduate training of staff in the United States and programs for the exchange of personnel with American institutions will be regarded as evidence of ability to demonstrate American ideas and practices in medicine.**

### Medical Facilities:

Describe the type of medical facility, the training and research programs offered and its rate structures. Also provide information on the patients served, outreach programs and the level of services offered. (See sample below)

Annual Total Inpatients	
Annual Total Outpatients	
Annual Persons served by Outreach Programs	
Number of Beds all facilities	
Number of Beds in facility to be funded	
Rate of Occupancy	
Daily Bed Cost	

**An existing OSI must demonstrate competence in professional skills and must exhibit sound management and financial practices. A USO for an OSI must demonstrate the ability to achieve professional competence and to operate in accordance with sound management and financial practices.**

### Management and Financial Capacity:

Provide a list of the OSI's Board of Directors and include a description of the organization's management capacity. Include the resume of the principal officer(s) of the project. In addition, include the most recent audit of the OSI. If there are audit findings, attach a copy of management's response to these findings and the management letter. Applicants are required to attach this information. These documents should be submitted using the document titled "**OSI Additional Information**" in the Full Announcement section on grants.gov

### Evaluation Criteria 3: Project

**A USO requesting capital construction assistance must be able to demonstrate a firm estimate of the total cost for which assistance is requested. An applicant must also be able to demonstrate that the land on which construction is planned has proper assurances.**

#### 1. Project Description:

Provide a description of the project to be funded and how the project relates to the OSI's long term strategic plan, and how it will further promote American ideas and practices. If the proposed project is part of a larger project, first provide a description of the larger project and then a description of the precise component of that project that is to be funded. Also provide a project summary as shown in the example below.

Type of Project	<i>Construction and Renovation</i>
Amount Requested from ASHA in USD	<i>\$500,000</i>
USO Provided Cost Sharing in USD	<i>\$100,000</i>
OSI Provided Cost Sharing in USD	<i>\$150,000</i>
Other Source Cost Sharing in USD	<i>\$10,000</i>
Total Project Cost in USD	<i>\$750,000</i>
Amount Raised to Date	<i>\$250,000</i>
Balance of Funds Needed	<i>\$500,000</i>
Firm or Estimated Costs	<i>Firm</i>
Architect Firm ( <i>enter name for Building projects</i> )	<i>ABC Architectural Services</i>
Host Country Approval Needed ( <i>Yes or No</i> )	<i>Yes</i>
Host Country Approval Received ( <i>Yes or No</i> )	<i>Yes</i>

## 2. Need:

Provide a description of why the project is needed. A need can include lack of available access, services and/or resources. Not to exceed one page.

## 3. Benefits and Expected Results:

Provide a detailed description of the expected benefits from the project. This should include additional students and other users benefited, improvements to the provision of service and how it is expected to influence the beneficiaries in the short and long term. Benefits can also include overall influence on policy in education and health. Not to exceed two pages.

## 4. Oversight and Project Management:

Provide a description of the procurement process, for construction projects identify the architect firm and planned contractor if already selected. Also, provide the name and resume of the person responsible for the project supervision.

## 5. Sustainability of Project:

Provide information on the ability of the institution to maintain the planned project after procurement. This should include the qualifications of the staff, any external maintenance contractor and the source of recurring costs for the project. The OSI must be able to demonstrate that they currently have the capacity or have the ability to acquire the capacity to maintain the project over time.

## 6. Construction/Renovation Projects Only

1. Provide a narrative of the construction timeline and attach the Construction Drawings. Applicants are required to attach this information. This information should be submitted using the document titled "**Construction Drawings**" in the Full Announcement section on grants.gov.
2. Provide details of all host country approvals needed and status of these approvals for the construction

or renovation project

3. Provide a one page description of the land to be used for the proposed project as it sits inside the existing physical plant or on other discreet land acquired for this purpose. This must include square footage of the property and information on existing levels of site preparations, i.e., has the existing land already been prepared and has the available roads, storm water management, water/sewer, etc. or not.

#### **Evaluation Criteria 4: Cost Effectiveness and Realism**

Cost has not been assigned a score but will be evaluated for cost reasonableness, allocability, allowability, cost effectiveness and realism, adequacy of budget detail and financial feasibility.

#### **Evaluation Criteria 5: Past Performance**

An applicant's past performance can serve as an indicator of the quality of its future performance. An applicant must provide a list of all its contracts, grants, or cooperative agreements involving similar or related programs during the past three years. The reference information for these awards must include the performance location, award number (if available), a brief description of the work performed, and a point of contact list with current telephone numbers.

