



Issue Date: June 22, 2020
Deadline for Question: July 2, 2020
Closing Date: August 6, 2020
Closing Time: 1:00 P.M. Local Time

Subject: Request for Application (RFA): 72052120RFA00008

Program Title: Coastal and Marine Habitat Conservation Activity

Catalog of Federal Domestic Assistance (CFDA) Number: 98.001

Ladies/Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for a Fixed Amount Award (FAA) from qualified entities to implement the Coastal and Marine Habitat Conservation Activity. Eligibility for this award is restricted to non-profit, non-governmental organizations and private institutions of higher education based in Haiti.

USAID intends to make an award to the applicant(s) who best meets the objectives of this funding opportunity based on the merit review criteria described in this Request for Application (RFA) subject to a risk assessment. Eligible parties interested in submitting an application are encouraged to read this RFA thoroughly to understand the type of program sought, application submission requirements and selection process.

To be eligible for award, the applicant must provide all information as required in this RFA and meet eligibility standards in Section C of this RFA. This funding opportunity is posted on www.grants.gov, and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity and to ensure that the RFA has been received from the internet in its entirety. USAID bears no responsibility for data errors resulting from the transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the RFA, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D.6.f. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

***Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity***

Issuance of this request for application does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

Sharon M. Baker
Supervisory Agreement Officer

TABLE OF CONTENTS

SECTION A: PROGRAM DESCRIPTION	4
SECTION B: FEDERAL AWARD INFORMATION	10
SECTION C: ELIGIBILITY INFORMATION	11
SECTION D: APPLICATION AND SUBMISSION INFORMATION	12
SECTION E: APPLICATION REVIEW INFORMATION	26
SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION	28
SECTION G: FEDERAL AWARDED AGENCY CONTACT(S)	31
SECTION H: OTHER INFORMATION	32
ANNEX 1 – CERTIFICATIONS AND ASSURANCES	33
ANNEX 2 – SUMMARY BUDGET TEMPLATE	43
ANNEX 3 – STANDARD PROVISIONS	45
ANNEX 4 - ABBREVIATIONS AND ACRONYMS	46

SECTION A: PROGRAM DESCRIPTION

AUTHORITY

Pursuant to the Foreign Assistance Act of 1961, as amended (FAA), the United States Government (USG), as represented by the U.S. Agency for International Development (USAID), Haiti Mission, is seeking to support or stimulate the activities described below, and requests applications from any non-profit, non-governmental organizations and private institutions of higher education based in Haiti (see Section C.1 of this RFA for eligibility) to manage and implement the Coastal and Marine Habitat Conservation Activity.

Administration of Award(s) Resulting from this Notice of Funding Opportunity (NOFO)

The prime award resulting from this RFA will be administered in accordance with the following:

- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 2 CFR 700 (USAID's implementation of 2 CFR 200);
- Chapter 303 of USAID's Automated Directives System (ADS-303); and
- USAID Mandatory and Required-as-Applicable Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations.

PROBLEM STATEMENT

Poor management of Haiti's coastal and marine resources is exacerbated by poverty and the need for productive livelihoods. Overfishing and pollution along with mangrove, coral reef, and other coastal habitat destruction have increased dramatically over the last 50 years as coastal development and population densities have grown. This unsustainable natural resource management has led to plummeting fish catches, coastal zone erosion, and reduced opportunities for economic development based on tourism.

PURPOSE STATEMENT

The purpose of this activity is to improve human wellbeing and reduce the threats to biodiversity by improving agriculture and fishing practices in coastal and marine environments of Haiti.

OBJECTIVES AND EXPECTED RESULTS

Objectives

The Coastal and Marine Habitat Conservation activity has four main objectives to achieve the activity purpose. Specifically, the objectives are to:

- To reduce the underlying threats to coastal and marine resources by identifying and supporting agriculture, pisciculture and fishing opportunities of local stakeholders that have positive effects on coastal and marine ecosystems;

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

- To enhance the resilience of coastal communities to mitigate, adapt to and recover from shocks and stresses in a manner that reduces chronic vulnerability;
- To conserve flora and fauna in select marine protected areas by strengthening governance structures that have the ability to adaptively manage protected areas and ensure long-term conservation; and
- To ensure long-term conservation impact by improving stakeholder knowledge of and capacity to implement sustainable natural resource management strategies.

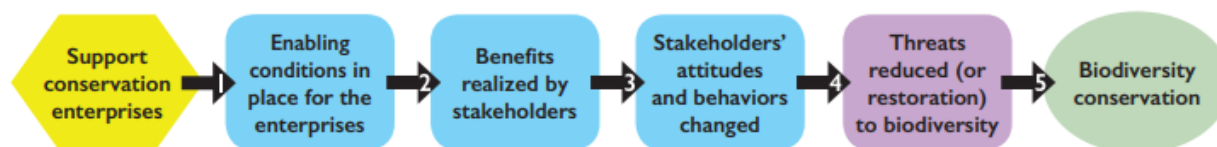
Results-based Outcome Indicators

At a minimum, applicants are required to develop robust indicators that respond to the following US Government standard indicators¹:

1. Number of people trained in sustainable natural resource management and/or biodiversity conservation as a result of USG assistance. (EG 10.2-4)
2. Number of people with improved economic benefits derived from sustainable natural resource management and/or biodiversity conservation as a result of USG assistance. (EG 10.2-3)
3. Number of hectares of biologically significant areas under improved management as a result of USG assistance. (Economic Growth 10.3-2)

These outcome indicators and any custom indicators must be further defined and assigned targets in the applicant's Monitoring, Evaluation and Learning (MEL) Plan. In addition, specific, measurable, achievable, relevant, and time-bound output indicators will be set and defined within the MEL Plan and linked with milestones upon which payments under the grant agreement will be made.

