



# USAID | TANZANIA

FROM THE AMERICAN PEOPLE

Issuance Date: **March 31, 2009.**  
Closing Date: **April 30, 2009**  
Closing Time: **1600 East African Time.**

**Subject: Request for Applications (RFA) Number USAID-TANZANIA-09-002-RFA**

## **Achievement and Maintenance of Universal Coverage with Long Lasting Insecticide Treated Bednets in Tanzania**

The United States Agency for International Development (USAID) is seeking applications for an Assistance Agreement for funding a program for **Achievement and Maintenance of Universal Coverage with Long Lasting Insecticide Treated Bednets in Tanzania.** The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

The Recipient will be responsible for ensuring achievement of the program objective for **Achievement and Maintenance of Universal Coverage with Long Lasting Insecticide Treated Bednets in Tanzania.** Please refer to the Program Description for a complete statement of goals and expected results.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. 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 grant.

Subject to the availability of funds, USAID intends to provide approximately **\$40,500,000** in total USAID funding to be allocated over the **four years** period. USAID reserves the right to fund any or none of the applications submitted.

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

1. Section A - Grant Application Format;
2. Section B - Selection Criteria;
3. Section C – Program Description;
4. Section D - Certifications, Assurances, and Other Statements of Applicant/Grantee;

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

If you decide to submit an application, it should be received by the closing date and time indicated at the top of this cover letter at the place designated below for receipt of applications. Applications and modifications thereof shall be submitted in envelopes with the name and address of the applicant and RFA # (referenced above) inscribed thereon, to:

(By U.S. Mail)

Agreement Officer  
USAID/Tanzania  
2140 Dar es Salaam Place  
Washington D.C. 20521-2140

Dar es Salaam, Tanzania

Non US Mail

Agreement Officer  
USAID/Tanzania  
686 Old Bagamoyo Road  
P.O. Box 9130

(By All Other Means of Delivery)

Application should **also be sent** as email attachments to Kenneth P. LuePhang, Agreement Officer ([kluephang@usaid.gov](mailto:kluephang@usaid.gov)) with a copy to Samuel S. Kiranga, Acquisition Specialist ([skiranga@usaid.gov](mailto:skiranga@usaid.gov)) and Monica Gindo ([mgindo@usaid.gov](mailto:mgindo@usaid.gov)).

The federal grant process is now web-enabled, allowing for applications to be received on-line. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. Hard copy applications are still accepted. Applicants are requested to submit both technical and cost portions of their applications in separate volumes. To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to the Grants.gov opportunity. Award will be made to that responsible applicant(s) whose application(s) offers the greatest value.

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

Beginning November 1, 2005, the preferred method of distribution of USAID RFA's and submission/receipt of applications is electronically via Grants.gov which provides a single source for Federal government-wide competitive grant opportunities. This RFA and any future amendments can be downloaded from the Agency Web Site. The World Wide Web Address is <http://www.grants.gov>. In order to use this method, an applicant must first register on-line with Grants.gov. If you have difficulty registering or accessing the RFA, please contact the Grants.gov Helpdesk at 1-800-518-472 or via e-mail at [support@grants.gov](mailto:support@grants.gov) for technical assistance. It is the responsibility of the recipient of the application document to ensure that it has been received from Fedgrants.gov in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

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

- (a) Section II - Selection Criteria;
- (b) Section I - Grant Application Format;
- (c) the Program Description;
- (d) This Cover Letter.

Any questions concerning this RFA should be submitted in writing to Kenneth P. LuePhang, Agreement Officer, ([kluephang@usaid.gov](mailto:kluephang@usaid.gov)) with a copy to Samuel S. Kiranga ([skiranga@usaid.gov](mailto:skiranga@usaid.gov)) and Monica Gindo ([mgindo@usaid.gov](mailto:mgindo@usaid.gov)). The latest date for receiving questions is COB April 15, 2009. Applicants should retain for their records one copy of all enclosures which accompany their application.

Sincerely,

Kenneth P. LuePhang  
Agreement Officer  
USAID/Tanzania

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## **SECTION A - GRANT APPLICATION FORMAT**

### **PREPARATION GUIDELINES**

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Section II addresses the technical evaluation procedures for the applications. Applications which are submitted late or are incomplete run the risk of not being considered in the review process. "Late applications will not be considered for award" or "Late applications will be considered for award if the Agreement Officer determines it is in the Government's interest."

Applications shall be submitted in two separate parts: (a) technical and (b) cost or business application. Technical portions of applications should be submitted in an original and cost portions of applications in an original and .

The application should be prepared according to the structural format set forth below. Applications must be submitted no later than the date and time indicated on the cover page of this RFA, to the location indicated on page 3 of the cover letter accompanying this RFA.

Technical applications should be specific, complete and presented concisely. The applications should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The applications should take into account the technical evaluation criteria found in Section II.

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

### **COST APPLICATION FORMAT**

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

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

A. A copy of the program description that was detailed in the applicants program description, on a 3-1/2" diskette, formatted in MS WORD, and a budget in MS EXCEL.

B. Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget must be submitted using Standard Form 424 and 424A which can be downloaded from the USAID web site, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/sf424/](http://www.usaid.gov/procurement_bus_opp/procurement/forms/sf424/);

- the breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;

- the breakdown of all costs according to each partner organization involved in the program;

- the costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
- the breakdown of the financial and in-kind contributions of all organizations involved in implementing this Cooperative Agreement;
- potential contributions of non-USAID or private commercial donors to this Cooperative Agreement;
- your procurement plan for commodities (note that contraceptives and other health commodities will not be provided under this Cooperative Agreement).

C. A current Negotiated Indirect Cost Rate Agreement;

D. Required certifications and representations (as attached):

E. Cost share is encouraged but not a requirement.

F. Applicants who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:

1. copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
2. projected budget, cash flow and organizational chart;
3. A copy of the organization's accounting manual.

G. Applicants should submit any additional evidence of responsibility deemed necessary for the Grant Officer to make a determination of responsibility. The information submitted should 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 and governmental.
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).

H. 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. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal Office has a copy.

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

I. Unnecessarily Elaborate Applications - Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and

may be construed as an indication of the applicant's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

J. Acknowledgement of Amendments to the RFA - Applicants shall acknowledge receipt of any amendment to this RFA by signing and returning the amendment. The Government must receive the acknowledgement by the time specified for receipt of applications.

