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RFA Questions Due: Sept. 27, 2010, 11:00AM

Questions Response Due: Oct. 7, 2010

Date and Time for Application Submission: Oct. 27, 2010 at 10:00a.m. EST

**Subject: Request for Applications (RFA) Number: RFA-OAA-10-000011
Vocational Training and Education for Clean Energy (VOC TEC)
*Leader with Associates (LWA) Cooperative Agreement***

Ladies and Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for Assistance Agreements to bolster the capacity of local stakeholders to sustain renewable energy investments, primarily in decentralized clean energy technologies and hybrid renewable energy-hydrocarbon systems. The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

USAID intends to award a worldwide Leader with Associate (LWA) Cooperative Agreement for the VOC TEC Program. The LWA agreement may be with a single institution or with a consortium of institutions. USAID estimates that the USAID/EGAT Energy Team contribution to this agreement will total approximately \$3 million dollars over a five-year period from approximately FY2010 to FY2015. USAID anticipates the total ceiling will be \$10 million (\$3 million to the Leader Award and \$7 million towards the Associate Awards).

In this RFA, the terms “LWA Cooperative Agreement,” “Cooperative Agreement,” and “Award” are synonymous.

Once the LWA is awarded, USAID Missions and Bureaus will be able to develop their own stand alone cooperative agreements or Associate Awards with the Leader Award holder without repeating the competition process, given the Associate Award fits within the terms and scope of the Leader Award in accordance with ADS 303. The Agreement Officer in the operating unit issuing the Associate Award and the Leader Award Agreement Officer’s Technical Representative (AOTR) will jointly determine whether the program description of the Associate Award is consistent with the Leader Award program description. Each Associate Award will be awarded to the recipient of the Leader Award. Associate Awards can only be issued to the recipient of a Leader Award.

Awards will be made to the responsible applicants per the Evaluation Criteria provided in this RFA, based on technical merits and cost effectiveness. 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, award of any LWA Cooperative Agreements is subject to the availability of funds.

for costs incurred in the preparation and submission of an application. In addition, award of any LWA Cooperative Agreements is subject to the availability of funds.

While for-profit firms may participate, pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments such as cooperative agreements. However, all reasonable, allocable, and allowable expenses, both direct and indirect, 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 for-profit organizations), may be paid under the LWA Cooperative 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.

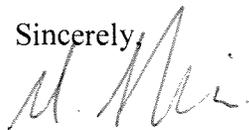
All guidance included in this RFA takes precedence over any reference documents referred to in the RFA. Any clarification questions concerning this RFA should be submitted via email to voctec1wa@usaid.gov by the date listed above. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

If there are problems in downloading the RFA from the Internet, please contact the federal grants help desk at 1.800.518.4726 or support@grants.gov for technical assistance.

The applicant shall submit applications in accordance with instructions contained in Section IV of this RFA via email at voctec1wa@usaid.gov by the date and time listed above. Late or incomplete applications may be considered at the discretion of the Agreement Officer pursuant to ADS 303.3.6.7. Applications must be directly responsive to the terms and conditions of this RFA. Telegraphic or fax applications are not authorized for this RFA and will not be accepted.

This RFA and any future amendments can be downloaded from <http://www.grants.gov>. By submitting an application in response to this RFA, applicants acknowledge receipt of any amendments to 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.

Sincerely,



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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

The purpose of this program--**VOC**ational Training and Education for Clean energy, or VOC TEC—is to bolster the capacity of local stakeholders to sustain renewable energy investments, primarily in decentralized clean energy technologies and hybrid renewable energy-hydrocarbon systems. Experience in many countries confirms that there is a dire need for local, skilled system assemblers, designers/installers and maintenance engineers/technicians. Demand for electricity in most USAID-assisted countries is increasing, and concerns over climate change, energy security, and energy poverty are likely to increase funding in renewable energy technologies. As such, there will be ever greater need to ensure that host countries have the ability to assemble, design, install, operate and maintain such systems. The VOC TEC program will enable USAID to take a leadership role in promoting and sustaining clean energy investments by designing and delivering vocational training and degree programs on the assembly, design, operation and maintenance of hybrid and renewable energy systems.

The focus of the program will be on distributed energy systems, specifically wind, solar PV, micro-hydro, and hybrid energy systems utilizing any of these three technologies along with fossil-fueled generators. Emphasis will be on developing local capacity to assemble, design, install, operate, and maintain facility-specific or community-level micro-grid systems. Training programs may also address the financial/budgeting requirements, enterprise development, and community organization skills required to ensure that clean energy systems are appropriately tailored to local needs and resources and that such systems will be both technically and economically viable and sustainable. In the case of solar PV and wind, applicants will also be expected to be able to provide instruction on the preparation of foundations and installation of relevant equipment for grid-connected installations. The VOC TEC program will be global in nature, open to USAID missions worldwide. It is likely that some activities may be conducted in post-conflict or post-disaster locations such as Liberia, as well as in critical priority countries such as Afghanistan. This and subsequent activities will be made subject to the availability of funds.

A. BACKGROUND FOR THE VOCATIONAL TRAINING AND EDUCATION FOR CLEAN ENERGY PROGRAM

The basic premise for the VOC TEC program stems from the following core principles:

1. Addressing energy security, energy poverty and global climate change concerns will require a substantial expansion of renewable energy supplies in developing countries.

According to the World Energy Outlook 2009, nearly 1.5 billion people in the developing world currently lack access to electricity. Rural energy access in sub-Saharan Africa averages only 11%, impeding development goals in economic growth, education, health and other priority areas. In order to meet the electricity demand of unserved populations as well as projected future economic and population growth without compounding global warming, all countries will need to develop low-carbon growth scenarios that will require substantial expansion of renewable

energy supplies, including solar, wind, and hydro. Desire to insulate local economies from fuel price shocks and geopolitical tensions will also lead many countries to seek to develop indigenous energy resources, including renewable energy supplies.

2. Many previous renewable energy programs in developing countries have proven unsustainable due to lack of local capacity to manufacture, design, install, budget for, and maintain renewable energy systems.

Numerous studies, conducted by USAID and other international donors, have noted the poor performance of many renewable energy systems in developing countries. In many USAID-assisted countries, local energy service companies are weak or non-existent, training opportunities limited, and educational facilities underdeveloped, inhibiting the development of the energy sector, particularly the use of renewable technologies. Any efforts to bolster successful uptake and adoption of clean energy technologies must incorporate capacity building to ensure that local personnel understand how the technologies operate, the costs of using them, and how to use and maintain the systems properly.

3. Specialized technical education and training are necessary to build local capacity to successfully assemble, design, install, operate, and maintain clean energy systems, which often involve new technologies unfamiliar to host country communities and policymakers. Building local capacity will require educating policymakers and community leaders on the importance of energy system maintenance to sustain energy investments; helping them develop/plan the fiscal resources to adequately fund clean energy system operation and maintenance; developing and delivering vocational training and course curricula; creating in-country training facilities and training host country instructors; assisting local institutions to obtain accreditation/certification for trainings/curricula; and forging alliances between equipment vendors/manufacturers and local training institutions to foster long-term sustainability of energy systems.

B. PROGRAM DESCRIPTION: ANTICIPATED Core VOC TEC Activities

For the purposes of this RFA, clean or renewable energy specifically refers to wind, solar PV, and micro-hydro systems. Please note that USAID may change or alter any of the specific deliverable goals required below at any time prior to or during the life of the award.