#### **Evaluation Criteria 6: USAID Branding Strategy and Marking**

**Branding Strategy and Marking Requirements** for this program will conform to ADS 320.3 (effective 01/08/2007 and revised 05/05/2009).

It is a federal statutory and regulatory requirement that all USAID programs, projects, activities, public communications, and commodities that USAID partially or fully funds under a USAID grant or cooperative agreement or other assistance award or sub-award, must be marked appropriately overseas with the USAID Identity. USAID will require the submission of a Branding Strategy and Marking Plan by the apparent successful applicants under this RFA. For more information see:

<http://www.usaid.gov/branding/assistance.html>

The aforementioned material must be attached using the document titled "**Project to be Funded**" in the full Announcement section of grants.gov and should not exceed three pages.

#### **D. Cost Application Format**

Cost applications must be submitted separately from the technical application using OMB Form(s) 424A and 424C based on whether your project is for non-construction, construction or a combination. ASHA funding supports costs for primarily direct capital acquisitions. ASHA funding does not fund indirect costs. The supported items include:

1. **Professional Services for Construction and Renovation Projects – This includes architectural and project management.**
2. **Construction – Cost of new construction.**
3. **Renovation – Cost of renovation of existing buildings.**
4. **Equipment and Furnishings – Medical and education equipment and furnishings. This can include**

**library materials, and specialized medical and research technology.**

**5. Program Support - This is primarily limited to the cost of GAO and USAID required audits.**

ASHA specifically will not fund the costs of the U.S. Organization. Applicants are expected to fund direct operational costs and indirect costs from other sources and expected to demonstrate they have the capacity to continue to support their planned activity without further USAID support.

**Commodities** - For all planned acquisition of commodities, provide a procurement plan that includes a detailed list, estimated price and source of each item. The dollar amount on the commodities list must match the amount attached on the cost proposal. The amount can be a total acquisition budget, for example the grantee requests ASHA to fund 50% with a cost share of 50% or it can be only the items that you are requesting that ASHA fund. A sample commodities list is below:

**Source and Origin Requirements** - Goods and services procured under this USAID-financed award shall have their source and origin in the United States of America—Code 000 or the host country.

<b>DESCRIPTION</b>	<b>Number of Units</b>	<b>Cost</b>	<b>Source</b>
Desktop Computers	20	\$25,000	US
Servers	2	\$25,000	US
MRI	1	\$1,400,000	US
<b>TOTAL</b>		<b>\$1,450,000</b>	

The USAID Commodity Eligibility Listing indicates USAID's current position on the eligibility or ineligibility of commodities for USAID financing. Please visit the website provided below for additional guidance/information.

<http://www.usaid.gov/policy/ads/300/31251m.pdf>

The following sections describe the documentation that must be submitted to support the project request.

1. Provide a one page narrative of your cost proposal.  
Applicants are required to attach a detailed narrative, please utilize document titled **“Grantee Budget Information”** in the Full Announcement section on Grants.gov.
2. A summary of the budget must be submitted using the Standard Form 424A for all non-construction portions of your request. The amounts included here must match the amounts included in the procurement plan for commodities. These forms are included in the Full Announcement section on grants.gov
3. The ASHA program will fund allowable and allocable costs for construction and non-construction projects. All other costs can be included as matching funding provided by the USO and/or OSI. The ASHA program has no statutory formula or matching requirements. However, cost-sharing by the U.S. sponsoring organizations and their overseas institutions are requested in the grant application. Demonstrated cost-sharing reflects favorably on the applicants request for assistance.

## Section V Application Review information

**Evaluation Procedures** - Upon receipt of applications the following procedures will be used to judge whether funding will be provided.

1. Applications will undergo preliminary review by USAID staff for completeness and responsiveness. Applications that are incomplete and/or late or applications that are specifically pre-determined to not meet ASHA criteria will not be considered in the review process. Applications that are not evaluated will be notified that they have not been considered for funding.
2. Applications that are considered will be reviewed by USAID and independent panels of experts in the medical, education and financing fields based on the criteria. These applications will be evaluated using the numerical weighting described below.