K. Receipt of Applications - Applications must be received at the place designated and by the date and time specified in the cover letter of this RFA.

L. Submission of Applications:

1. Applications and modifications thereof shall be submitted in sealed envelopes or packages, by email or by electronic submission through the Grant.gov website (1) addressed to the office specified in the Cover Letter of this RFA, and (2) showing the time specified for receipt, the RFA number, and the name and address of the applicant.

2. Faxed applications will not be considered; however, applications may be modified by written or faxed notice, if that notice is received by the time specified for receipt of applications.

M. 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 grant 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 grant. 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 ; 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."

N. Explanation to Prospective Applicants - Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing within three weeks of receipt of the application to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Grant 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.

O. Grant Award:

1. The Government may award one Grant resulting from this RFA to the responsible applicant whose application conforming to this RFA offers the greatest value (see also Section II of this RFA). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application (see Section III, Selection Criteria), (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

2. The Government may award one or more Grant(s) on the basis of initial applications received, without discussions. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint.

3. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting Grant(s).

P. Authority to Obligate the Government - The Grant Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Grant may be incurred before receipt of either a fully executed Grant or a specific, written authorization from the Grant Officer.

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

R. Foreign Government Delegations to International Conferences - Funds in this [contract, agreement, amendment] 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 [CO/AO/CTO].

S. BRANDING STRATEGY - ASSISTANCE (December 2005)

**(a) Definitions**

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

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

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and new brandmark, which clearly communicates that our assistance is from the American people. The USAID

Identity is available on the USAID website and is provided without royalty, license, or other fee to recipients of USAID-funded grants or cooperative agreements or other assistance awards or subawards.

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

### **(c) Submission Requirements**

At a minimum, the Apparently Successful Applicant's Branding Strategy will address the following:

#### **(1) Positioning**

*What is the intended name of this program, project, or activity?*

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

If it would be inappropriate or is not possible to "brand" the project this way, such as when rehabilitating a structure that already exists or if there are multiple donors, please explain and indicate how you intend to showcase USAID's involvement in publicizing the program or project. For example: School #123, rehabilitated by USAID and [Apparently Successful Applicant]/ [other donors]. Note: the Agency prefers "made possible by (or with) the generous support of the American People" next to the USAID Identity in acknowledging our contribution, instead of the phrase "funded by." USAID prefers local language translations.

Will a program logo be developed and used consistently to identify this program? If yes, please attach a copy of the proposed program logo. Note: USAID prefers to fund projects that do NOT have a separate logo or identity that competes with the USAID Identity.

#### **(2) Program Communications and Publicity**

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

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

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

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

*What is the main program message(s)?*

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

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

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

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

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

### **(3) Acknowledgements**

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

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

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

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

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

## T. MARKING PLAN – ASSISTANCE (December 2005)

### **(a) Definitions**

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

**Apparently Successful Applicant(s)** means the applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, cooperative agreement or other assistance award by the Agreement Officer. The Agreement Officer will request that Apparently Successful Applicants submit

a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award, which the Agreement Officer must still obligate.

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

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

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

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

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

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

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

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

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

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

Agreement Officer upon submission of the Marking Plan and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

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

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

- (i) program, project, or activity sites funded by USAID, including visible infrastructure projects or other programs, projects, or activities that are physical in nature;
- (ii) technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID;
- (iii) events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and
- (iv) all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging.

(2) A table specifying:

- (i) the program deliverables that the recipient will mark with the USAID Identity,
- (ii) the type of marking and what materials the applicant will be used to mark the program deliverables with the USAID Identity, and
- (iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking.

(3) A table specifying:

- (i) what program deliverables will not be marked with the USAID Identity, and
- (ii) the rationale for not marking these program deliverables.

**(d) Presumptive Exceptions.**

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

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

- (i) For Presumptive Exception (i), identify the USAID Strategic Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why the program, project, activity, commodity, or communication is 'intrinsically neutral.' Identify, by category or deliverable item, examples of program materials funded under the award for which you are seeking an exception.
- (ii) For Presumptive Exception (ii), state what data, studies, or other deliverables will be produced under the USAID funded award, and explain why the data, studies, or deliverables must be seen as credible.
- (iii) For Presumptive Exception (iii), identify the item or media product produced under the USAID funded award, and explain why each item or product, or category of item and product, is better positioned as an item or product produced

- (i) by the cooperating country government.
- (iv) For Presumptive Exception (iv), identify the item or commodity to be marked, or categories of items or commodities, and explain how marking would impair the item's or commodity's functionality.
- (v) For Presumptive Exception (v), explain why marking would not be costbeneficial or practical.
- (vi) For Presumptive Exception (vi), identify the relevant cultural or social norm, and explain why marking would violate that norm or otherwise be inappropriate.
- (vii) For Presumptive Exception (vii), identify the applicable international law violated by marking.

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

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

#### U. MARKING UNDER USAID-FUNDED ASSISTANCE INSTRUMENTS (December 2005)

##### **(a) Definitions**

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

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

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

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

**Public communications** are documents and messages intended for distribution to audiences external to the recipient's organization. They include, but are not limited to, correspondence, publications, studies, reports, audio visual productions, and other informational products; applications, forms, press and promotional

materials used in connection with USAID funded programs, projects or activities, including signage and plaques; Web sites/Internet activities; and events such as training courses, conferences, seminars, press conferences and so forth.

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

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

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

**(b) Marking of Program Deliverables**

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

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

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

(4) The Recipient will appropriately mark events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities, with the USAID Identity. Unless directly prohibited and as appropriate to the surroundings, recipients should display additional materials, such as signs and banners, with the USAID Identity. In circumstances in which the USAID Identity cannot be displayed visually, the recipient is encouraged otherwise to acknowledge USAID and the American people’s support.

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

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

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

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

(9) Subrecipients. To ensure that the marking requirements “flow down” to subrecipients of subawards, recipients of USAID funded grants and cooperative agreements or other assistance awards will include the USAID-approved marking provision in any USAID funded subaward, as follows: “As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient’s, subrecipient’s, other donor’s or third party’s is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity.”

(10) Any ‘public communications’, as defined in 22 C.F.R. 226.2, funded by USAID, in which the content has not been approved by USAID, must contain the following disclaimer: “This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government.”