- *Assessments and Program Design* for the purposes of evaluating the current state of vocational education and training for renewable and hybrid energy system technicians in designated countries and developing specific recommendations for programming. USAID anticipates a requirement of four (4) Assessments/Program Designs to be submitted by the awardee over the course of the LWA. Assessments should outline the technical needs of existing and planned clean energy technology investments; the capacity of local communities to budget for operation and maintenance of planned investments; the capacity of local actors and institutions to assemble, design, install, operate and maintain renewable and hybrid energy systems; the capacity of local institutions to provide relevant technical training on the assembly, design, installation, operation and maintenance of selected technologies; relevant programs of

other donors; and strategies and priorities for vocational education and technical skills development programming. To the extent possible program design should strive to adapt pre-existing training programs and curricula to host country conditions, rather than create new courses from scratch. Assessments and program design activities may involve USAID personnel working with technical experts from the LWA awardee.

- *Development and delivery of curricula for short-term technician training as well as longer-term technical courses for degree or certificate-awarding institutions.* Such courses/curricula should address core technical and safety concepts related to the assembly, design, installation, operation and maintenance of renewable and renewable/hybrid energy systems. Depending upon the needs of the specific country and training cohort, curricula may need to incorporate instruction on fundamental topics, such as basics of electricity and electrical wiring, in addition to more specialized technical training. Sample topics may include understanding/analyzing resource data (i.e., wind maps, solar insolation charts, etc); design, installation, operation and management of battery banks used in conjunction with clean energy systems; design, installation, operation and maintenance of site-specific systems or community-level micro-grids utilizing renewable energy technologies (including as part of hybrid systems incorporating a generator); foundation preparation for grid-connected wind farms; installation of solar PV modules for on-grid sites; assembly of specified clean energy system components, etc. Training should include both classroom and lab/fieldwork components to ensure trainees gain practical hands-on experience. Curricula may also need to incorporate fundamental business skills to assist trainees in developing businesses around their new technical skills. Curricula/materials may need to be designed for trainees of varying skill and educational levels, and should include innovative multi-media applications. All curricula/training developed under the VOC-TEC program must take gender considerations into account in the design, delivery, and impact monitoring of training.
- *Development and delivery of training curricula on critical economic and financial issues impacting the operations and sustainability of clean energy systems.* Sustainability of clean energy systems requires not only technical competence to ensure the systems are designed, installed, and operated properly, but also the ability to understand and budget for the financial requirements of operation and maintenance. Relevant courses/curricula should address the costing of renewable energy systems, including design, installation, hardware, operation and maintenance. Technical staff should be able to forecast operating and maintenance expenses, in order to help policymakers and communities understand and budget for system sustainability and in order to develop cost-effective maintenance contracts. Training/curricula may also be required to help technicians deliver such services on a private basis in a sustainable manner.
- *Development and delivery of training curricula on critical economic and financial issues for policymakers and community leaders.* USAID anticipates that the awardee will develop at least two (2) curricula over the course of the LWA. While the focus of the VOC TEC program is on technician-level training, local decision-makers should also understand the capacity constraints and funding requirements of any clean energy system installed in their communities. Training topics may include costing and budgeting for clean energy investments; costing and budgeting for clean energy system operation and maintenance, including labor costs; strategies for community outreach and mobilization to support clean energy investments; strategies for designing affordable tariffs for community micro-grids, etc.

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- *Training of trainers and mentoring of local instructors* who will be able to conduct and adapt, without follow-on assistance, future delivery of any trainings or courses. Training may include both classroom and field-based instruction, and should cover technical course content as well as teaching techniques. Trainers/instructors should be taught to deliver all relevant curricula and materials developed under the VOC TEC program, how to integrate new materials to keep curricula up-to-date, and how to evaluate student comprehension of courses/training.
- *Development of training centers, including procurement of relevant training equipment.* Vocational education requires hands-on training on actual equipment (i.e., wind and micro-hydro turbines, PV modules/charge controllers/inverters, battery systems, etc). LWA applicants will be expected to have access to US or foreign-based training facilities they can use for training purposes (for wind, solar PV, micro-hydro and hybrid systems including generators) as well as the ability to help set up and procure equipment for such facilities in USAID-assisted countries.
- *Hands-on training either in-country or at facilities in the US or abroad.* USAID clean energy programs, as well as programs in other sectors such as health and education, may require short-term, practical training on equipment provided by USAID or other donors. For example, the President's Emergency Program for AIDS Relief (PEPFAR) purchases solar PV and/or battery/inverter systems for remote health clinics in numerous countries. Local technicians often require basic training on how to monitor and provide basic maintenance services for the systems. More advanced training may be needed to develop a local cadre of installers or to build local capacity to assemble critical clean energy system components. Deliverables for training activities will include a report that summarizes training objectives, content, and participant feedback; as well as any training materials including reports, videos, power points, etc. that are used for the training. In some cases training sessions may need to be filmed for educational or promotional purposes. LWA applicants must have the ability to handle all course and travel logistics for trainers and trainees, including obtaining J-1 visas for any training conducted for foreign nationals in the United States.
- *Accreditation or certification of vocational education and training programs and instructors.* LWA applicants should be prepared to assist local partners to obtain credentials for any vocational education and technical training programs by relevant national and/or international bodies. This work may also include helping national authorities to develop or adopt relevant technical standards.
- *Identification and Dissemination of Best Practices and Lessons Learned* to advance the state of knowledge in promoting vocational education and skills training for clean energy technologies. Activities may include: conducting research studies on the state of the art practices; analyzing best practices and lessons learned for particular types of courses, program approaches, or technologies; producing written reports and other materials (videos, etc) to share information and analysis; adapting existing curricula/modules/materials for use in USAID-assisted countries; translating curricula/modules/materials and sharing the translations with relevant institutions; organizing workshops, conferences, and other fora to improve upon or share information and analysis; and conducting information campaigns to disseminate and share knowledge and analysis and advance the state of the art. The applicant will develop a program website as a primary vehicle for disseminating best practices, as well as program activities, findings, and impact. Ideally, the website will be integrated into USAID's primary external site; however, if this proves to be non-feasible, the prime partner will follow all USAID/EGAT guidance for

development of external websites. The prime partner will work with EGAT, USAID Missions, and other stakeholders to ensure up-to-date information on all programs is available on the site.

- *Development of Gender-Conscious Programming* The VOC TEC Program will promote the full participation of women in vocational education curriculum development and training. Cultural traditions coupled with income, time, education and language constraints can limit women's access to facilities, training and employment in energy-related areas. Furthermore, men and women may apply different knowledge, abilities, and approaches to the use of energy and acquisition of new technical skills. Specific interventions will be designed to overcome barriers preventing women from developing the skills necessary to assemble, design, install, operate and maintain clean energy systems, as well as from obtaining the expertise and credentials needed to develop training and curricula for such vocational programs. All VOC TEC activities will strive to meet the needs of men and women as well as other disadvantaged groups.

SECTION II – AWARD INFORMATION

(1) Estimated Funding Level

Subject to the availability of funds, USAID intends to award a Leader Award for up to \$3,000,000 to the VOC TEC Activity over a five-year period. Additional funds from missions via Associate Awards are anticipated not to exceed a ceiling of \$7,000,000. However, there is no guarantee on the number of awards to be issued nor the total amount expended. The Leader and Associate Awards shall specify the Total Estimated Award (TEA) amount for the Cooperative Agreement allocated over the five (5) year period. USAID reserves the right to fund any or none of the applications submitted.