Applicants must also demonstrate the logic of the proposed intervention through a draft "results chain." A results chain is a best practice for developing and describing the logical connections between activity interventions, desired immediate results, and long-term outcomes in sustainable natural resource management and human wellbeing. The following is an example of one such results chain:



¹ Definitions can be found on Economic Growth Standard Indicator Reference Sheets are available at <https://www.state.gov/f/indicators/>

BACKGROUND

Many human settlements along the Haitian coast as well as inland populations rely on marine species for a significant portion of their nutritional needs and export earnings. In coastal urban centers which often lack basic services such as sanitation, solid waste management or storm surge barriers, ecosystem-based services such as wastewater purification and coastal protection are especially important to maintain. Moreover, conserved marine and coastal environments allow many opportunities for recreation, preservation of cultural heritage, education, and research. Lastly, the potential for high-value coastal tourism development depends on well-preserved and relatively clean environments to regularly attract customers.

Sustainably managed coastal and marine resources are essential to human sustenance and socio-economic development. As such, USAID considers it vital to work with the Government of Haiti (GoH), civil society, the private sector, academia, and community-based organizations to promote the fair, efficient, and effective management of coastal and marine zones, both inside and near legally designated protected areas.

A growing human population density and a long history of under-investment in conservation-based agriculture and fisheries have led to unsustainable use of natural resources along the coasts and in the marine zones around Haiti. The living coral cover on its coral reefs is 15 percent, much lower than the mean for the Caribbean (25 percent). The cover of macroalgae on reefs in Haiti - a sign of reduced populations of herbivorous fish species - has been assessed at 30 percent, more than double the Caribbean mean (13 percent)². Moreover, a comprehensive four (-)-year coastal reef survey conducted in Haiti by the organization Reef Check showed very low numbers and sizes of “indicator fish” such as grouper, parrotfish, and snapper. Whereas a healthy reef can produce 15 tonnes of fish per year, when fish do not have a chance to reach reproductive maturity and so do not reproduce before they are caught, a vicious circle of overfishing leads to reduced reproduction.

Mangrove forests, which are important breeding habitats for fish and other marine life, are being cut for charcoal or destroyed for agriculture, mussel-culture, or saltpans at alarming rates. The loss of mangroves also reduces the resilience of coastal communities to storm surges and erosion.

Haiti’s first Marine Protected Area, the Three Bays National Park in the NordEst Department, was designated in 2013. With the continued advocacy of local and international civil society groups, 12 additional marine protected areas have been declared by the Ministry of Environment. According to the Agence Nationale des Aires Protégées, 7.4 percent of the marine territory of Haiti has been identified (i.e., legally designated as a Protected Area) for conservation, a significant progress towards the Aichi Biodiversity Target³ of 10 percent of coastal and marine territory.

² Reefcheck 2016

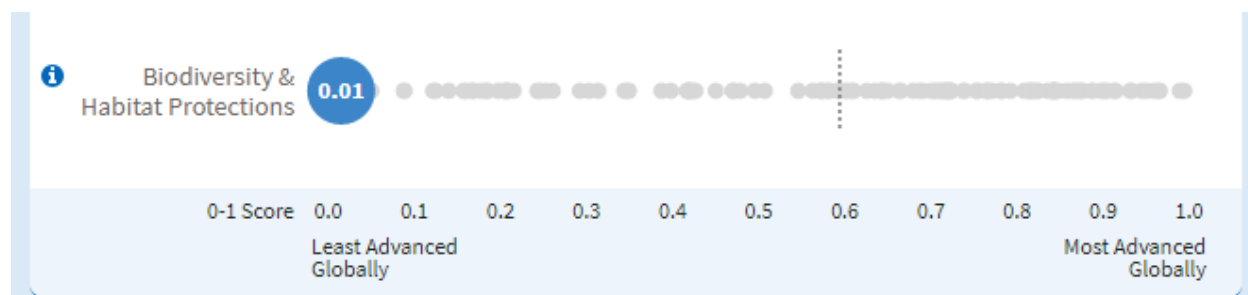
³ The Convention on Biological Diversity was signed in 1992. At the 10th Conference of the Parties, held in October 2010, in Aichi Prefecture of Japan, the Biodiversity Targets for 2011-2020 period were adopted. Twenty targets across five strategic goals include addressing the underlying causes of

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

These encouraging developments must be tempered by the realization that the newly designated areas often lack management structures, law enforcement, or even signage to inform fishers and other users of the area's protected status.

Local actors supported by international efforts have led to the development of management plans for the Three Bays National Park and sub-sections of the Port Salut-Aquin Marine Protected Area (Les Cayes, Sud Departement). The USAID Caribbean Marine Biodiversity Program (2014 to 2019) was instrumental supporting the former; UN Environment and other groups continue to work assiduously in the South.

The USAID Self-Reliance Roadmap⁴ uses a suite of metrics to measure commitment and capacity of a country to reach self-reliance, including the ability to manage and preserve the natural environment. The 'commitment' of a government and society is defined as "the degree to which a country's laws, policies, actions, and informal governance mechanisms - such as cultures and norms - support progress towards self-reliance." The Roadmap metric most closely related to the Coastal and Marine Habitat Conservation Activity is "Biodiversity & Habitat Protections," which measures the extent of marine protected areas, terrestrial biome protection (weighted for both national and global scarcity), representativeness of protected areas, and whether protected areas cover the ranges and habitats of critical species. Haiti ranks lowest among the least globally advanced ("0.01" on a scale to 1.0) among the low and middle-income countries where USAID has a presence.



The source of information for the Self-Reliance Roadmap metric is the Environmental Performance Index for Haiti from the Yale Center for Environmental Law & Policy. In that index, Haiti ranks 174th out of 180 countries globally and a distant last place in the Latin American & Caribbean region⁵.

biodiversity loss and reducing direct pressures on biodiversity and promoting sustainable use.
<https://www.cbd.int/sp/targets/default.shtml>

⁴ More information can be found at <https://www.usaid.gov/selfreliance>

⁵ See <https://epi.envirocenter.yale.edu/> for calculation methodology.

APPROACH

The Coastal and Marine Habitat Conservation activity will employ a multidisciplinary approach to address complex natural resource challenges as identified by USAID/Haiti and partners. It will provide short- and medium-term assistance to stakeholders that have vested interests in long-term planning and sustainable exploitation of natural resources in and around a marine protected area of Haiti. Balanced consideration will be given to the nutritional, cultural, ecosystem services, and recreational values of the marine and coastal resources available in a given protected area.