(11) The recipient will provide the Cognizant Technical Officer (CTO) or other USAID personnel designated in the grant or cooperative agreement with two copies of all program and communications materials produced under the award. In addition, the recipient will submit one electronic or one hard copy of all final documents to USAID’s Development Experience Clearinghouse.

**(c) Implementation of marking requirements.**

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

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

- (i) A description of the program deliverables specified in paragraph (b) of this provision that the recipient will produce as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity.
- (ii) the type of marking and what materials the applicant uses to mark the program deliverables with the USAID Identity,
- (iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking,

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

- (i) USAID marking requirements would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;
- (ii) USAID marking requirements would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;
- (iii) USAID marking requirements would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official;
- (iv) USAID marking requirements would impair the functionality of an item;

- (v) USAID marking requirements would incur substantial costs or be impractical;
- (vi) USAID marking requirements would offend local cultural or social norms, or be considered inappropriate;
- (vii) USAID marking requirements would conflict with international law.

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

**(d) Waivers.**

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

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

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

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

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

**(e) Non-retroactivity.**

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

**V. USAID Disability Policy - Assistance (December 2004)**

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities;

and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website: <http://www.usaid.gov/about/disability/DISABPOL.FIN.html>.

(b) USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.”

**SECTION B - SELECTION CRITERIA**

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

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost application of all applicants submitting a technically acceptable application will be opened and costs will be evaluated for general reasonableness, allowability, and allocability. To the extent that they are necessary (if award is made based on initial applications), negotiations will then be conducted with all applicants whose application, after discussion and negotiation, has a reasonable chance of being selected for award. Awards will be made to responsible applicants whose applications offer the greatest value, cost and other factors considered.

Awards will be made based on the ranking of proposals according to the technical selection criteria identified below.

These criteria identify significant areas applicants should address in their proposals and serve as the standard against which all proposals will be evaluated.

The applications will be evaluated according to the following criteria:

CRITERIA	POINTS
1. Technical feasibility of the proposal to address the RFA	25
2. Cost Effectiveness and Cost Realism	20
3. Capacity and Experience of the Chief of Party	20
4. Capacity and Experience of the Applicant, including Past Performance	10
5. Administrative Plan	10
6. Monitoring and Evaluation Plan	10
7. Gender Considerations	5
<b>TOTAL</b>	<b>100</b>

**SECTION C - PROGRAM DESCRIPTION****Program Description:  
Achievement and Maintenance of Universal Coverage with Long Lasting  
Insecticide Treated Bednets in Tanzania****I. INTRODUCTION**

The purpose of this Request for Applications (RFA) is to enable USAID/Tanzania to support the Government of Tanzania in achieving and maintaining the goal of Universal Coverage with long lasting insecticide treated bednets (LLINs) for Tanzania, including Zanzibar, starting in one or more regions.

This RFA contains two parts:

1. Part A, The Main RFA, requesting services for achieving Universal Coverage starting in one region in Tanzania. One or more of the following services may be included:

1. LLIN procurement
2. LLIN/voucher logistics
3. Training in registration and delivery of LLINs
4. Behavior Change Communication promoting LLIN use

2. Part B, requesting services in conducting a LLIN ‘hang-up’ campaign in five regions in Tanzania. As these activities are scheduled to start May 25<sup>th</sup>, 2009, applicants should plan their applications in such a way that field work can start immediately.

USAID will award a maximum of **two** competitively awarded cooperative agreements with locally-represented NGOs (or consortium of NGOs) to manage these activities across the interventions.

An applicant may wish to apply for the Part A, Part B, or both. Applications for Part A and Part B will be evaluated separately, and will be awarded separately.

All proposed goals, objectives and activities are to be done under the direction and with full collaboration of the National and Zanzibar Malaria Control Program (NMCP, ZMCP) as described in the President’s Malaria Initiative (PMI) Tanzania Malaria Operation Plan (MOP) which is posted on the world wide web at [http://pmi.gov/countries/mops/tanzania\\_mop-fy09.pdf](http://pmi.gov/countries/mops/tanzania_mop-fy09.pdf).

The cooperative agreement awarded as a result of the Part A will be for a period of forty eight months, with an option to extend for an additional twelve months or beyond, depending on availability of funds and desire of USAID and NMCP and/or ZMCP to continue the activities. Initial funding is programmed at \$ 9,887,000 for the first year’s activities. Subsequent funding will be provided subject to availability of funds with a ceiling of \$40,000,000. Subject to availability of funds, and satisfactory completion of the activities, the Cooperative Agreement may be extended to include additional time and related activities.

The cooperative agreement awarded as a result of Part B will be for a period of one year, with an option to extend for an additional twelve months or beyond, depending on availability of funds and desire of USAID and NMCP to continue the activities. Initial funding is programmed at \$500,000 for activities (for one year). Subject to availability of funds, and satisfactory completion of the activities, the Cooperative Agreement (s) may be extended to include additional time and related activities, including conducting additional hang-up campaigns, in the same five regions or in additional regions in Tanzania as necessary.

## II. BACKGROUND

### *Malaria Situation in Tanzania*

The U.S. President's Malaria Initiative, a \$1.2 billion, five-year initiative to scale up malaria control interventions in Africa. In June 2005, the United States Government selected the United Republic of Tanzania (Tanzania) as one of the first of three countries to be included in the PMI. The objective of the PMI is to reduce malaria related mortality by 50% by working with Tanzania's National Malaria Control Program (NMCP) and the Zanzibar Malaria Control Program (ZMCP) to reach PMI goals of 85% coverage of vulnerable populations with evidence-based, priority interventions, including ownership and use of insecticide treated bednets (ITNs).

The population of Tanzania is approximately 39.9 million individuals, of which 38.6 million are located in the mainland, and 1.3 million in Zanzibar. Malaria is endemic across nearly all of Tanzania: in the mainland, 93% of the population lives in areas where *Plasmodium falciparum* is transmitted, while 100% of the population in Zanzibar lives in high transmission areas. National prevalence of malaria among children 6 to 59 months of age is 18.8%, but ranges from 0.4% in the elevated region of Arusha to 41.1% in the northwestern region of Kagera. It should be noted that eight out of 21 exceeded 20% prevalence.