USAID may award without discussions. Therefore, each application should contain the applicant's best terms from a technical and cost standpoint. However, USAID reserves the right to hold discussions if deemed necessary.

(2) Anticipated Start Date and Performance Period

USAID anticipates a start date on or about December, 2010 and a performance period of five years.

(3) Award Type and Substantial Involvement

Award Type: USAID anticipates awarding one Leader with Associate (LWA) Cooperative Agreement for the VOC TEC Program. Subject to the availability of funds, approximately \$3,000,000 will be available for the VOC TEC LWA Leader Award. Associate Awards totaling approximately \$7,000,000 are expected but actual activity funding will depend on field demand.

Substantial Involvement: USAID's substantial involvement during the administration of the Leader Award is to assist the recipient in achieving the supported objectives of the cooperative agreement. If delegated by the Agreement Officer, the substantial involvement of the AOTR during the administration of the Leader Award Cooperative Agreement will be limited to:

- A. AOTR review and approval of annual implementation plans for the Leader Award;
- B. Approval of specified key personnel: The Program Manager, Solar PV Manager, Wind Manager and the Hydro Activity Manager are designated as key personnel and will require USAID approval;
- C. Agency and Recipient Collaboration or Joint Participation includes:
 - i. AO approval of subawards;
 - ii. AOTR approval of Recipients monitoring and evaluation plan.

ASSOCIATE AWARDS: Specific substantial involvement provisions, if any, for Associate Awards will be identified for each award. These provisions may include (A) Approval of recipient's implementation plans; (B) Approval of specified key personnel; and (C) Agency and recipient collaboration, joint participation or approvals. The terms for the associate awards should be consistent with the leader award.

SECTION III - ELIGIBILITY INFORMATION

(1) Types of entities that may apply

The VOC TEC LWA will be fully competed, and competition is unrestricted. For-profit businesses must waive profits and/or fees to be eligible to submit an application. Faith-based and community organizations are eligible to apply. USAID encourages applications from new partners.

(2) Cost Sharing and Leveraging

A minimum cost share of 5% is required. The purpose of this requirement is to give the recipient a financial stake in the program it will be managing. Because of the length of activities under the LWA the 5% requirement will not unduly burden the applicant.

The application should clearly indicate the partnership's own commitment to and process for obtaining cost share. The application should indicate the source of internal or external funding/other contribution available to supplement USAID funding in order to meet proposed objectives, and comment on status of such funding (i.e. in-hand, committed or plans to obtain).

Leveraging represents all of the non-USAID resources that are expected to be applied to a program. It may include cost sharing, but may also include resources that third-parties bring to the program without necessarily providing them to the recipient. These parties may include the host government, private foundations, businesses, or individuals. The recipient is not responsible for any leveraging in excess of the agreed-upon cost share.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

(1) APPLICATION PACKAGE AVAILABILITY

All application materials are contained in or referenced in this RFA and available on www.grants.gov. If there are problems in downloading the RFA from www.grants.gov, please contact the Federal Grants Help Desk at 1-800-518-4726 or support@grants.gov for technical assistance.

(2) CONTENT AND FORM OF APPLICATION SUBMISSION

a) Form of Application Submission

The chart below lists each element required for submission of a complete application.

What to submit	Required content	Required form or format
A. Application for Federal Assistance	Per required form, as described in Section IV.(2)A.	SF-424
B. Technical Application	Narrative as described in Section IV.(2)B.	Word
C. Cost Application <ul style="list-style-type: none"> • Budget Information – Non-construction Programs • Cost spreadsheets • Budget narrative • Supporting Documentation 	Per required form, as described in Section IV.(3)C As described in Section IV.(3)C. As described in Section IV.(3)C As described in Section IV.(3)	SF-424A Excel Word
D. Certifications, Assurances, and Other Statements of the Recipient <ul style="list-style-type: none"> • Assurances-Non-construction Programs • Certifications, Assurances, and Other Statements of the Recipient (May 2006) 	Per required form, as described in Section IV.(3)D Per required format, as described in Section IV(3)D	SF-424B Format available with RFA at www.grants.gov

b) Content of Application Submission

All applications received by the date and time indicated in the cover letter will be reviewed for responsiveness to the specifications outlined in this RFA. To facilitate the competitive review of the applications, USAID will consider only applications conforming to the format prescribed below.

Other instructions:

- a. Applications must be prepared in English.
- b. Narrative portions of the application must be prepared in Microsoft Word in Times New Roman in font size 12. The budget portions of the cost application must be prepared in Microsoft Excel with formulas accessible. Certifications and other signed pages may be submitted in Adobe Acrobat.
- c. Page size cannot exceed 8 ½ x 11” for the technical application and 8 ½ x 14” for the cost application spreadsheets.
- d. All pages except for the cover page must be numbered. Technical and Cost applications must be numbered separately and presented in separate binders and separate electronic files.

A. Application for Federal Assistance

The applicant must fill out the SF-424, Application for Federal Assistance, as indicated by the form. This form will be posted with the RFA at www.grants.gov.

B. Technical Application

The total page limit for the Technical Application, not including attachments, will be 25 pages. The components for the technical application, and acceptable page limits for each component, are as follows:

I. Cover Sheet that states:

- the name, phone number, DUNS and EIN numbers, and email of all organizations that are members of the partnership;
- name and contact information for the U.S. institution acting as the lead institution;
- Leader Award name;
- and approval signatures by appropriate officials of the lead institution.

II. Table of Contents

III. Executive Summary (1 page maximum)

The application’s Executive Summary should summarize the key elements of the Applicant’s Technical Application, including but not limited to the Technical Strategy and Approach, and provide **NO COST FIGURES** other than the TOTAL amount of USAID funds requested.

The Executive Summary must also highlight information outlined in Section I.A: Program Elements and Section I.B: Program Description.

IV. Technical Approach (10 pages maximum)

This section should discuss the overall approach of the applicant(s), including core philosophy, services, and decision-making processes. The applicant should demonstrate understanding of vocational training/education and clean energy and address the program elements and description in Section I of this RFA.

The applicant should clearly present:

- Existing materials/approaches to be utilized or accessed by the consortium and criteria for developing new courses/materials/trainings;
- Access to hands-on training facilities and description of available equipment;
- Approach for training people with limited practical experience and educational deficits;
- Gender strategy;
- Exit and sustainability strategy for all interventions.

V. Management Structure and Institutional Capacity (5 pages maximum)

This section should present a detailed description of the proposed management structure and the consortia members' institutional ability to successfully implement the described program and manage the agreement in a professional, competent manner.

- Describe each partner's role and responsibilities in the proposed activities and the technical inputs/value-added provided by the institution to achieve program objectives;
- Indicate whether or not the lead organization has existing relationships with the partner organizations and the nature of the relationship (e.g., subcontractor or sub-recipient); if applicable
- Define the chain-of-command and communication models used to develop associate awards and maximize efficient participation of various members of the consortium;
- Clearly indicate how staff performance, costs and activities will be monitored for maximum effectiveness, including the effectiveness of management decision making;
- Describe the ability of the applicant to handle logistics, including travel and security, for programs involving exchanges of personnel to/from the US and developing countries, including sensitive critical priority countries (i.e., Afghanistan, Pakistan).