Conservation-based programs around the world have approached the challenge of unsustainable coastal and marine resource management with a variety of solutions including:

1. Providing education and training to help farmers, fishers and other natural resource-dependent groups improve yields/incomes through less environmentally-destructive methods and/or find alternative livelihood opportunities.
2. Supporting the implementation of Marine Area Plans in communes in or near a Protected Area in consultation with and involvement of stakeholders and communities.
3. Funding the implementation of existing and new high-priority marine protected areas with staff skilled in stakeholder engagement and management, equipment, training, housing, visitors center, signage, etc.
4. Building the capacity of government and private sector agriculture extension agents to provide sound advice and equipment to improve farmer and fisher yields through sustainable practices.
5. Assisting in building the capacity of Ministries of Environment and local government staff to better understand, engage with stakeholders, monitor, regulate, or manage marine areas.
6. Drafting and gaining approval for rules/laws to allow the management of protected areas.
7. Developing co-management agreements between local community-based/ non-government organizations and government entities.
8. Training and educating the public, especially youth, to understand the value of marine conservation and resource management that can result in more fish and more jobs.
9. Partnering with other civil society organizations with skills in these areas and considering co-management opportunities throughout the life of the marine protected areas.
10. Creating sustainable ecotourism opportunities by supporting broad-based community management of concessions.
11. Developing innovative long-term solutions to reduce land-based pollution threats to environmental health including solid waste and sanitation.
12. Reducing destructive pressures on mangroves and other important plant species and creating positive incentives for community replanting and management.

GEOGRAPHIC FOCUS AREA

The geographic target of this activity must be within one or several of the following Departments of Haiti: Sud, Nippes, Grand Anse, Sud-Est, and Nord-Ouest. No application for work outside of these departments will be considered for funding. The focus area(s) for interventions under this activity will be inside or within 20 kilometers of a marine protected area as recognized by the Haitian Agence Nationale des Aires Protégées. The proposed interventions must have a direct or

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

indirect link to the health of the natural habitat and biodiversity of species within the Protected Area. Particular attention should be given to coral reefs and mangroves.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

SECTION B: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

USAID intends to award one (1) Fixed Amount Award (FAA) pursuant to this Request for Application. Subject to funding availability and at the discretion of the Agency, USAID intends to provide \$500,000.00 in total USAID funding over a three-year period.

2. Start Date and Period of Performance for Federal Awards

The anticipated period of performance is three (3) years. The estimated start date will be on or about the signature of the award.

3. Substantial Involvement

Substantial involvement is not anticipated under this Fixed Amount Award.

4. Authorized Geographic Code

The geographic code for the procurement of commodities and services under this program is **937**. Code 937 includes the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. See [ADS 310](#).

5. Nature of the Relationship between USAID and the Recipient

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Coastal and Marine Habitat Conservation which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligibility for this RFA is restricted to non-profit, non-governmental organizations and private institutions of higher education based in Haiti that meet the criteria of a local entity in [ADS 303](#) and that have not received more than \$5 million in the last five (5) years from USAID, as a prime or subcontractor/recipient.

USAID defines a “local entity” as an individual, a corporation, a nonprofit organization, or another body of persons that:

- (1) Is legally organized under the laws of; and
- (2) Has as its principal place of business or operations in; and
- (3) Is majority owned by individuals who are citizens or lawful permanent residents of; and
- (4) Is managed by a governing body the majority of who are citizens or lawful permanent residents of the country receiving assistance.

For purposes of this section, ‘majority owned’ and ‘managed by’ include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means.

These eligibility requirements apply to both the principal applicant and to any sub-awardee.

USAID welcomes applications from organizations that have not previously received financial assistance from USAID.

2. Cost Sharing or Matching

Cost Sharing or Matching is not required, nor may it be proposed.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

Ms. Sharon M. Baker
Agreement Officer
Email: shbaker@usaid.gov

2. Questions and Answers

Questions regarding this RFA should be submitted to aleon@usaid.gov; ssilva@usaid.gov and usaidhaitioaa@usaid.gov no later than the date indicated on the cover letter. When submitting questions and requests for clarification, please make reference to the specific RFA in the subject line of the email as follows: “Questions RFA Number 72052120RFA00008 Coastal and Marine Habitat Conservation Activity.”

Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment to this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

3. General Content and Form of Application

A- Technical Application:

The application will consist of a technical and budget application. The application must be specific, comprehensive and concise and must be formatted as follows:

- Language: English
- Paper size: Letter size (8.5 x 11 inches)
- Length: No more than 10 single-sided pages
- Type: Times New Roman, 12 point, single-spaced
- Margins: At least one inch on the top, bottom and sides
- Consecutive page numbers

Technical Application: must demonstrate the Applicant’s capabilities and expertise to achieve project results through an integrated set of activities. The application must include the following:

- a) Cover Page (not included in the 10-page limit)
- b) Program Description
- c) Milestone List
- d) Key Personnel/Management Plan
- e) Institutional Capacity/Past Performance
- f) Annexes (not included in the 10-page limit)
 - i. Summary staffing plan and organizational chart
 - ii. Resumes/CVs of Key Personnel (maximum 2 pages per person)
 - iii. Recommendation Letters
 - iv. Letters of Commitment

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

The Technical Approach, Key Personnel/Management Plan, Institutional Capacity/Past Performance sections together must not exceed ten (10) pages.

Cover Page: (not included in the 10-page limit):

The cover page of the application should include: a) Activity title; b) RFA number; c) Name of organization applying for the funding; d) Name of partnering any organization (s) or government agency(ies); and e) Name, telephone number, street address and email address of person (s) who prepared the application, and the corresponding signatures.