CRITERIA	Maximum Points
<b>1. Technical Merit:</b>	
<b>US Organization:</b>	<b>25</b>
<ul style="list-style-type: none"> <li>a) Strength of the USO/OSI relationship</li> <li>b) USO Management Capabilities and Financial Capacity</li> </ul>	
<b>Overseas Institution:</b>	<b>25</b>
<ul style="list-style-type: none"> <li>a) American Ideas and Practices, Openness and Quality</li> <li>b) Medical Education and Research</li> <li>c) OSI Management Capabilities and Financial Capacity</li> </ul>	
<b>Project:</b>	<b>30</b>
<ul style="list-style-type: none"> <li>a) Project Description</li> <li>b) Need for and Benefit of the proposed project</li> <li>c) Project Oversight and Sustainability</li> <li>d) Construction (if applicable)</li> </ul>	
<b>2. Cost Effectiveness and Realism</b>	<b>See pg. 15</b>
<b>3. Past Performance</b>	<b>10</b>
<b>4. Branding Strategy and Marking Plan</b>	<b>10</b>

### **Other Considerations**

1. As stated in the criteria, to help achieve the objectives of the Foreign Assistance Act and ensure that the American Schools and Hospitals Abroad program is as geographically balanced as possible, special consideration will be given to applicants for institutions which increase the geographic distribution of the program and contribute to the economic and social progress of areas that are the focus of USAID's development efforts.

## 2. **Cost Share**

Cost sharing is an important element of the USAID-recipient relationship. Although not required, applicants are encouraged to contribute resources from its own, private, or local sources for the implementation of this project. Contributions can be either cash or in kind (in accordance with OMB Circular A-110 and 22 CFR 226.23).

## 3. **Gender Consideration**

Initiatives supported under this Project should treat gender considerations and relevant socio-economic considerations as core factors to be incorporated throughout policy formulation, planning, evaluation, decision making procedures and implementation. In addition, gender mainstreaming involves giving attention to gender equality in relation to institutional practices that set the overall conditions for conservation and development.

## **Section VI Award and Administration Information**

### **A. Award Notification**

1. Following selection for award, a successful applicant will receive an electronic copy of the notice of award signed by the Agreement Officer which serves as the authorizing document. USAID will issue the award to the contacts specified by the applicant in its application documents and /or the Authorized Individuals submitted by the application.
2. The applicable Standard Provisions that will apply in any resulting award documents can be viewed or downloaded from USAID's website:  
<http://www.usaid.gov/policy/ads/300/303/.pdf>

### **B. Proposed Award Information**

#### **1. Award Negotiations**

Recipients are required to provide an accurate description of the activity for which assistance is proposed, a reasonably firm estimate of the costs to the government and a financial plan for obtaining all of the measures needed to complete the project as proposed, or as it may be reviewed during negotiations. Pre-award surveys of the financial management and procurement practices of new grantees or grantees that have not received an ASHA award in the past five years also may be required.

As the proposed amount of the USAID grant may be less than requested in your application, USAID and the Recipient must review, together, the scope of the proposed project and identify how the organization will obtain sufficient resources to complete the project as proposed or revise it in order to achieve mutual objectives. To commence this process the following should be provided:

- a. Revised Budget/Financial Plan
- b. Construction and/or Renovation Timetable
- c. Performance Management Plan (PMP)
- d. Marking Policy

**Additional instructions will be provided upon application approval.**

## **2. Letter of Credit (LOC)**

Letter of Credit is a method of advance payment for qualifying organizations under assistance agreements and certain contract awards that is negotiated and authorized by the Contracts or Agreement Officer. The Department of Health and Human Services (DHHS) is responsible for the payment and liquidation processes of USAID agreements using this method of financing.

While the award instrument authorizes the LOC, the LOC is a separate agreement between the organization and USAID. The terms and conditions of the LOC are cited within the LOC instructions issued by Bureau of Management, Office of Financial Management, Cash Management and Payment Division, Grants and Interagency Billings Team (M/FM/CMP/GIB) and the general operating requirements imposed by the USAID LOC servicing agent.

## **3. Financial Reporting**

Recipients will comply with the financial reporting requirements in accordance with 22 CFR 226. In addition, the recipient will submit to the USAID Agreement Officer Technical Representative (AOTR), a quarterly financial report that specifically includes line item budgets, expenditures and accruals, and a pipeline (balance remaining). A table with expenditures and accruals will be submitted to the AOTR no less than 30 days after the end of each fiscal year quarter through the life of the project. The grantee shall submit these forms in the following manner:

- (a) The SF 272 and 272a (if necessary) must be submitted via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>). A copy of this form shall also be submitted at the same time to the Agreement Officer and the AOTR via email to [ashareports@usaid.gov](mailto:ashareports@usaid.gov).
- (b) The SF 425 or 425a (as appropriate) shall be submitted to the AOTR with one copy to the Agreement Officer via email to [ashareports@usaid.gov](mailto:ashareports@usaid.gov).
- (c) In accordance with the 22 CFR 226.70-72, the original and two copies of all final financial reports shall be submitted to M/CFO and the AOTR. The electronic version of the final SF 272 or 272a shall be submitted to HHS in accordance with paragraph (a) above.

In addition to the quarterly reporting recipients will be required to submit annual financial statements, outlining the information described above. Submission of an annual IRS Form 990 will also be required. These annual reports shall be submitted to the AOTR via email to [ashareports@usaid.gov](mailto:ashareports@usaid.gov).