VI. Key Personnel (3 pages maximum)

This section should address the experience/accomplishments of key people responsible for achieving program objectives. (Full resumes should be provided in an addendum). For each position, provide a description of anticipated responsibilities and the individual's relevant

experience and qualifications. For the thematic positions, include the individual's experience with hybrid systems (or how that expertise will be obtained).

Key personnel include:

- Program Director
- Solar PV Manager
- Wind Manager
- Hydro Manager

VII. Past Performance (3 pages maximum)

The applicant and subawardees may include past performance references for current public or private-sector awards for relevant related work of consortia members. The reference information shall include the location, current telephone number, e-mail addresses, point of contact, award number, dollar value, brief description of work performed, and major accomplishments/lessons learned. Relevant past experience includes development and implementation of vocational educational programs and/or clean energy programs; experience implementing programs in developing countries; experience training personnel from developing countries in the United States or elsewhere; experience managing cooperative agreements and meeting USG financial and technical reporting requirements.

VIII. Addenda, Attachments and Supporting Materials

The Addenda should include:

- (1) All resumes of Key Personnel (limited to three pages per individual) mentioned in the application, along with (1) signed letter from each individual that he/she is available and agrees to the appointment if the application is successful.
- (2) One (1) letter of support, signed by the appropriate official, from each consortia member, if applicable. The one-page letter should indicate that the application has been reviewed by him/her, and should specify agreement with the objectives presented in the application.
- (3) Sample training/course materials (10 page limit)

C. Cost Application Format

The cost application includes specific cost information for this project and additional required information from the applicant. Certain documents may be required to be submitted by an applicant in order for an Agreement Officer to make a determination of responsibility.

i. SF-424A, Budget Information – Non-construction Programs. The applicant must complete the SF-424A in its entirety for the Leader award budget only. (See Section II(1) for the Government Estimate of funding available for the Leader Award). The Associate Award budgets should not be proposed at this time; the Government estimate for the Associate Awards is

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provided so that the recipients understand the magnitude of the program. This form will be posted with the RFA at www.grants.gov.

ii. Cost spreadsheets. Cost spreadsheets must be prepared in Excel which detail the breakdown of each line item captured in the SF-424A. The Excel spreadsheet must be submitted electronically and all formulas must be accessible. The breakdown must show separate costs according to each partner organization involved in the program. The budget must provide a breakdown of the financial and in-kind cost share contributions, converted to dollar value, of all organizations involved in implementing this Cooperative Agreement. Please indicate clearly if the cost share will be in-kind or cash in the budget and budget narrative.

iii. Budget narrative. Narrative cost notes must be provided containing detailed explanation regarding each cost proposed and must be written in the third person. Detail must be adequate for USAID to evaluate the necessity, reasonableness, allocability, and allowability in accordance with applicable cost principles of each cost element. Detailed explanation must be provided regarding the proposed cost share. The cost share must consist of non-federally funded contributions (in cash or in kind) that meet all the criteria detailed in 22 CFR 226.23, and must be discussed in detail within the budget narrative. The applicant should determine the appropriate cost share and the sources for meeting this cost share within the overall program. The recipient is responsible for meeting the cost share commitment regardless of intended sources.

iv. Supporting documentation. An annex to the budget narrative must contain the following supporting documents and information.

a. A current Negotiated Indirect Cost Rate Agreement (NICRA) with USAID or alternatively an Indirect Rate Agreement with another federal agency, or financial statements as described below for the Management Office and proposed partner organizations must be submitted.

b. Applicants that do not currently have a NICRA from their cognizant agency, applicants who have never received a USAID grant, cooperative agreement, or contract, or applicants who have not received an award from any Federal agency in the last five years must also submit the following information:

1. Copies of the applicant's audited financial statements for the previous three-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID; and
2. Projected budget, cash flow and organizational charts for the organization, and
3. Copies of applicable policies and procedures, including those related to accounting, purchasing, property management, and personnel.

c. Applicants must submit information for USAID to make a determination of responsibility. The information submitted must be provided in third-person and substantiate that the Applicant:

1. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award;
2. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant – nongovernmental;
3. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
4. Has a satisfactory record of integrity and business ethics; and
5. Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).

d. Applicants that have never received a grant, cooperative agreement, or contract from the U.S. Government are required to submit a copy of their accounting manual and personnel and policy manual. If a copy has already been submitted to the U.S. Government, the applicant must advise which Federal Office has a copy, and provide a point of contact with contact information (i.e., phone number).

D. Required Forms

Applicants must submit their applications using the SF-424 form series, which includes:

- **SF-424, Application for Federal Assistance**
- **SF-424A, Budget Information – Nonconstruction Programs**
- **SF-424B, Assurances – Nonconstruction Programs**

These forms may be found at the following website:

http://www.grants.gov/agencies/aapproved_standard_forms.jsp

E. Required Certifications

The following certifications are required and must be signed and included with the application:

a) Certification Regarding Terrorist Financing in accordance with AAPD 04-14. (Please note that this certification requires your organization to ensure that recipients of subcontracts and grants are not listed as Specially Designated Nationals and Blocked Persons by the U.S. Treasury's Office of Foreign Assets Control.); b) Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs; c) Restrictions of Lobbying (See 22 CFR 227); d) Prohibition on Assistance to Drug Traffickers for Key Individuals (See ADS 206); e) Key Individual Certification: Narcotics Offenses and Drug Trafficking; and f) Survey on Ensuring Equal Opportunity for Applicants. See Annex H for full text of the required certifications

F. Method of Application Submission

Applications must be submitted via <http://www.Grants.gov> following the instructions on the website. However, in the event of technical difficulties preventing submission through www.grants.gov, the application may be submitted via e-mail to vocteclwa@usaid.gov

In addition, the original and three hard copies of the technical application, one original hard copy of the cost application, and a CD-ROM version containing the files that were prepared in Word and Excel must be submitted. The original must include original signatures. Technical and cost applications must be submitted in separate three ring binders, for a total of three hard technical applications and one hard cost applications. Hard copies must be submitted in a package with the name and address of the applicant and RFA number inscribed, to:

Via U.S. Postal Service/UPS/ FedEx:

Bill Sedlak
U.S. Agency for International Development
1300 Pennsylvania Avenue N.W.
Room 7.09-125A
Ronald Reagan Building; M/OAA/EGAT
Washington, DC 20523
Attention: Bill Sedlak

Hand-carried:

Bill Sedlak
U.S. Agency for International Development
14th Street Entrance
Ronald Reagan Building;
Washington, DC 20523
From lobby call ext 2-4469

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. If there is a conflict between the hard copy of the application and the electronic version of the application, the hard copy version will be used as the official application. Applications which are incomplete may not be considered in the review process.

It is the responsibility of the applicant to ensure that the application is received in hard copy, via email and that it has been submitted in Grants.gov in its entirety. USAID strongly recommends applicants to deliver hard copy applications in person at USAID. USAID bears no responsibility for data errors resulting from transmission or conversion processes.

G. Deadline for Submission of Applications

Hard copies and electronic copies of the application package must be received by the closing date and time indicated at the top of the RFA cover letter. In the event of technical difficulties with the www.grants.gov site that require submission of the electronic package by email, the application must still be received by the closing date and time indicated. Applications received after the deadline may not be considered.

(3) FUNDING RESTRICTIONS

- A. Authority to Obligate the Government. The Agreement Officer is the only individual who may legally bind the Government for 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 a specific, written authorization from the Agreement Officer.
- B. The Applicant 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 Applicant/Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub awards issued under this contract/agreement.
- C. Foreign Government Delegations to International Conferences - 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 [<http://www.info.usaid.gov/pubs/ads/300/refindx3.htm>] or as approved by the AO.