Unstable seasonal malaria transmission occurs in approximately 20% of the country, while stable malaria with seasonal variation occurs in another 20%. The remaining malaria endemic areas in Tanzania (60%) are characterized as stable perennial transmission. *P. falciparum* accounts for 96% of malaria infection in Tanzania. The principal malaria vector in the mainland and Zanzibar is *Anopheles gambiae*.

Annual malaria deaths in Tanzania are currently estimated at 60,000, of which an estimated 80% are in children under five years of age. Approximately 14-18 million clinical malaria cases are reported annually by public health services. Over 40% of all outpatient attendances are attributed to malaria. According to the health management information system (HMIS), the disease is responsible for more than half of deaths among children under five years of age in health facilities and up to one-fifth of deaths among pregnant women.

### *ITNs in Tanzania*

It is well known that Insecticide-treated nets (ITNs) constitute a highly effective method to prevent malaria. Regular and consistent use of ITNs has been shown reduce deaths in children by one fifth and episodes of malaria by half (Lengeler 2004).<sup>1</sup>

Tanzania has had an extensive history with ITN research and development. The Kilombero Net Project (KINET), implemented in two districts from 1997 to 2000 by the Ifakara Health Research and Development Centre (now Ifakara Health Institute) and the Swiss Tropical Institute resulted in a 27% lower risk of dying with ITN use and even larger benefits on parasitaemia and anaemia in pregnant women and children under 5 years of age.<sup>2</sup> By 2000, Tanzania had instituted a nation-wide ITN program via the private sector through the Social Marketing for ITNs project (SMITN II), run by Population Services International (PSI) and supported by the Department for International Development

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<sup>1</sup> Lengeler C. Insecticide-treated bed nets and curtains for preventing malaria. Cochrane Database of Systematic Reviews 2004, Issue 2. Art. No.: CD000363. DOI: 10.1002/14651858.CD000363.pub2.

<sup>2</sup> Schellenberg, J. R., *et al.* Effect of large-scale social marketing of insecticide-treated nets on child survival in rural Tanzania. *Lancet* 357.9264 (2001): 1241-47.

(DFID) and the Embassy of the Kingdom of the Netherlands (EKN).<sup>3</sup> The success of this project led to the development of a national ITN strategy, or NATNETS, in November 2000.

From 2000 until 2007, the national policy for the Government of Tanzania was the distribution of ITNs through public-private partnerships. At that time, NATNETS had two main strategies for ITN distribution (these strategies continue today, with additional strategies, see below):

1. Through social marketing via the private sector. PSI continues to implement this program, with support from EKN and DfiD under the SMARTNET project (which ended in June 2007), and subsequently under PMI and EKN under the Long Lasting Nets for Tanzania project (LLINs for Tanzania). A key element of SMARTNET and LLINs for Tanzania projects is the provision of insecticide kits without cost to Tanzanian bed net manufacturers for the purpose of bundling with nets, with the aim of creating locally sustainable ITN market.
2. Through the Tanzania National Voucher Scheme. The TNVS, which started in October 2004, is supported by the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund, via Tanzania's Round 1 and subsequently the RCC malaria grants) and PMI, and implemented by the Mennonite Economic Development Associates (MEDA), World Vision Tanzania and Population Services International. The TNVS targets those specifically vulnerable to malaria, pregnant women and infants in all socio-economic groups. It offers discounted vouchers (currently worth 3,500 TSH, or about \$2.92) to pregnant women attending ante-natal care and care-takers of infants at the infants nine month measles vaccination, enabling them to purchase ITNS at discounted prices from their nearest retailer.

The NATNETS strategy was successful in creating an ITN market in Tanzania, with four thriving ITN manufacturers and over 7,000 TNVS retailers of ITNs nationwide. Such a vast market apparatus for ITNS is unique in Africa, and, if maintained, could potentially lead to a sustainable ITN market in country.

Unfortunately, ITN coverage rates have not risen as anticipated. The following data from the Tanzania National Voucher Scheme evaluation shows the following coverage rates for children under one years ('under 1') children under five years of age ('under 5'), currently pregnant women ('currently preg') and the total population ('total pop')<sup>4</sup>:

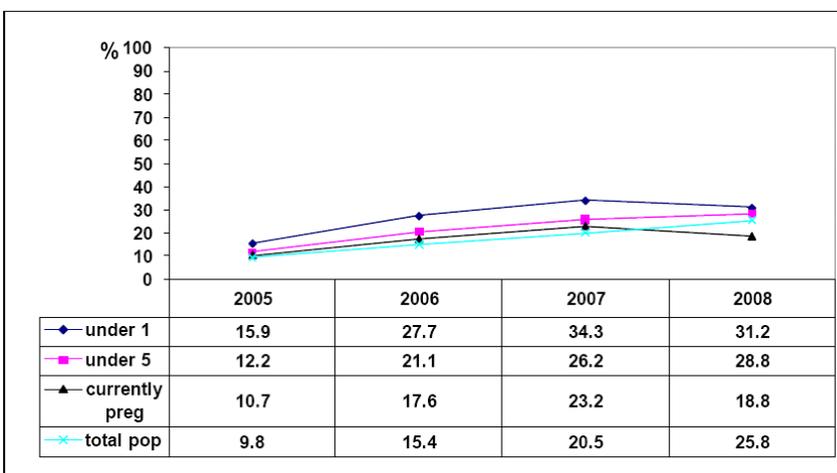


Figure 16. Summary weighted national coverage estimates for all population groups: Use of an ITN on night before survey (Household 2005-08)

<sup>3</sup> SMITN actually started in 9 districts in 1998, and expanded under SMITN II nationwide by 2000.

<sup>4</sup> Monitoring and Evaluation of the TNVS, Report on 2008 TNVS Household, Facility services and Facility users surveys, Ifakara Health Research and Development Centre and the London School of Hygiene and Tropical Medicine

These results are confirmed by the Malaria Indicator Survey for 2007-8 showing rather modest improvements from the 2004-5 Demographic Health Survey:

	Mainland	
	2004-05* TDHS (%)	2007-08* MIS (%)
% Households at least one net (any)	46	56
% Households at least one ITN	23	38
% Preg. Women sleeping under any net	32	35
% Preg. Women sleeping under ITN	15	26
% Under fives sleeping under any net	31	35
% Under fives sleeping under ITN	16	25

NMCP's National Malaria Medium Term Strategic Plan from 2002 – 2007 (MMSTP) had the goals of at least 60% of the children under five years and 60% of pregnant women sleeping under an ITN. Clearly, these results have not been met. The MMSTP 2008-2013 has more ambitious goals:

- By 2013, 80% of pregnant women and children under five years of age are sleeping under ITNs in all districts.
- By 2013, 90% of households own at least one ITN

PMI's specific targets for ITNs include the following, all with 85% coverage or above, by 2011:

- >90% of households with a pregnant woman and/or children under five will own at least one ITN;
- 85% of children under five will have slept under an ITN the previous night;
- 85% of pregnant women will have slept under an ITN the previous night;
- 85% of pregnant women and children under five will have slept under an ITN the previous night or in a house that has been sprayed with IRS in the last six months.