Program Description: this section of the application must be consistent with the stated objectives in the Program Description, but provide greater detail:

- **Geography:** description of and rationale for choosing the target geographic area and population of intervention including the social context (especially related to access to natural resources by different genders), economic, and natural resource management dynamics specifically related to agriculture, fisheries and other coastal resources;
- **Strategy:** proposed strategy to achieve the activity objectives stated in the Program Description and the rationale for the selection of this strategy based on the geography and socio-economic context describe above;
- **Activity Description:** description of proposed activities and resources (e.g., human, logistical, material, etc.) required to complete the activities;
- **Timeline:** month-to-month timeline of activity implementation; and
- **Results and Objectives:** a narrative and/or graphic framework articulating the logic by which the proposed strategy, activities, and results will achieve the project objectives and goals

Milestone List: this section must describe a list of milestones – defined as significant achievements, outputs, outcomes, or completed activities – that can be independently verified by USAID over the course of the project implementation.

Key Personnel and Management Plan: Key personnel are those individuals whose performance is critical to the success of the Activity as proposed in the Program Description. USAID/Haiti recommends that the Applicant describe three (3) positions that the Applicant believes to be key to the success of the Activity. The Applicant must propose individuals that they deem appropriate for the duties and responsibilities of each position, with requisite skill, knowledge, and experience.

Applicants must submit Curriculum Vitae for each proposed staff member within the key personnel that demonstrate how each individual is best fit for the proposed position. These CVs must not exceed two (2) pages each and must be included as an annex to the application which will not count towards the 10-page count. USAID/Haiti expects these key personnel to be results-oriented and to have the appropriate qualifications and experience to work as a team to manage technically complex project interventions.

The following are examples profiles of key personnel. The Applicant may choose different key personnel based on the needs of the proposed Program Description:

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

- Program Manager
- Coastal and Marine Habitat Conservation Manager
- Agriculture and Fisheries Specialist

Institutional Capacity / History of Performance

The Applicant must demonstrate experience and success implementing activities comparable to the activity described in the request for applications. History of performance and institutional capacity information must be provided and should relate the specific technical nature of the activity and the operational context in Haiti. The Applicant must describe lessons learned during these past experiences and how these lessons-learn informed their proposed technical approach.

Annexes (not included in the 10-page limit):

In annexes the Applicant is requested to include:

- Staffing plan and organizational chart including all proposed positions, lines of reporting and communication.
- CVs/Resumes of Key Personnel
- Recommendation Letters from persons or organizations familiar with the past or current work of the Applicant.
- Letter of Commitment from organizations intending to partner with the Applicant in a financial or nonfinancial capacity.

B- Business (Cost) Application

The recipient must provide a budget, budget narrative, adequate cost, and historical or unit pricing data to establish a reasonable cost and the assurance that the recipient will realize no increment above actual cost. Once the award amount is set and is allocated among the milestones, the milestone payments become the fixed amount for each milestone. Therefore, what the recipient actually spends to complete the milestone is irrelevant. As such, it is critical that the award total is thoroughly reviewed and determined reasonable before allocating the specific amounts to the milestones.

While there is no page limit for this section, the Applicant is encouraged to be as concise as possible, but still provide the necessary detail to address the following:

The cost proposal of the application must include a detailed budget in Excel with an accompanying budget narrative which provides the total budget estimates for implementation of the program described in this RFA.

The budget narrative must provide sufficient information to adequately support and explain all proposed costs, i.e., the actual cost basis for the line items in the detailed budget. Provide clear and complete budget narratives with strong justification and specific reasoning for all proposed costs.

- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

- Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project. Categories should include, but are not limited to salaries and allowances, fringe benefits (if applicable, travel and transportation, equipment and supplies, subawards, other direct costs, indirect costs, etc.
- Milestone Budget: Because Fixed Amount Awards must be based upon milestones, which outline a verifiable product, task, deliverable, or goal, a milestone budget must also be provided. This should be presented in a new worksheet as part of the overall Excel budget. See more details further in this document.

The Milestone Budget - Milestones generally include four components: (1) a description of the product, task, deliverable, or goal to be accomplished; (2) a description of how the recipient will provide objectively verifiable evidence/documentation of completion of the product, task, deliverable, or goal (e.g., survey submission, submitting training materials, toolkits or reports); and (3) the costs associated with achieving the milestone (4) target date for achievement of each milestone. A milestone budget will organize all costs included in the detailed, line-item budget according to milestones and deliverables identified in the project. For a basic outline, please see the below example:

Milestone	Milestone Description	Required Deliverable/Output	Estimated Completion Date	Amount in US\$
1	[Example: Acceptance of a detailed work plan and monitoring and evaluation plan]	[Example: AOR approved work plan and M&E plan, showing concurrence by Ministry of Environment]		\$
2	[Example: Completion of a socioeconomic survey of the target area]	[Example: AOR-accepted socioeconomic survey report, showing evidence of inputs from target community members.]		\$
3				\$
4				\$
5	[Example: Acceptance of Final Report]	[Example: AOR approved Final Report, as described]		\$
TOTAL				\$

Additional documentation:

SF-424 Form (s)

The applicant must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at www.grants.gov or using the following links:

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

Instructions for SF-424	http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html
Application for Federal Assistance (SF-424)	https://www.grants.gov/web/grants/forms/sf-424-family.html
Instructions for SF-424A	http://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html
Budget Information (SF-424A)	https://www.grants.gov/web/grants/forms/sf-424-family.html
Instructions for SF-424B	http://www.grants.gov/web/grants/form-instructions/sf-424b-instructions.html
Assurances (SF-424B)	https://www.grants.gov/web/grants/forms/sf-424-family.html

Failure to accurately complete these forms could result in the rejection of the application.

Required Certifications and Assurances:

The applicant must complete the following documents and submit a signed copy with their application:

- 1) “Certifications, Assurances, Representations, and Other Statements of the Recipient” document found at <http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>
- 2) Assurances for Non-Construction Programs (SF-424B)
- 3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization’s systems have been certified by USAID/Washington’s Office of Acquisition and Assistance (M/OAA).

The Detailed Budget must contain the following budget categories and information, at a minimum:

- 1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant’s budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant’s written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.
- 2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

- 3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
- 4) Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.
- 5) Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200.330 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant's budget, including those related to fringe and indirect costs.
- 6) Construction – If applicable
- 7) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.
- 8) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200.414. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct Charge Only

Eligibility: Any applicant

Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA

Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

Agency's discretion, a provisional rate may be set forth in the award subject to audit and finalization. See [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance.