(4) OTHER IMPORTANT INFORMATION

- A. Acknowledgement of Amendments to the RFA: By submitting an application in response to this RFA, applicants acknowledge receipt of any amendments to the RFA.
- B. Preparation of Applications:
 - 1. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.
 - 2. Each applicant shall furnish the information required by this RFA. The applicant shall sign the application and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
 - 3. Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should:
 - (a) Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a cooperative

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agreement is awarded to this applicant as a result of, or in connection with, the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting cooperative agreement. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets marked:" and

(b) Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

- C. Explanation to Prospective Applicants. Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing by the date listed on the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.
- D. Branding and Marking Requirements per ADS 320. In an effort to more accurately credit the American people for the foreign assistance they finance, USAID has engaged in a branding campaign. Effective January 2, 2006, all USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with AAPD 05-11. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, "From the American people" on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. AAPD 05-11 requires that, after the evaluation of the applications, the USAID Agreement Officer will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. USAID will not competitively evaluate the proposed Branding Strategy.

<http://www.usaid.gov/policy/ads/300/320.pdf>

http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd05_11.pdf

- E. LWA Assistance Mechanism. This RFA is issued for a Leader with Associates Cooperative Agreement. The Leader Award will be issued to the successful applicant/s and will provide for the management office to oversee a worldwide program which will carry out specific research and outreach activities through sub awards. USAID Missions, or other USAID operational units, may fund additional work through Associate Awards. These Associate

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Awards will each have their own activity description, but must fall within the overall scope of the Leader program description (as outlined in the Leader Award agreement), and will otherwise be considered to be covered by the terms and conditions of the Leader Award. The Successful Applicant/Awardee will be the recipient of all funds for this Agreement, including for any Associate Awards. Responsibility for the leader award program under the Leader Award and any Associate Awards remains with the awardee/recipient even though it may make Associate Awards for implementation.

1. Issuance of Associate Awards. Prior to issuance of an Associate Award, the requesting office in the Mission (or USAID/W) shall consult with the Agreement Officer's Technical Representative (AOTR) in EGAT. After receiving EGAT AOTR concurrence, the appropriate Mission personnel shall request the recipient to provide an application (specific Program Description and budget) to the Mission. The application shall be reviewed by the appropriate technical personnel, and the Associate Agreement Officer shall be responsible for cost review and negotiation of the Associate Award. The Mission has the discretion to decide whether or not to award the Associate Award. The cognizant Mission Agreement Officer and Mission are responsible for the administration of the Associate Award.
2. Grant vs. Cooperative Agreement. Regardless of whether the Leader Instrument is a grant or cooperative agreement, Missions may issue an associate instrument as either a grant or cooperative agreement. USAID substantial involvement in awards is limited to cooperative agreements. USAID cannot be substantially involved in grants. When making an award, the AO must select, in accordance with ADS 304, either a grant or a cooperative agreement as the appropriate implementing instrument.
3. Competition. Once a recipient is selected pursuant to this LWA RFA, no further competition or waiver of competition is required for any Associates awarded within the terms of the RFA. The competition under this RFA covers the initial Leader Award, which will provide leadership for regional and/or worldwide activities and for subsequent Associate Awards providing support to missions and offices. In this manner, Missions and USAID/Washington bureaus may fund specific activities of the recipient that fit within the Leader program description through Associate Awards without additional competition.
4. Period of Performance. The Leader award will be issued for a period of five years. Associate Awards may be issued until the Leader award expires and can be for a period of performance up to five years past the expiration date of the Leader award.
5. Certifications. The required certifications, including validation of the umbrella organization as a single entity with a single accounting system, shall be obtained from the applicant prior to award of the Leader cooperative agreement. Prior to award of an associate grant, the recipient must affirm that those certifications remain valid, or provide new certifications.
6. Reporting Requirements. Reporting—both financial and performance—for Associate Awards is submitted directly to the Mission or Office that issues the Associate Award.

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The reporting frequency (i.e. semi annually or annually), content, and format will be established in the Associate Award schedule. Copies of this reporting must be provided to the EGAT AOTR for the Leader Award.

7. For more information on Leader with Associates Awards, applicants are referred to [ADS 303](#).

F. Geographic Codes. In accordance with the limitations on USAID's ability to procure goods and services outside of the United States (see the Foreign Assistance Act of 1961 and 22 CFR 228), source and origin of goods and nationality of suppliers of goods and services under the project will be from the United States, Geographic Code 000. Some local procurement is also allowed. Please reference Standard Provision I.20, Local Procurement (April 1998), at the following address: <http://www.usaid.gov/policy/ads/300/303maa.pdf>

Code 000 - The United States of America, any State(s) of the United States, the District of Columbia, and areas of U.S. Associated sovereignty, including commonwealths, territories and possessions.

G. The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ADS/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Recipient environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this Cooperative agreement.

1. In addition, the contractor/recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.
2. No activity funded under this Cooperative Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")
3. An Initial Environment Examination (IEE) has been approved for the Vocational Education for Clean Energy (VOC TEC) Program funding this Cooperative Agreement dates March 16, 2010 (and attached to this RFA). The IEE covers activities expected to

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be implemented under this Cooperative Agreement. USAID has determined that a Negative Determination with conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The applicant shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this RFA.

4. As part of its initial Implementation Plan, and all Annual Implementation Plans thereafter, the Recipient, in collaboration with the USAID Agreement Officers Technical Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this CA to determine if they are within the scope of the approved Regulation 216 environmental documentation.
 5. If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.
 6. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.
 7. Unless the approved Regulation 216 documentation contains a complete environmental mitigation and monitoring plan (EMMP) or a project mitigation and monitoring (M&M) plan, the recipient shall prepare an EMMP or M&M Plan describing how the recipient will, in specific terms, implement all IEE and/or EA conditions that apply to proposed project activities within the scope of the award. The EMMP or M&M Plan shall include monitoring the implementation of the conditions and their effectiveness.
 8. Integrate a completed EMMP or M&M Plan into the initial implementation plan
 9. Integrate an EMMP or M&M Plan into subsequent Annual Implementation Plans, making necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.
- H. Most activities would qualify for Categorical Exclusions, per 22 CFR 216.2(c). However, a negative threshold determination with conditions provides for review of all subsequent Associate Awards and for activities that involve the development of training or assembly facilities and provision of hands-on training could result in environmental impact. Therefore, the following conditions recommended are:
1. Proposed Implementation plans for both VOC TEC Leader and Associate Awards will be reviewed by the appropriate AOTR to determine whether or not they fit into one of the previously listed Categorical Exclusions or if they will require preparation of a separate IEE. No activity which requires a separate IEE will be implemented until an Environmental Threshold Decision, as defined in 22 CFR 216.3(a)(2) has been reached

for that activity and documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the appropriate Bureau Environmental Officer (BEO). If the potential impacts are significant, resulting in a Positive Determination, an activity-specific scoping exercise and preparation of an Environmental Assessment (EA), consistent with 22 CFR 216.3 will be undertaken.