To improve LLIN coverage in a short time frame, the National Malaria Control Program has decided it will shift towards a universal coverage strategy. This strategy begins with the Under Five Catch-up Campaign (U5CC), a free distribution of long lasting insecticidal nets (LLIN)s for all children up to five years of age. The campaign is currently expected to start in March 2009 and end around January 2010, rolling out one zone (equivalent to two or three regions in country) per month. The campaign is being jointly funded by the Global Fund (Rolling Continuation Channel), the World Bank, PMI, UNICEF, and the charity Malaria No More. PMI expects to support the purchase of approximately 1 million LLINs out of a total of 7.2 million LLINs that will be distributed through this campaign.

Either following the U5CC, or combined with the Under Five campaign, the Government of Tanzania expects to distribute an additional 14.6 million LLINs, with the target of achieving an average of 2.5 nets per household (covering each sleeping space) through a Universal Coverage Campaign. While the majority of costs of implementing the Universal Coverage Campaign will be covered by the Global Fund Round 8 grant, PMI expects to contribute to achieving and maintaining Universal Coverage with LLINs in one or more regions in Tanzania.

Initially, NMCP expected to roll out the U5CC first (starting May 2008), and follow up with the Universal Coverage Campaign approximately two years later (starting in March 2010). However, the

U5CC has been delayed due to various procurement issues, allowing NMCP to reconsider this decision and consider combining both campaigns to promote efficiency. It is possible that certain regions may be initially covered by the U5CC, later to be followed by the universal campaign (Tanga, where the U5CC took place August 2008, is an example), while it is expected that in other regions, the campaigns will occur simultaneously.

NMCP recognizes while campaigns may help it achieve Universal Coverage with LLINS in Tanzania, these very expensive campaigns (estimated costs around \$150 million) are not a sustainable mechanism to maintain high coverage rates. A more sustainable 'keep-up' strategy will have to be employed to maintain high coverage rates achieved by the campaigns.

The viability of the TNVS and the ITN commercial sector after implementation of the Universal Coverage Campaign is not known at present. NMCP plans to conduct assessments of possible distribution mechanisms which could be used as 'keep-up' strategies within 12 months of the U5CC and again after the Universal Coverage Campaign.

PMI will continue funding the TNVS, in line with the changes planned by NMCP. PMI also expects to contribute substantially to future keep-up strategies to be implemented after the Universal Coverage Campaign.

### **III. PART A: Universal Coverage**

#### **EXPECTED RESULTS**

- A. To increase the proportion of households owning at least one ITN from 36% (2007) to 90% in a selected region (or regions) of Tanzania
- B. To increase the proportion of pregnant women sleeping under an ITN from 26% (2008 MIS) to 85% in a selected region (or regions) of Tanzania
- C. To increase the proportion of children under five years sleeping under an ITN from 25% (2008 MIS) to 85% in a selected region (or regions) of Tanzania
- D. To increase the proportion of all household members sleeping under an ITN from 26% (2008 Tanzania National Voucher Scheme Evaluation)<sup>5</sup> to 80% in a selected region (or regions) of Tanzania
- E. To ensure, by implementing a successful 'keep-up' strategy, that at least 80% of pregnant women are still sleeping under an ITN in a selected region (or regions) of Tanzania by the end of the Cooperative Agreement period (estimated to be three years after the end of Under Five Catch-up Campaign and the Universal Coverage Campaign)
- F. To ensure, by implementing a successful 'keep-up' strategy, that at least 80% of children under five years are still sleeping under an ITN in a selected region (or regions) of Tanzania by the end of the Cooperative Agreement period (estimated to be three years after the end of Under Five Catch Up Campaign and the Universal Coverage Campaign).

#### **DESIGN CONSIDERATIONS**

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<sup>5</sup> Monitoring and Evaluation of the Tanzanian National Net Strategy Report on 2008 NATNETS Household, Facility services and Facility users survey, Ifakara Health Research and Development Centre and the London School of Hygiene and Tropical Medicine

Applicants should consider incorporating the following themes into their proposals for establishing that Universal Coverage targets are met and maintained in one or more regions in Tanzania:

A. Comprehensive, Coordinated approach

The U5CC and the Universal Coverage Campaign are carefully planned, well designed campaigns which involve the following main components (to see further details of the design of the campaigns see Design Consideration B):

5. LLIN procurement
6. LLIN logistics
  - a. Transport and delivery of LLINs from source to end-point
  - b. Secure Storage
  - c. Distribution to beneficiaries
7. Training
  - a. In registration for the campaigns
  - b. LLIN delivery and record keeping for the campaigns
8. Behavior Change Communication
  - a. Utilizing a variety of approaches, including mass media, print material road shows and mobile video, and interpersonal approaches
  - b. Sensitization and mobilization for campaigns
  - c. Conducting “Hang-up Keep-up’ campaigns.

For the Under-5 Catch-Up Campaign, the current contractors under the Global Fund (Rolling Continuation Channel) and the World Bank are as follows:

- LLIN procurement - A to Z Textile Mills

PMI is contributing to LLINs for the Under – Five Catch-up Campaign through a Cooperative Agreement with MEDA, subcontracted to A to Z Textile Mills.

- LLIN logistics – MEDA
- Training in registration and LLIN delivery – World Vision (Global Fund only)
- Behavior Change Communication (BCC)– PSI (Global Fund only)

PMI is implementing a nationwide BCC campaign for malaria prevention and treatment through a Cooperative Agreement with the Johns Hopkins University Center for Communication Programs.