Method 3 - De minimis rate of 10% of modified total direct costs (MTDC)

Eligibility: Any applicant that has never received a NICRA

Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200.414(f) for further information.

Method 4 - Indirect Costs Charged as A Fixed Amount

Eligibility: Non U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO

Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:

- Total costs incurred by the organization for the previous fiscal year and estimates for the current year.
- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for the previous fiscal year and estimates for the current year
- Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each program or activity to which the cost applies.

If the applicant does not have an approved NICRA and does not elect to utilize the 10 percent de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

Cost Sharing – Not applicable in accordance with 2 CFR 200.201(b)(2).

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

a) Prior Approvals in accordance with 2 CFR 200.407

Inclusion of an item of cost in the detailed application budget does not satisfy any requirements for prior approval by the Agency. If the applicant would like the award to reflect approval of any cost elements for which prior written approval is specifically required for allowability, the applicant must specify and justify that cost. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.

b) Approval of Subawards

The applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the applicant must provide the following:

- Name of organization
- DUNS Number
- Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
- Confirmation that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.331(b)
- Any negative findings as a result of the risk assessment and the applicant's plan for mitigation.

c) Dun and Bradstreet and SAM Requirements

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier (DUNS number) and System for Award Management (SAM) requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Provide a valid DUNS number for the applicant and all proposed sub-recipients;
2. Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (www.sam.gov).
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

qualified to receive an award and use that determination as a basis for making an award to another applicant.

DUNS number: <http://fedgov.dnb.com/webform>

SAM registration: <http://www.sam.gov>

Non-U.S. applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video on how to obtain an NCAGE code, on www.sam.gov, navigate to Help, then to International Registrants.

d) History of Performance

The applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed five years, as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last five years; and
- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

If the applicant encountered problems on any of the referenced Awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain relevant information concerning an applicant's history of performance from any sources and may consider such information in its review of the applicant's risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

e) Branding Strategy & Marking Plan

The **apparently successful applicant** will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award.

1. Branding Strategy – Assistance (June 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

- b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Branding Strategy must include, at a minimum, all of the following:
 - 1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.
 - 2) The intended name of the program, project, or activity.
 - (i) USAID requires the applicant to use the “USAID Identity,” comprised of the USAID logo and brandmark, with the tagline “from the American people” as found on the USAID Web site at <http://www.usaid.gov/branding>, unless Section VI of the NOFO or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.
 - (ii) USAID prefers local language translations of the phrase “made possible by (or with) the generous support of the American People” next to the USAID Identity when acknowledging contributions.
 - (iii) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
 - (iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.
 - (v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the NOFO or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
 - 3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

- 4) Planned communication or program materials used to explain or market the program to beneficiaries.
 - (i) Describe the main program message.
 - (ii) Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.
 - (iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, “USAID is from the American People.”
 - (iv) Provide any additional ideas to increase awareness that the American people support this project or program.
- 5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.
- 6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.
- f. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
- g. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement

2. Marking Plan – Assistance (June 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a “Marking Plan,” detailing the public communications, commodities, and program materials, and other items that will visibly bear the “USAID Identity,” which comprises of the USAID logo and brandmark, with the tagline “from the American people.” The USAID Identity is the official marking for the Agency, and is found on the USAID Web site at <http://www.usaid.gov/branding>. Section VI of the NOFO or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
- b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Marking Plan must include all of the following:
 - 1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:
 - i. Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;
 - ii. Technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;
 - iii. Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and
 - iv. It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
 - v. Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.
 - 2) A table on the program deliverables with the following details:
 - i. The program deliverables that the applicant plans to mark with the USAID Identity;
 - ii. The type of marking and what materials the applicant will use to mark the program deliverables;
 - iii. When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;
 - iv. What program deliverables the applicant does not plan to mark with the USAID Identity , and
 - v. The rationale for not marking program deliverables.

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

- 3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:
- (i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.
 - (ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.
 - (iii) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.
 - (iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.
 - (v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.
 - (vi) Offend local cultural or social norms or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.
 - (vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking.
- f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
- g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

f) Funding Restrictions

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.330 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

Construction will not be authorized under this award.

USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.4 of this RFA and must meet the source and nationality requirements set forth in 22 CFR 228.

g) Conflict of Interest Pre-Award Term (August 2018)

a. Personal Conflict of Interest

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.
2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

b. Organizational Conflict of Interest

The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

SECTION E: APPLICATION REVIEW INFORMATION

1. Criteria

The merit review criteria prescribed here are tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which the applicants should address in their applications, and (b) set the standard against which all applications will be evaluated.

Applications will be evaluated as described here and prescribed by the Technical application format. Applications will be scored by a Selection Committee (SC) using the criteria described in this section.

2. Review and Selection Process

a) Merit review of the Application

USAID will conduct a merit review of the applications received that comply with the instructions in this RFA. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending or ascending order of importance:

i. Program Description (40 points)

This section of the application will be evaluated based on the following:

- **Geography:** logical justification for the selection of the proposed geographic area based on specific and unique socioeconomic and natural resource characteristics;
- **Strategy:** relevance and feasibility of the technical approach in improving food security outcomes in the local population and specific biodiversity conservation targets (including targeted species of flora and fauna) in the target geographic area;
- **Activity Description:** feasibility to complete the illustrative activities and their relevance and coherence in achieving the project objectives;
- **Timeline:** realism and ambition of timeline; and
- **Results and Objectives:** logical and coherent connections between interventions, outputs, measurable results and realistic outcomes.

ii. Key Personnel (25 points)

Evaluation of this section will be based on the extent to which the proposed key personnel meet the minimum qualifications and complement the skills and expertise of one another to form a team capable of successful and efficient program implementation. The management plan will be rated on the likelihood that the plan will result in management meeting its objectives, and furthermore that meeting those objectives will lead to the stated goal of the project.

iii. Institutional Capacity/Past Performance (25 points)

This section will be evaluated based on the extent to which the applicant and its partners, if any, demonstrate successful institutional, administrative and technical capacity to successfully implement the project activities, including familiarity and rapport with the target beneficiary groups. Moreover, the past performance information will be rated based on the extent to which it

demonstrates experience and success in implementing activities of comparable scope, magnitude and complexity

iv. Milestone List (10 points)

This section will be evaluated based on the significance of the milestone to achieving expected project results, the ease of USAID independently verifying their completion, and the coherence with project timeline.

b) Business Review

The Agency will evaluate the cost application of the applicant(s) under consideration for an award as a result of the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Agency will also consider (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

The AO will perform a risk assessment (2 CFR 200.205). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific conditions” (2 CFR 200.207).