2. As appropriate for specific programs under the LWA and Associate Awards, the LWA recipient shall advise the local partner(s) of any environmental laws that may be applicable to the activity, and provide any education, training or technical assistance required to assist the partner to achieve such compliance after securing approval of the AOTR. Fulfilling this requirement includes creating capacity to comply with potential donor and investor environmental impact assessment laws, regulations and procedures.
3. All training will include principles of environmental protection, impact mitigation and environmental sustainability.
4. New Activities introduced into the project which are substantially different from those presented in this IEE require submission of an amended IEE to the EGAT BEO. No such activities will be conducted prior to receiving approval of the amended IEE from the BEO.

SECTION V – APPLICATION REVIEW INFORMATION

A. EVALUATION CRITERIA

All applications received by the date and time indicated in the cover letter will be reviewed for responsiveness to the specifications outlined in this RFA. The application should be prepared in accordance with the structural format set forth in this RFA and should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of the program.

The Technical Evaluation Committee (TEC) will evaluate the applications' relative strengths and weaknesses against the evaluation criteria listed below, which have been tailored to the requirements of this particular RFA. Applicants must note that these criteria serve to: (a) identify the significant matters which applicants must address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants must organize the narrative sections of their applications in the same order as the instructions to applicants, and address all items outlined in the evaluation criteria below. The evaluation criteria below are listed in descending order of importance.

1. Technical Evaluation Criteria (Total: 100 points)

a) **Technical Approach** (50 points)

Applicants shall be evaluated on their proposals relative to the components outlined in the technical application format and the activities outlined in the Program Description of this RFA. Applicants will be judged on the following criteria:

- **Soundness and comprehensiveness:** The proposal should demonstrate a sound understanding of best practices in vocational education and training and suggest approaches that demonstrate innovation for transferring curricula developed elsewhere to developing countries. Applicants should clearly detail the availability and quality of existing training materials/curricula and hands-on training they will be able to provide. Sample materials should be provided as an appendix. In addition, applicants should explain their sustainability strategy for ensuring that training curricula/methods are successfully embedded with partner institutions. **(35 points)**
- **Gender strategy:** Applicants will be evaluated on their ability to identify methods, techniques, and strategies to encourage the participation of women as trainers and trainees of clean energy vocational education. The evaluation will include how the applicant will incorporate these best practices into future courses designed under the LWA award. **(15 Points)**

b) Management Structure and Institutional Capacity (25 points) The application will be evaluated on the partners' complementary strengths and if there is a clearly defined vision of how the partners can cooperate to their mutual benefit and to the benefit of their counterparts in host countries. Applicants will also be evaluated on their ability to

handle logistics, including travel and security, for programs involving exchanges of personnel between and amongst the US, developing countries, and critical priority countries (i.e., Afghanistan, Pakistan).

c) Key Personnel (15 points)

This criterion covers the technical and managerial qualifications of proposed Key Personnel and the extent to which their responsibilities are responsive to and enhance the partnership and proposed activities. All applications must identify a Program Director, as well as technical leads for the three thematic areas—solar PV, wind, and micro-hydro. The Program Director will be the chief point of contact for USAID and is expected to oversee implementation of the VOC TEC LWA and ensure all program administration tasks are handled efficiently and in a time-responsive manner. He/she should have experience working in developing countries and developing and implementing vocational education or clean energy programs, as well as program administration experience. He/She should hold an advanced degree, MA or PhD, in a field related to education or energy, and at least five years of vocational training and program management experience.

Managers of the solar, wind, and micro-hydro thematic areas should have experience designing and implementing projects in these areas (including hybrid projects), as well as project administration and budgeting experience. Each individual should hold at least a BA in a related field and 10 years of relevant project implementation and/or training experience.

d) Past Performance (10 Points) Applicant(s) will be evaluated on past performance based on the past three years. Past performance will be evaluated on:

- experience with development and implementation of vocational training/education programs, preferably in developing countries;
- experience with development and implementation of clean energy programs in developing countries;
- experience implementing sustainable technical assistance and innovative development programs in developing countries;
- **positive** feedback in the contractor performance system and/or from references.

Total 100 points

e) Cost Application (Bonus Points)

Cost is not a weighted criterion and will be evaluated based on cost effectiveness, reasonableness, and realism.

Cost share of at least 5% is **required** for this program. Cost sharing is not a separate evaluation criterion; cost share will be evaluated as a component of cost effectiveness, reasonableness, and realism, and may have an impact on the cost application. In addition, the

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applicant's cost share contribution will be reviewed for realism and to verify that the applicants meet the standards set in 22 CFR 226.23 for U.S. organizations, or the Standard Provision entitled "Cost Sharing" for non-U.S. organizations (See 22 CFR 226.23; and Standard Provisions for Non-U.S. Nongovernmental Recipients).

The application will be reviewed for the appropriateness, magnitude and type of any proposed cost-sharing contribution or leveraging, in cash and/or in kind, including volunteer services. Points will be awarded based on the percentage of matching funds committed. The bonus award will be limited to a 10 percent ceiling, and applicants will earn one bonus point for each cost share percentage point above 5 percent.

Global Development Alliances are also encouraged for this program. Any leverage provided through any such alliances is not a separate evaluation criterion, but may have an impact in the cost evaluation. Information regarding GDAs may be found at the following website.
http://www.usaid.gov/our_work/global_partnerships/gda/

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

(1) Post-Selection Information

Following selection of an awardee, USAID will inform the successful applicant concerning the award. A notice of award signed by the Agreement Officer is the official authorizing document, which USAID will provide either electronically or in hard copy to the successful applicant's main point of contact.

USAID also will notify unsuccessful applicants concerning their status after selection has been made.

(2) Standard Provisions and Deviations

There are no standard provision deviations contemplated under this award.

(3) General Information on Reporting Requirements

The Recipient shall submit Annual Implementation Plans and Reports for the Recipient's Program with format, content and time schedule substantially as described below. Implementation Plans and reports shall be prepared to be available for public reference and limited distribution. Financial or other proprietary information can be provided in an Addendum for USAID and noted in the Implementation Plan or report. Reporting requirements detailed below refer to the Leader Award; reporting requirements for Associate Awards will be developed in conjunction with each Associate Award.

- a. Annual Implementation Plans** will be required each year for the Recipient's program, with plans developed based on USAID's fiscal year (October 1 through September 30). The first Annual Implementation Plan will be due 30 days after award. The second Annual Implementation Plan will be due on October 1, 2011 and annually on October 1 thereafter. Implementation Plans will be submitted and discussed with the Agreement Officer's Technical Representative (AOTR). USAID approval by the AOTR is required for each Annual Implementation Plan.
- b. Annual Reports** will cover all of the Recipient's Program activities over the course of a fiscal year (October 1 through September 30). The Annual Report must be submitted by September 30 of each fiscal year a Program is funded. The Recipient shall make its best effort to produce a comprehensive Annual Report, but there may be occasions when some program activities and results are carried over for reporting in the subsequent year. The September 30 deadline for Annual Report submission is necessary to meet USAID reporting requirements and minimize ad hoc requests for performance and impact data.

Annual Reports should summarize the status of project implementation over the year, as assessed against planned activities. Reports should include, but are not limited to, the following:

- Summary of Experience with Program Implementation
- New and Existing Associate Awards
- Explanations of Deviations from Expectations for Performance Indicators
- Major Impacts and Accomplishments over the Reporting Period
- Major Implementation Challenges
- Expected Trends
- Project Budget and Pipeline

No fixed page limitations are imposed.