- Monitoring and Evaluation – Ifakara Health Institute (Global Fund only)
- Auditing – KPMG (Global Fund only)

It is currently unclear which organizations will be contracted to conduct each component for the Universal Coverage Campaign under the Global Fund (Round 8) although the proposal submitted to the Global Fund recommends the existing contractors remain in place for reasons of continuity and ensuring that lessons learned during the U5CC are incorporated in the Universal Coverage Campaign.

PMI envisions the need for component one (LLIN procurement). PMI is also interested in conducting a ‘hang-up’ behavior change communication campaign to ensure ITN use after the distribution campaigns (component 4 c). Applicants interested in applying for Part A should, in their first year budget, consider ‘a hang-up’ campaign in 15 mainland regions in Tanzania, which includes all regions except Lindi, Mtwara, Kagera, Mwanza and Mara. These five regions will be covered in part Part B of this RFA.

Applicants applying for Part A should, in future year funding, include behavior change activities as appropriate, which may include additional ‘hang-up’ campaigns in any or all regions of Tanzania.

PMI may require some or all of the other components (two through four) if the timing and geographic location of PMI’s contribution to universal coverage does not allow for the use of Global Funded Contractors.

In anticipation, applicants should detail their plans for implementing all four components (within NMCP guidelines, as mentioned in Design Consideration B) as well as their prior experiences in each component. Applicants are encouraged to consider forming partnerships among several organizations to ensure expertise among all components mentioned above.

In all cases, the winning applicant should coordinate seamlessly with all other organizations that will be working to implement U5CC and the Universal Coverage Campaign, including the winner of ‘Part B’ of this RFA (if different from the winner of Part A) and always work under the leadership of the National Malaria Control Program.

## **B. Design and Execution of campaign per NMCP Guidelines**

### *Universal Coverage Campaign:*

Major aspects of the design of the U5CC and the Universal Coverage Campaign have already been decided by the NMCP. It is expected that the winning applicant adhere to the guidelines set out by NMCP, and respect their overall leadership and coordinating role of the campaign. PMI and USAID regulations will also be followed. Major changes to the guidelines will be determined by the Ministry of Health, working with selected stake-holders (Donors, including PMI, NGOs) who comprise Tanzania’s NATNETS Steering Committee.

The guidelines for both U5CC and the Universal Coverage Campaign are very similar, and are as follows (note, the guidelines below are written with Global Fund contractors in mind. The winning applicant will directly be involved in implementing some or all of the activities below which are mentioned as the responsibility of a Global Funded ‘logistics contractor’, ‘training contractor’ and ‘BCC Contractor’)<sup>6</sup>:

1. The distribution exercise will be managed and coordinated by the Logistics Contractor
2. Nets will be acquired through a competitive tender issued by the Logistics Contractor (following consultation with NMCP and PMI)
3. The actual distribution will cover one zone (two or three regions) per month for seven months
4. District Executive Directors (DEDs) will be responsible for organizing and listing eligible under fives (for the Under Five Catch Up Campaign) and sleeping spaces (for the Universal Coverage Campaign) through Ward Executive Officers, Village Executive Officers and Community Health Workers. The registration of under fives and sleeping spaces will be conducted as part of the U5CC only and the sleeping space data used subsequently in the Universal Coverage Campaign.
5. The Logistics contractor will monitor and facilitate this process through their Regional Managers. This is to be completed two months prior to the zonal launch date.
6. Training contractor will train WEOs and VEOs in completion of registers.

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<sup>6</sup> Guidelines are a modified version of Tanzania’s Global Fund Round 8 Malaria Proposal, which can be found online at: [http://www.theglobalfund.org/grantdocuments/8TNZM\\_1766\\_0\\_full.pdf](http://www.theglobalfund.org/grantdocuments/8TNZM_1766_0_full.pdf)

7. DEDs will report numbers of household net requirements for each village to NMCP and the logistics contractor.
8. The LLIN manufacturer or transport contractor will generally deliver nets to village level under the direction of the Logistics contractor. (Note, the winning applicant of this RFA will be expected to enter into the necessary agreements with LLIN manufacturers and transport organizations to ensure LLIN procurement and delivery. PMI will not do so directly.)
9. Where nets are not delivered to village level, DEDs will be responsible for arranging secure storage, which will be financed by the Logistics contractor if required.
10. The Logistics contractor will identify and contract local LLIN distributors in consultation with DEDs.
11. The Training contractor will train Ward Executive Officers and Village Executive Officers in all aspects of LLIN distribution, issue and record keeping.
12. The Logistics contractor will be responsible for scheduling and supervising the dispatch of LLINs to village level using previously identified distribution routes.
13. Ward Executive Officers will accompany the distributing vehicles.
14. Village Executive Officers will co-ordinate the distribution to already identified households at each distribution point
15. Village Executive Officers will appoint Community Owned Resource Persons, Community Health Workers and volunteers to distribute LLINs to pre-registered households at vaccination points
16. To address the dangers of leakage, household registration records will be maintained in triplicate. The Logistics contractor and DEDs will verify and record LLIN quantities at a designated district check point. Verification of delivery to the village level will be on a delivery form to be signed by the Village Executive Officer and Village Chair. Ward Executive Officers will collect paper work and registers (supplied originally by the Logistics contractor) from VEOs for submission to DEDs and onward reporting to NMCP and the Logistics contractor.
17. The BCC contractor is expected to raise awareness of the campaign and the importance of sleeping under ITNs through multiple channels, including mass-media, road-shows, mobile video, and community-based approaches. PMI is specifically interested in the implementation of a 'door-to-door' net hang up campaign immediately after LLIN distribution in its region(s) of implementation of Universal Coverage. Such a campaign involves volunteers going to each and every house immediately after the campaign, asking if LLINs received by the campaign have been hung, and offering assistance to do so if not. Studies suggest this is the most effective way to ensure that beneficiaries actually sleep under nets they received during the campaign.<sup>7</sup> This particular activity (door to door ITN hang-up campaign) is not a part of PSI's activities under the Global Fund contract, and is not a part of the approved Global Fund Round 8 Award. Thus, PMI expects a 'hang-up' campaign will be conducted to help ensure that ITNs which are distributed in the campaigns are actually used by beneficiaries.