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Award of the agreement contemplated by this RFA cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award.

2. Administrative & National Policy Requirements

The resulting award from this NOFO will be administered in accordance with the following policies and regulations: [Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#).

See Annex 2 for a list of the Standard Provisions that will be applicable to any awards resulting from this RFA.

3. Reporting Requirements

a. Quarterly Financial Reporting:

The Recipient must submit the Standard Form 425 (SF-425) to HHS. In addition, the AOR may require additional information to financial accruals and pipeline of funds.

b. Performance Reporting:

i. Annual Implementation Plan:

The Recipient will submit its first implementation plan to the AOR for approval within 45 days of Award. The implementation plans for all USAID/Haiti activities are aligned with the USG Fiscal Year Calendar (October 1 to September 30). Particular focus should be placed on the outreach and communications strategy and the gender strategy. The first implementation plan will cover the period from the start date of the Award until the end of the first USG Fiscal Year of the Activity (which may be less than one (1) year). All subsequent implementation plans will be submitted to the AOR no later than September 1.

ii. Activity Monitoring Evaluation and Learning (MEL) Plan:

The Recipient will submit to the AOR a life-of-project MEL plan within 30 days of the Award. At least one standard USG indicator must be included in the monitoring indicators and this indicator will be subject to a Data Quality Assessment conducted by the Recipient and approved by the AOR.

iii. Quarterly Progress Reports:

Quarterly reports will be due to the AOR within 30 days of the end of each fiscal quarter. The reports should succinctly summarize the following information: progress towards completion of activities of the Annual Implementation Plan, major

achievements, indicator results, problems encountered/remedial actions, and progress in implementing the gender and environmental compliance strategies. The fourth fiscal quarter report will be a section of the Annual Performance Report.

iv. Annual Performance Reports:

An Annual Report shall be submitted 30 days after the end of the fiscal year (i.e. October 30). This report should follow the same format as the quarterly report, but with additional focus on cumulative progress and problems toward achievement of results, performance measures, indicators, and benchmarks tied to the Annual Implementation and MEL Plans for the fourth quarter and the entire previous fiscal year. Once accepted by the AOR, the Recipient will upload the Annual Report to the USAID Development Experience Clearinghouse (DEC).

v. Final Program Report:

The Recipient will submit a final report summarizing the project activities, indicators, results, and lessons learned to the AOR for review and clearance. This report, once accepted by the AOR, must be submitted to the DEC.

4. Environmental Compliance

This activity has received a Deferral of Threshold Decision in LAC-IEE-19-27 based on the purpose and objectives stated in the Program Description. Once and Applicant has been selected, a more detailed IEE, to include the Climate Risk Management criteria will be developed based on the specifics of the proposed activity. The IEE will be approved before the final obligation of the award.

5. Local Capacity Development/Gender

As part of the Development Grants Program first developed in 2008, this activity aims to build the institutional capacity of local organization to advance locally led development and empower local actors to take the lead in addressing their own development challenges. The NOFO for this activity has been developed to allow for Applicants to demonstrate their unique understanding of the local context and problems, and propose creative solutions that still meet strict USAID standards of quality but are not determined by USAID planners from the outset. The Recipient will develop institutional capacity (e.g., administrative, human capital, expertise, and methodologies) and local commitment (e.g., government and civil society buy-in, partnerships, long-term participatory natural resource planning, etc.) through the implementation of this award.

As described in the Development Objective 2 (November 2019) Gender Analysis, the tenure relationships and control of natural and food security resources of women and men in Haiti are complex. In rural coastal communities, women and LGBTI persons are especially vulnerable because they are at a higher risk for gender-based violence and may lack access to legal justice and protective services. Applicants are requested to discuss understanding of gender inequalities and the intended strategies to bring about equal access to natural and food-based resources.

6. Other Requirements

a. Research and Technical Reports:

In addition to copies of all technical research reports, policy recommendations, comparative studies, etc. the Recipient will also submit a report to the AOR summarizing the activities of all short-term consultancies.

b. Geographic Data:

The Recipient will submit activity location data and maps which indicated the geographic extent and relevant data of activity implementation. Activity geographic data will be submitted as part of quarterly reports in a data format agreed upon with the AOR.

c. Environmental Impact Reporting:

The Recipient will abide by the requirements of the Initial Environmental Examination decision.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

The Point of Contacts for questions are Ms. Agnès Léon and Ms. Sabrina Silva. Questions must be submitted via email to aleon@usaid.gov; ssilva@usaid.gov and to usaidhaitioaa@usaid.gov no later than the deadline mentioned on the cover page of this RFA.

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

SECTION H: OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Agency programming.

Applications with Proprietary Data

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 purpose, should mark the cover page with the following:

“This application includes data that must not be disclosed duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. 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 {insert sheet numbers}.”

Additionally, the applicant must mark each sheet of data it wishes to restrict with the following:

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

THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY.

**CERTIFICATION, ASSURANCES, REPRESENTATIONS, AND OTHER
STATEMENTS OF THE RECIPIENT**

NOTE: When these Certifications, Assurances, Representations, and Other Statements of Recipient are used for cooperative agreements, the term “Grant” means “Cooperative Agreement.”