- c. PowerPoint, Website, Success Stories, and Videos:** Six months after award, a PowerPoint presentation on the program activities must be submitted, covering all of the topics listed above for the annual report. This PowerPoint will be continuously updated throughout the course of the project. Web sites shall be in accordance with ADS 557.3.4

The Recipient shall develop a program website to be posted six months after award and updated regularly. The website shall provide an overview of all activities under the Leader Award as well as all Associate Awards.

In addition, qualitative descriptions of success stories and achievements to illustrate program impacts shall be submitted, in conjunction with annual reports and as requested by USAID AOTR. Presentations of success stories in the form of videos are also highly encouraged.

- d. Ad Hoc Reports** shall be provided by the Recipient as requested by the Agreement Officer (AO) and/or the USAID AOTR. Many of these reports may be in response to requests from Congress or other USG Agencies regarding the USG climate change program, particularly as the funding for this program falls under a Congressional Directive.

- e. Performance Monitoring Plan and Performance Reports:** A Performance Monitoring plan will be due 30 days after start date for the Leader and each Associate Award. Performance reports are due quarterly 2 weeks after the end of each quarter, and will include data on Performance and Impact Indicators for each site/policy activity, including gender disaggregated statistical data on indicators. In addition to reporting on USAID standard and custom indicators, the performance reports are required to present the information contained in 22 CFR 226.51(d). Relevant standard indicators will be found in Foreign Assistance Framework section 4.4.1: Modern Energy Services, 4.8.2: Clean Productive environment, and Program Area 6.1, Program Design and Learning (see: <http://www.state.gov/f/indicators/index.htm>).

- f. Final Report** shall be submitted at the end of the Program. This may be in lieu of the last Annual Report, if the program ends at the end of a fiscal year. The Final Report shall contain the information contained in 22 CFR 226.51(d). The Final Report shall provide a comprehensive presentation of the experience, activities and results achieved under the program. The format for the Final Report shall be discussed with the USAID AOTR prior to its preparation. Final Project Reports should include, but are not limited to, the following:
- i. Executive Summary
 - ii. Over-all Summary of Implementation Experience
 - iii. Status of Associate Awards and Accomplishments in Extending Impacts of the VOC TEC Program
 - iv. Summary of Activities and Accomplishments by Project
 - v. Data on Performance and Impact Indicators for Each Project
 - vi. Listing of Major Deliverables and Accomplishments
 - vii. Key Impacts and Successes and Challenges during the Project
 - viii. Major Lessons Learned
 - ix. Recommendations for the Future

The Final Report shall include an assessment of progress made toward accomplishing the project objectives and expected results, significance of these activities and accomplishments, and potential future impact resulting from project achievements. Inclusion of selected “success stories” is encouraged. The final report should also include a final fiscal report that describes how funds were used.

- g. Financial Reporting.** The Recipient shall submit one original and one copy of each required financial report. Financial Reports shall be in keeping with 22 CFR 226.52. Financial Reports will be required on a quarterly basis. The recipient shall submit these forms in the following manner:
- i. The SF 425 shall be submitted electronically to the AOTR and copied to the Agreement Officer.
 - ii. The SF 272 and 272a (if necessary) will 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 simultaneously submitted to the Agreement Officer and the Cognizant Technical Officer.
 - iii. In accordance with 22 CFR 226.70-72 the original and one copy of final financial reports shall be submitted as follows: M/FM, the Agreement Officer, and the AOTR.
- h. Program Evaluations.** The Recipient may, at its own initiative, conduct internal Program Evaluations to improve its program planning management. Plans for such evaluations shall be included in the Annual Implementation Plans. Copies of such internal evaluations funded with LWA Cooperative Agreement funds shall be provided to

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USAID. In addition, USAID may fund and carry out External Program Evaluations as deemed necessary to improve management and planning. Discussions between USAID and the Recipient shall precede such external evaluations, findings from which will be discussed in joint reviews. The Recipient shall collaborate with USAID in carrying out such external evaluations.

- i. Submission of Reports.** In reporting for the Leader Cooperative Agreement, the Recipient shall submit electronic copies of reports to the AOTR and AO in USAID/Washington.

For the Final Report, the Recipient shall submit an original to the USAID/Washington AOTR, one copy to the Agreement Officer, and one electronic copy to the Development Experience Clearinghouse (DEC). Documents submitted to the DEC should be sent in original format via email to:

E-mail (the preferred means of submission) : <docsubmit@dec.cdie.org>

U.S. Postal Service:

Development Experience Clearinghouse
8403 Colesville Road, Suite 210
Silver Spring, MD 20910
Fax Number: (301) 588-7787

Please reference web site http://www.dec.org/submit_doc.cfm or contact one of the following concerning any questions your organization may have on the reporting requirements:

Development Experience Clearinghouse

E-mail: docsubmit@dec.cdie.org

Phone: (301) 562-0641

USAID/PPD/DEI

Phone (202) 712-4696

SECTION VII – AGENCY CONTACTS

The point of contact for this RFA and any questions during the RFA process is voctec1wa@usaid.gov

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

SECTION VIII – OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted. Awards are subject to the availability of funds. Funds are not currently available, but are anticipated by the time of award.

ANNEX A STANDARD PROVISIONS

1. Mandatory Standard Provisions for U.S. Nongovernmental recipients can be accessed through USAID's website <http://www.usaid.gov/policy/ads/300/303maa.pdf>
2. Mandatory Standard Provisions for Non-U.S., Nongovernmental recipients can be accessed through USAID's website <http://www.usaid.gov/policy/ads/300/303mab.pdf>

ANNEX B SAMPLE ASSOCIATE AWARD FORMAT AND SCHEDULE

Mr. John Doe
President
XYZ, Organization
Anywhere, U.S.A.

Subject: Award Number _____

Dear Mr. Doe:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby awards to the XYZ Organization (herein after referred to as "XYZ" or "Recipient"), the sum of \$_____ to provide support for a program in _____ as described in the Schedule of this agreement and the Attachment 2, entitled "Program Description."

This agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending _____. USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This agreement is made to the XYZ, on condition that the funds will be administered in accordance with the terms and conditions as set forth in 22 CFR 226, entitled "Administration of Assistance Awards to U.S. Non-Governmental Organizations"; Attachment 1, entitled "Schedule"; Attachment 2, entitled "Program summary"; and Attachment 3 entitled "Standard Provisions."

[NOTE - Do not include reference to 22 CFR 226 if Agreement is with a Non-US Organization]

Please sign the original and each copy of this letter to acknowledge your organization's receipt of the grant, and return the original and all but one copy to the Agreement Officer.

Sincerely yours,

Agreement Officer

Attachments:

1. Schedule

- 2. Program summary
- 3. Standard Provisions

ACKNOWLEDGED:

XYZ Organization

By: _____

Title: _____

Date: _____

FISCAL DATA

A. GENERAL

- 1. Total Estimated USAID Amount: \$ _____
- 2. Total Obligated USAID Amount: \$ _____
- 3. Cost-Sharing Amount (Non-Federal): \$ _____
- 4. Project Number: _____
- 5. USAID Project Office: _____
- 6. Tax I.D. Number: _____
- 7. CEC Number: _____
- 8. LOC Number: _____

B. SPECIFIC (as appropriate)

- 1. MAARD Number: _____
- 2. Appropriation: _____
- 3. Allocation: _____

Part II: Sample Associate Award Format

A. Purpose of Agreement

The purpose of this Agreement is to provide support for the program described in Attachment 2 to this Agreement entitled "Program Description."