#### *Post Campaign-Keep-Up Campaign*

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<sup>7</sup> Eisele, T and Root, B. "Insecticide-treated net use among children and pregnant women in sub-Saharan Africa: systematic review of the evidence." Department of International Health and Development, Tulane University School of Public Health, 29 August 08. Prepared for John Hopkins University Center for Communications Programs

NMCP plans to conduct assessments of possible distribution mechanisms which could be used as a ‘keep-up’ strategy to maintain ITN coverage rates at high levels within 12 months of the conclusion of the Under Five Catch-Up and Universal Coverage Campaigns. PMI expects to contribute substantially to future keep-up strategies to be implemented after the Universal Coverage Campaign. Applicants should relate their experiences in implementing different types of ‘keep-up’ strategies.

### C. Geographic Considerations

PMI will contribute to NMCP’s Universal Coverage Strategy in one or more regions. PMI expects one of the regions will be Kagera, in North West Tanzania. Kagera region as a whole has the highest malaria prevalence in Tanzania (41% among children aged 6 to 59 months, MIS 2007-8). Furthermore, PMI has instituted Indoor Residual Spraying (IRS) in Kagera. In January-February 2009, PMI supported the third round of spraying in the Muleba District and the second round of spraying in the Karagwe District. Later in 2009, PMI will institute IRS for the entire region of Kagera, covering an estimated 360,000 households or about 2 million people.

IRS is a costly and time and resource intensive operation. PMI estimates that instituting IRS in all regions of Kagera will cost over seven million dollars for each round of spraying. PMI views achieving universal LLIN coverage in Kagera as a cost-effective means of reducing malaria prevalence. As LLIN coverage in Kagera rises and malaria prevalence falls, PMI will be able to scale back IRS in Kagera.

Other regions in consideration include the Southern Coastal regions of Lindi and Mtwara, and the island of Mafia. Final decisions will be made jointly between PMI and NMCP.

PMI is also interested in the implementation of a ‘door-to-door’ ITN hang up campaign immediately after LLIN distribution in its region(s) of implementation of Universal Coverage. Such a campaign involves volunteers going to each and every house immediately after the campaign, asking if LLINs received by the campaign have been hung, and offering assistance to do so if not. Applicants interested in applying for Part A should, in their first year budget, consider ‘a hang-up’ campaign in 15 mainland regions in Tanzania, which includes all regions except Lindi, Mtwara, Kagera, Mwanza and Mara. These five regions will be covered in part Part B of this RFA. Applicants applying for Part A should, in future year funding, include behavior change activities as appropriate, which may include additional ‘hang-up’ campaigns in any or all regions of Tanzania.

### **PART B: Hang Up Campaigns in Five Regions of Tanzania**

PMI is specifically interested in the implementation of a behavior change communication campaign immediately after LLIN distribution in five region(s) to ensure high levels of ITN *use*, not just high levels of ITN ownership. These five regions include Lindi, Mtwara, Kagera, Mwanza and Mara. An example of such a campaign is having volunteers going to each and every house immediately after the campaign, asking if LLINs received by the campaign have been hung, and offering assistance to do so if not. This particular activity (post-campaign BCC activities to encourage ITN use) is not a part of PSI’s activities under the Global Fund contract, and is not a part of the approved Global Fund Round 8 Award; PSI is specifically contracted for promotion of the campaign before and during the campaign, as well as general ITN promotion activities outside the campaign. Yet, an ITN is only a useful tool for malaria prevention to the extent it used by sleeping under it; an ITN received from a campaign that is still in its bag under does not protect against malaria.

As these activities are scheduled to start May 25<sup>th</sup>, 2009, applicants should plan their applications in such a way that field work can start immediately.

The cooperative agreement awarded as a result of Part B will be for a period of one year, with an option to extend for an additional twelve months or beyond, depending on availability of funds and desire of

USAID and NMCP to continue the activities. Initial funding is programmed at \$500,000 for activities (for one year). Subsequent funding will be provided subject to availability of funds with a ceiling of \$3,000,000. Subject to availability of funds, and satisfactory completion of the activities, the Cooperative Agreement (s) may be extended to include additional time and related activities, including conducting hang-up campaigns in additional regions in Tanzania as necessary.

## **EXPECTED RESULTS**

A. To reach at least 95% of households with children under five years of age

B. To increase the proportion of children under five years sleeping under an ITN from 25% (2008 MIS) to 85% in a selected region (or regions) of Tanzania

## **DESIGN CONSIDERATIONS**

### A. Comprehensive, Coordinated approach

As mentioned in Part A of the RFA, the national LLIN distribution campaigns are carefully planned, well designed campaigns which involving LLIN procurement, training in registration and distribution, LLIN distribution, and behavior change communication.

The winning applicant is expected to coordinate seamlessly with all other organizations that will be working to implement the national LLIN distribution campaigns, including the winner of 'Part A' of this RFA (if different from the winner of 'Part B' of this RFA). The applicant will likely use registration data collected by organizations implementing logistics and training for the LLIN distribution campaigns as a source of data on households which need to be visited to conduct the 'hang-up' campaign, and may use IEC/BCC materials produced by organizations already implementing BCC programs in country. In all cases, the winning applicant will always work under the leadership of the National Malaria Control Program.

### B. Geographic Considerations

The winning applicant will conduct 'hang-up' campaigns in five regions: Lindi, Mtwara, Mara, Mwanza, and Kagera

### C. Timing

Currently the National Malaria Control Program expects the Under-Five Catch-Up Campaign to roll-out in Lindi and Mtwara mid-May. The winning applicant is expected to start conducting full scale hang-up campaigns approximately ten days afterward.

The Under-Five Catch-up Campaign is expected to roll-out in Kagera, Mwanza and Mara in mid-June. Again, the winning applicant is expected to start conducting full-scale hang-up campaigns approximately ten days afterward. Applicants should detail their plans to roll-out very quickly.

## **IV. PERFORMANCE MONITORING**

USAID/Tanzania, and NMCP reserve the right to visit all of the sites where the successful applicants are working and its sub contractors/recipients, including but not limited to offices, warehouses, health facilities, communities and vaccination points and other field sites for the purpose of monitoring any aspect of this cooperative agreement.

## V. INTELLECTUAL PROPERTY

Any discoveries, approaches, name brands or materials arising from this project cannot be copyrighted, trademarked or otherwise removed from the public domain. By law, USAID products and methods are required to be in the public domain.