Part I – Certifications and Assurances

1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

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

- (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;
- (2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;
- (3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;
- (4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and
- (5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

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

2. Certification Regarding Lobbying

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subawards, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

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

Statement for Loan Guarantees and Loan Insurance

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

3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned must review

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

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

4. Certification Regarding Support to Terrorists

(1) The undersigned represents, to the best of its knowledge, that:

Except as otherwise disclosed to the Agreement Officer in writing and included with this application, the applicant did not, within the previous three years, knowingly engage in transactions with, or provide material support or resources to, any individual or entity who was, at the time, subject to sanctions administered by the Office of Foreign Assets Control (OFAC) within the U.S. Department of Treasury pursuant to the Global Terrorism Sanctions Regulations (31 CFR Part 594), and the Foreign Terrorist Organizations Sanctions Regulations (31 CFR Part 597), or sanctions established by the United Nations Security Council, collectively, “U.S. or U.N. sanctions.” Note: USAID intends to retain the information disclosed to the Agreement Officer pursuant to this paragraph in any award file and use it in determining whether to provide the applicant with an assistance award. USAID will not make such information available publicly unless required by law.

(2) The representation in paragraph (1) does not apply to:

- (a) Transactions entered into or material support and resources provided pursuant to an OFAC license;
- (b) The furnishing of USAID funds, or USAID-financed commodities or other assistance, to the ultimate beneficiaries of USAID-funded humanitarian or development assistance, such as the recipients of food, non-food items, medical care, micro-enterprise loans or shelter, unless the applicant knew or had reason to believe that one or more of these beneficiaries was subject to U.S. or U.N. terrorism-related sanctions; or
- (c) The procurement of goods and/or services by the Recipient acquired in the ordinary course of business through contract or purchase, such as utilities, rents, office supplies, or gasoline, unless the applicant knew, or had reason to believe, that a vendor or supplier of such goods and services was subject to U.S. or U.N. sanctions.

This certification includes express terms and conditions of the award, and any violation of it will be grounds for unilateral termination of the agreement by USAID. This certification does not preclude any other remedy available to USAID.

(3) For purpose of this certification:

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

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

- (i) "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.
- (ii) "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge.
- (b) "Entity" means a partnership, association, corporation, or other organization, group, or subgroup.

5. Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013

Note: This certification must be completed prior to receiving an award if the estimated value of services required to be performed under the award outside the United States exceeds \$500,000. This certification must also be submitted annually to the Agreement Officer during the term of the award.

By signing below, the applicant or recipient, as applicable, through its duly designated representative, after having conducted due diligence, hereby certifies the following:

The applicant/recipient has implemented a compliance plan to prevent the prohibited activities identified in section (a) of the Mandatory Provision "Trafficking in Persons" and is in compliance with that plan;

2. The application/recipient has implemented procedures to prevent any activities described in section (a) of the Mandatory Provision "Trafficking in Persons" and to monitor, detect, and terminate any contractor, subawardee, employee, or other agent of the applicant/recipient engaging in any activities described in such section; and

3. To the best of the representative's knowledge, neither the applicant/recipient, nor any employee, contractor, or subawardee of the applicant/recipient, nor any agent of the applicant/recipient or of such a contractor or subawardee, is engaged in any of the activities described in section (a) the Mandatory Provision "Trafficking in Persons."

6. Certification of Recipient

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

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

Request for Application or
Annual Program Statement No. _____
Application No. _____
Date of Application _____
Name of Recipient _____
Typed Name and Title _____
Signature _____
Date _____

Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Organization: _____
Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

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

- a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
- b. I am not and have not been an illicit trafficker in any such drug or controlled substance.
- c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

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

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

- 1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.
- 2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part IV – Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction

(a) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) “Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2) “Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

It is USAID's policy that no award may be made to any organization covered by (1) or (2) above, unless the M/MPBP Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Applicant Representation:

1. The Applicant represents that it is ☐ is not ☐ an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.
2. The Applicant represents that it is ☐ is not ☐ an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Part V – Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (May 2017)

(a) Definitions.

“Contract” has the meaning given in 2 CFR Part 200.

“Contractor” means an entity that receives a contract as defined in 2 CFR Part 200.

“Internal confidentiality agreement or statement” means a confidentiality agreement or any other written statement that the recipient requires any of its employees or subrecipients to sign regarding nondisclosure of recipient information, except that it does not include confidentiality agreements arising out of civil litigation or confidentiality agreements that recipient employees or subrecipients sign at the behest of a Federal agency.

“Subaward” has the meaning given in 2 CFR Part 200.

“Subrecipient” has the meaning given in 2 CFR Part 200.

(b) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions), Government agencies are not permitted to use funds appropriated (or otherwise made available) for federal assistance to a non-Federal entity that requires its employees, subrecipients, or contractors seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements that prohibit or otherwise restrict its employees, subrecipients, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(c) The prohibition in paragraph (b) of this provision does not contravene requirements applicable to Standard Form 312, (Classified Information Nondisclosure Agreement), Form 4414 (Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) **Representation.** By submission of its application, the prospective recipient represents that it will not require its employees, subrecipients, or contractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting its employees, subrecipients, or contractors from lawfully reporting waste, fraud, or abuse related to the performance of a Federal award to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General).

Part VI – Other Statements of Recipient

1. Authorized Individuals

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

Name Title Telephone No. Facsimile No.

2. Data Universal Numbering System (DUNS) Number

(a) Unless otherwise specified in the solicitation using an applicable exemption, in the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

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

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

(c) Recipients located outside the United States may email Dun and Bradstreet at **globalinfo@dbisma.com** to obtain the location and phone number of the local Dun and Bradstreet Information Services office.

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

DUNS: _____

3. Letter of Credit (LOC) Number

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

LOC: _____

4. Procurement Information

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

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

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

\$ _____

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

TYPE/DESCRIPTION (Generic) _____

QUANTITY _____

ESTIMATED UNIT COST _____

(d) Source If the recipient plans to purchase any goods/commodities which are not in accordance with the Standard Provision "USAID Eligibility Rules for Procurement of Commodities and Services," indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located in the cooperating country at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Additionally, "available for purchase" includes "offered for sale at the time of purchase" if the commodity is listed in a vendor's catalog or other statement of inventory, kept as part of the vendor's customary business practices and regularly offered for sale, even if the commodities are not physically on the vendors' shelves or even in the source country at the time of the order. In such cases, the recipient must document that the commodity was listed in the vendor's catalog or other statement of inventory; that the vendor has a regular and customary business practice of selling the commodity through "just in time" or other similar inventory practices; and the recipient did not engage the vendor to list the commodity in its catalog or other statement of inventory just to fulfill the recipient's request for the commodity.