## **4. Program Reporting**

Program Reports are required to be submitted quarterly and shall contain the following information:

- (a) One Narrative-Timeline (NTL) and Progress Report for each activity described in the Project Description portion of the application, using form AID 1570-13.
- (b) When applicable, recipient shall use a Report on Commodities (ROC) using form AID-1570-14.

Recipient must submit one signed digital copy of the program reports to the AOIR via email at [ashareports@usaid.gov](mailto:ashareports@usaid.gov).

## 5. Final Report

The Recipient shall submit the original copy to M/CFO/CMP and electronic copy to the AOIR, and a copy, preferably electronic or paper form of final documents to one of the following: (a) Via E-mail: [docsubmit@dec.cdie.org](mailto:docsubmit@dec.cdie.org); (b) Via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210 Silver Spring, MD 20910, USA; (c) Via Fax: (301) 588-7787; or (d) Online:

<http://www.dec.org/index.cfm?fuseaction=docSubmit.home>.

The final project report is due within 90 days after the completion of the award and shall contain the following information:

- a) Federal Financial Report form 425 (SF 425) marked "FINAL", which accounts for all funds provided under the Award;
- b) Minimum of three digital photos of the project/equipment (before and after construction projects);
- c) If appropriate, a Report on Commodities (ROC) marked "FINAL"; and,
- d) A Final Project Report and Evaluation (FPRE) form.

If the Recipient is committed for more than 90 days to withhold final payment to a contractor or vendor in order to determine the acceptability of the services or product, the Recipient must request an extension to the Project Assistance Completion Date (PACD).

## 6. Audits

In accordance with the provisions of OMB Circular A-133 (Revised June 27, 2003 and June 26, 2007), Audits of States, Local Governments, and Non-Profit Organizations, nonfederal entities that receive financial assistance of \$500,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Non-federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

Foreign non-profit organizations, host governments, and sub-recipients that expend \$300,000 or more in USAID awards (i.e., organizations that receive USAID funds either directly or through a prime contractor or recipient) during their fiscal year, must have an annual audit conducted of those funds in accordance with the **Guidelines for Financial Audits Contracted by Foreign Recipients** as issued in USAID's official Agency regulations ADS Chapter 591.

## 7. Initial Environment Examination for Facilities Constructed or Renovated and Specific Commodities Procured under USAID/ASHA Grants.

- a. Grantees who have construction or renovation components in their grants shall submit a Country-level Initial Environmental Examination (IEE) to USAID/ASHA for the proposed sites when requesting approval of preliminary drawings or at any other time as may be specified by USAID/ASHA. The Country IEE will supplement the Programmatic Initial Environmental Examination (P-IEE) at the global ASHA program level with a country and regionally-specific biophysical and social context. The Architectural Engineer Designer or a qualified Environmental Engineer or Environmental Impact Professional may conduct this Examination.

(Please contact Ms. Ebony S. Simmons via email at [esimmons@usaid.gov](mailto:esimmons@usaid.gov) for a copy of the Programmatic Initial Environmental Examination – PIEE document)

- b. At a minimum, the IEE shall include the following:
  1. Completed USAID/ASHA “Country Initial Environmental Examination (IEE)” supplementing the P-IEE described above (the P-IEE is an applicable document)
  2. Site plan and map showing the location of the facility (or facilities) to be constructed or renovated within the social and geographic context (to include map of protected forested areas, rivers, lakes or other biophysical resources as well as any significant cultural resources. For new construction, the plan shall indicate existing and finished contours.
  3. Photographs showing the existing conditions.
- c. The writer of the IEE shall submit a certificate stating that the approach or methodology employed to accomplish the proposed construction or renovation will be, at a minimum, in compliance with the Environmental Regulations of the cooperating country.
- d. After reviewing the IEE, USAID/ASHA will require the **United States Sponsoring Organization (USO)** and/or its **Overseas Institution (OSI)** to include specific environmental protection actions in the construction or renovation contract documents.
- e. Grantees will have to include necessary funding and well managed workplan for meeting these requirements over the life of the program.
- f. The construction site plans shall prominently display the following directive in bold letters: **“The Contractor shall comply with the appropriate contract clauses and cooperating country environmental compliance regulations to protect the environmental resources”**

## 8. Records

In accordance with 22 CFR Part 226.53, grantees are to maintain accounting records for a minimum of 3 years after the end of the date of submission of the final expenditure report. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.

**Section VII Agency Contacts**

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Grants Management Specialist  
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**Section VIII Other Information**

USAID reserves the right to fund any or none of the applications submitted.