## VII. REPORTING REQUIREMENTS

The Recipients will adhere to all reporting requirements listed below. All reports shall be submitted by the due date for approval of the Agreement Officer's Technical Representative (AOTR formerly known as CTO). Additional reports requiring review and clearances, when necessary, are listed under each requirement. The recipients will consult the AOTR on the format and expected content of reports prior to submission. Reports will be submitted in hard copy and electronically, either by e-mail or CD-ROM to USAID and NMCP. Any existing formats for NMCP reports in the respective technical areas shall be maintained.

### A. Financial Reporting

Financial reporting requirements will be in accordance with 22 CFR 226. A copy of the SF-269 and a baseline pipeline/burn rate monitoring form should be submitted quarterly to the AOTR.

### B. Performance Monitoring and Reporting

The Recipients will submit reports to the AOTR as described below. The exact format for preparation of and timing for, submission of all reports will be determined in collaboration with the AOTR.

#### 1. Performance Management Plan

The recipients will work with the AOTR to create one Performance Management Plan (PMP) per Cooperative Agreement for the duration of the projects. The PMPs will include objective, verifiable indicators, with baselines and targets, which will allow monitoring of grantee performance towards the achievement of the Expected Results of the RFA. Appropriate indicators are expected to be disaggregated by sex. Applicants are welcome to include a draft PMP with their application, a finalized PMP will be due 90 days after the award is initiated. USAID reserves the right to conduct Data Quality Assessments on any and/or all indicators reported in the PMP as the need arises.

#### 2. Annual Implementation Plan

The Recipients will prepare and submit to the AOTR an annual implementation plan on a schedule established by the AOTR. The first implementation plan to be submitted will not necessarily be for a full year or may be for more than a full year, depending upon the start date of the agreement. Annual implementation plans should be organized into the following sections:

- a) **Work Plan:** The work plan serves several purposes including as a guide to program implementation, a demonstration of links between activities and Expected Results, a basis for budget estimates and the foundation for the monitoring and evaluation plan. Work plans should be organized to clearly link activities to the Expected Results. The work plan is negotiated with the AOTR in consultation with NMCP managers, Strategic Objective (SO) team leaders as appropriate, and PMI Technical Advisors, USAID Mission Population, Health and Nutrition officers and Foreign Service Nationals (FSNs) and will outline key activities to be accomplished for the year. The work plan, at a minimum, should include:
  - (1) Brief situation analysis that details current ITN activities in Tanzania
  - (2) Indicators to be monitored and reported on;
  - (3) Milestones toward achieving Expected Results;
  - (4) Activities to be accomplished that year related specifically toward the achievement of milestones, prioritized in order of importance and effort;
  - (5) Level of effort required in terms of key staff and support staff time and financial resources;

- (6) Partner involvement and contributions to achieving the results;
- (7) Timeline.

b) **Management Plan:** Coordination and communication with the NMCP and a wide range of partners, both internal to USAID and public/private sector partners, other cooperating agencies (CAs), other donors, etc. is key to the achievement of the activities described in this RFA. Recipients should demonstrate a willingness to partner with non-traditional partners and partners new to USAID and utilize diverse human resources effectively. Implementation plans will need to specify clear lines of supervision, accountability, decision-making and responsibility among staff. In the case of proposed prime/sub relationships, especially in cases of geographic separation of collaborative institutions, clear lines of communication should be established. Special attention will need to be paid to ensuring efficiencies in operational and financial management. Recipients should address how they intend to manage the operational partnerships in order to maximize the input and utility of all partner organizations, collaboratively and effectively.

c) **Budget:** with sufficient detail to allow AOTR to judge the efficiency of the annual implementation plan. Work plan budgets should delineate an overall budget, a budget per Expected Result and budget per activity.

## **2. Quarterly Performance Monitoring Reports (2 copies)**

The performance monitoring report shall be submitted to the AOTR and NMCP within 30 days following the end of the reporting period. Reports should briefly document on-going activities, and relate actual accomplishments toward the Expected Results and milestones. The last performance monitoring report of the year should be a summation of the results and progress toward results made during that year. The reports must also include the following:

- a) Summarize results of all activities under this award.
- b) Reporting on indicators which are a part of the PMP and PMI indicators (Format will be provided)
- c) Reasons why PMP targets and other goals established for the quarter were not met, if appropriate;
- d) Analysis and explanation of any cost overruns or high unit costs (recipients must immediately notify USAID of developments that have a significant impact on award-supported activities).

Immediate notification must be given to USAID in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award. These notifications must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

## **3. Final Report (2 copies)**

As USAID requires, 90 days after the completion date of this Cooperative Agreement, the recipients shall submit a final report which includes: an executive summary of the recipients' accomplishments in achieving the Expected Results and conclusions about areas in need of future assistance; an overall description of the recipient's activities and attainment of results during the life of the Cooperative Agreement; an assessment of progress made toward accomplishing the Expected Results; significance of these activities; important research findings; comments and recommendations; a section on how the program will be sustained after termination of USAID funding, and a fiscal report that describes how the Recipient's funds were used. See 22 CFR 226.51.

## **C. Distribution of Reports**

1. Reports required as described in this section will be sent to the AOTR, the NMCP managers and to the Agreement Officer.
2. Reports and intellectual products required above will also be submitted in electronic format and hard copy as provided in the AAPD 04-06.

## **D. Special Considerations**

1. The Recipients will maintain regular contact with other NMCP PMI contracting partners through day-to-day liaison and monthly coordination meetings.
2. The Recipient will also maintain regular contact with those stakeholder organizations concerned with any activity described in this agreement.
3. USAID recognizes that gender equality is a fundamental human rights issue that affects an entire society. Therefore, the Recipient will ensure that gender considerations are included in all activities. Data will be disaggregated by gender as appropriate.
4. The Recipients are encouraged to supplement the program by providing its own resources (cost-share) either financial or/or in-kind resources are welcomed.

**SECTION D**

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF RECIPIENT [1][2]

Please, fill-in the provided certifications which have been uploaded separately.

# Survey on Ensuring Equal Opportunity for Applicants

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

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

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

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

**Applicant's (Organization) Name:** \_\_\_\_\_

**Applicant's DUNS Number:** \_\_\_\_\_

**Grant Name:** \_\_\_\_\_ **CFDA Number:** \_\_\_\_\_

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

Yes  No

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

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

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

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

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

## Survey Instructions on Ensuring Equal Opportunity for Applicants

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

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

### **Paperwork Burden Statement**

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

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