B. Period of Agreement

1. The effective date of this Agreement is _____. The estimated completion date of this Agreement is _____.

[Note - For incrementally funded agreements or where pre-award expenses are authorized, add the following sentence:]

2. Funds obligated hereunder are available for program expenditures for the estimated period _____ to _____ as shown in the Agreement budget below.

C. Amount of Award and Payment

[Note - For fully funded agreements use the following:]

1. USAID hereby obligates the amount of \$ _____ for purposes of this Agreement.

2. Payment shall be made to the Recipient by _____ (Note - state method) in accordance with procedures set forth in _____ [Note - for U.S. Organizations cite 22 CFR 226; for Non-US Organizations reference attached Standard Provisions. Agreement Officer must select a method of payment in accordance with the applicability requirements set forth in 22 CFR 226; i.e., letter of credit, advance payment, or reimbursement.]

- or -

[For incrementally funded awards use the following in lieu of the above:]

1. The total estimated amount of this Award for the period shown in B.1 above is \$ _____.

2. USAID hereby obligates the amount of \$ _____ for program expenditures during the period set forth in B.2. above and as shown in the Budget below. The recipient will be given written notice by the Agreement Officer if additional funds will be added. USAID is not obligated to reimburse the recipient for the expenditure of amounts in excess of the total obligated amount.

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3. Payment shall be made to the Recipient by _____(Note - state method) in accordance with procedures set forth in _____. [Note - for U.S. Organizations cite 22 CFR 226; for Non-US Organizations reference attached Standard Provisions. Agreement Officer must select a method of payment in accordance with the applicability requirements set forth in 22 CFR 226; i.e., letter of credit, advance payment, or reimbursement.]

4. Additional funds up to the total amount of the grant shown in C.1 above may be obligated by USAID subject to the availability of funds, satisfactory progress of the project and continued relevance to USAID programs.

D. Budget

[Note - the items included in the Budget, including local cost financing items, should relate to the results, activities or functions described in Attachment 2 - Program summary, not to specific cost items (such as salaries or travel) except for those listed at items 4-6 below. However, at the discretion of the Agreement Officer, an alternative budget may be appropriate.]

The following is the Agreement Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with _____. [Note - For U.S. Organizations cite 22 CFR 226.25; for Non-US refer to Standard Provision entitled "Revision of Grant Budget."]

	Total*		
	From** __to** __	From** __to** __	From** __to** __
Cost Element	\$U.S. Local Currency	\$U.S. Local Currency	\$U.S. Local Currency
1.			
2.			
3.			
4. Training			
5. Procurement			
6. Indirect Costs			
Overhead	_____	_____	_____
7. Total	_____	_____	_____

* Use all three columns for incrementally funded grants, otherwise use only this column.

** Insert effective and expiration dates of grant or obligation/funding dates.

E. Reporting and Evaluation

1. Financial Reporting

The Recipient shall submit ____ (an original and two copies of _____) [Note - Agreement Officer to determine type of report, frequency of reporting periods and address]. Financial Reports shall be in keeping with _____ [Note - for US Organizations add: 22 CFR 226.52; for Non-US refer to appropriate Standard Provision]. For U.S. Organizations under Letter of Credit the following language shall be used:

“In accordance with 22 CFR 226.52 the SF 269 and 272 will be required on a quarterly basis. The recipient shall submit these forms in the following manner:

1) The SF 272 and 272a (if necessary) will 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 simultaneously submitted to the Agreement Officer [NOTE: if Agreement Officer desires a copy] and the Cognizant Technical Officer.

2) The SF 269 or 269a (as appropriate) shall be submitted to the Cognizant Technical officer with one copy to the Agreement Officer [NOTE: if Agreement Officer desires]

* 3) In accordance with 22 CFR 226.70 - 72 [Note: for Non-US organizations refer to appropriate Standard Provision] the original and two copies of final financial reports shall be submitted as follows: M/FM, the Agreement Officer (if requested) and the AOTR. The electronic version of the final SF 272 or 272a shall be submitted to HHS in accordance with paragraph (1) above.

2. Program Reporting

The Recipient shall submit ____ [Note - specify number of copies, not to exceed the original and two copies] of a performance report to ____ [Note - specify name and title of Cognizant Technical Officer and the Agreement Officer, if desired, along with address]. The performance reports are required to be submitted ____ [Note - state frequency, not to exceed quarterly] and shall contain the following information _____ [Note - state reporting requirements, as related to the Program Description].

Final Report

The Recipient shall submit the original and one copy to ____ [Note - specify name and title of Cognizant Technical Officer and the Agreement Officer, if desired, along with address] and one copy to USAID Development Experience Clearinghouse, ATTN: Document Acquisitions, 1611 N. Kent Street, Suite 200, Arlington, VA 22209-2111 (or e-mail: docsubmit@dec.cdie.org).

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(NOTE – Agreement Officer to verify ADS 540 for detailed information on which categories of development experience documents should or should not be submitted to CDIE and appropriate format for electronic transmission.)

The final performance report shall contain the following information _____ [Note - state reporting requirements, as related to the Program Description].

F. Special Provisions

[Note - Use this paragraph to delete inapplicable Standard Provisions or to add provisions of special applicability as authorized. Included should be waivers, including authorized local cost financing, and any alterations to the Standard Provisions or 22 CFR 226 which have been approved as deviations for the specific award.]

G. Indirect Cost Rate

[Note - Establish the applicable indirect cost rate(s), base(s) on which they apply, and the Grantee's accounting period(s) they cover, as provided in the appropriate Standard Provision. If an Indirect Cost Rate Agreement has been executed by USAID or a cognizant Federal agency, such rate(s) are required to be incorporated herein if such costs are covered by the grant. The most current overhead information should be obtained from the Overhead and Special Costs and Contract Close-Out Branch (M/OP/PS/OCC).]

H. Title to Property

[Note - Specify to whom title will vest for property, by category if appropriate.]

[Note - For awards having a procurement element greater than \$250,000, add the following:]

I. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this grant is _____.

[Note - For awards with a cost-share element add the following:]

J. Cost Sharing

The Recipient agrees to expend an amount not less than _____ [Note - put in percentage] of the total activity costs.

[For awards with US or Non-US Organizations which may generate Program Income add the following:]

ANNEX C: CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF THE RECIPIENT

CERTIFICATION REGARDING TERRORIST FINANCING IN ACCORDANCE WITH AAPD 04-14

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-

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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.

Signed: _____
(Typed Name and Title) _____
(Name of Organization) _____
Date _____

**ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNIGN
NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS**

_____ (hereinafter called the "Applicant")
(Name of Applicant)

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 AID, and that with respect to the grant 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) AID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

If the Applicant 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 Applicant establishes to the satisfaction of the AID 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 program.

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 Applicant by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such

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date. The Applicant 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 Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

(Applicant)

BY (Signature) _____ TITLE _____
TYPED NAME _____ DATE _____

RESTRICTION OF LOBBYING (SEE 22 CFR 227)

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 an 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 grant, 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 Form to Report Lobbying," 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, U.S. 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.

Signed: _____

(Typed Name and Title)

Date

(Name of Organization)

**PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR KEY INDIVIDUALS
(SEE ADS 206)**

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 assister, 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. Your organization is 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 your organization makes a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

**KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND
DRUG TRAFFICKING (See ADS 206)**

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.

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

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 provided 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.

The survey may be accessed from the following website.

http://apply07.grants.gov/apply/forms/sample/FaithBased_SurveyOnEEO-V1.2.pdf