TYPE/DESCRIPTION _____

QUANTITY _____

ESTIMATED GOODS _____

PROBABLE GOODS _____

PROBABLE (Generic) _____

UNIT COST _____

SOURCE _____

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

TYPE/DESCRIPTION _____

QUANTITY _____

ESTIMATED _____

PROBABLE _____

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

INTENDED USE (Generic) _____
UNIT COST _____
SOURCE _____

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in accordance with the Standard Provision "USAID Eligibility Rules for Procurement of Commodities and Services," indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier.

TYPE/DESCRIPTION _____
QUANTITY _____
ESTIMATED _____
PROBABLE SUPPLIER _____
NATIONALITY _____
RATIONALE (Generic) _____
UNIT COST (Non-US Only) _____
FOR NON-US _____

5. Past Performance References

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

6. Type of Organization

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

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

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

ANNEX 2 - SUMMARY BUDGET TEMPLATE

The sample below illustrates one example of the type of minimal detail and rationale that is needed in order to assist USAID in determining cost reasonableness.

Personnel:

Project Director:	\$50,000 (based on 50% time)
Country Director:	\$80,000 (based on 100% time)
Research Assistant:	\$20,000 (based on 50% time)

Personnel estimates based on current salaries. Experience of staff was highlighted in our application. Salaries are based on written personnel policies, and represent current staff employed by our organization.

Fringe Benefits:

Project Director:	\$10,000 (based on rate of 20% applied to salary)	Country
Director:	\$16,000 (based on rate of 20% applied to salary)	Research
Assistant:	\$2,000 (based on rate of 10% applied to salary)	

Fringe benefits based on negotiated indirect rate agreement dated xx/xx/xx with our cognizant government audit agency (USAID), and represent costs associated with FICA, leave, and retirement benefits.

Travel:

Project Director: \$5,500 (1 RT from a to b @ \$3,000; \$2,000 based on 10 days of per diem at \$200/day; and \$500 based on airport taxis/in-country travel.

Country Director: \$25,000 (1 RT from a to b @ \$3,000; Living quarters allowance @

\$15,000; Regional air travel @ \$5,000 based on 10 trips at \$500/trip; Regional travel per diem @ \$1,000 based on 20 days at \$50/day; and \$1,000 for miscellaneous in-country travel.

Research Assistant: \$11,000 (2 RTs from a to b @ \$3,000/each; \$4,000 based on 20 days of per diem at \$200/day; and \$1,000 based on airport taxis/in-country travel.

Airfare based on economy rates quoted from ABC travel agency. Per diems/Allowances based on written travel policies which follow Department of State travel regulations.

Equipment:

\$4,000 (Computer @ \$2,000, Printer @ \$500, Fax @ \$500, and Copier @ \$1,000) Equipment based on quotes from ABC company, and meet U.S. source/nationality requirements. Equipment needed to produce/track the extensive research efforts involved in this program, and purchase is more cost effective than leasing.

Supplies:

\$1,500 (Paper, printer/fax/copier cartridges, and general office supplies) Supplies based on prior experience with similar projects of this magnitude.

Other:

\$5,000 (Communication costs @ \$3,600 based on \$300/month for international phone/faxes/express mail, and \$1,400 for other expenses including monitoring/evaluation regional site visit reporting, The above communication costs are significant based on the extensive dissemination efforts with this program.

Indirect Charges:

\$69,000 (Based on 30% of total direct costs and fringe benefits in accordance with our negotiated indirect rate agreement dated xx/xx/xx with USAID.

THIS SPACE IS LEFT BLANK INTENTIONALLY

Request for Application (RFA) #72052120RFA00008
Coastal and Marine Habitat Conservation Activity

ANNEX 3 - STANDARD PROVISIONS

REQUIRED	NOT REQUIRED	TO BE DETERMINED	STANDARD PROVISION
	X		RAA1. FIXED AMOUNT AWARD ADVANCE PAYMENT AND REFUNDS (JUNE 2012)
X			RAA2. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (JULY 2015)
X			RAA3. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (JULY 2015)
		X	RAA4. USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (MAY 2020)
		X	RAA5. FLY AMERICA ACT RESTRICTION (AUGUST 2013)
		X	RAA6. OCEAN SHIPMENT OF GOODS (JUNE 2012)
X			RAA7. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
		X	RAA8. PATENT RIGHTS (JUNE 2012)
		X	RAA9. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
	X		RAA10. INVESTMENT PROMOTION (NOVEMBER 2003)
	X		RAA11. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
	X		RAA12. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	X		RAA13. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	X		RAA 14. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
		X	RAA15. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
		X	RAA16. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
		X	RAA17. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
		X	RAA18. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
		X	RAA19. METRIC SYSTEM MEASUREMENT (AUGUST 1992)
		X	RAA20. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEM (AUGUST 2013)
X			RAA21. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
		X	RAA22. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (APRIL 2016)
	X		RAA23. PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2019)

ANNEX 4 - ABBREVIATIONS AND ACRONYMS

ADS	Automated Directives System
AO	Agreement Officer
AOR	Agreement Officer Representative
APS	Annual Program Statement
DEC	Development Experience Clearinghouse
DUNS	Data Universal Numbering System
GOH	Government of Haiti
HHS	Health and Human Services
IEE	Initial Environmental Examination
LAC	Latin America and the Caribbean
LGBTI	Lesbian, Gay, Bisexual, Transgender and Intersex
MEL	Monitoring, Evaluation and Learning
MTDC	Modified Total Direct Costs
NICRA	Negotiated Indirect Cost Rate Agreement
OFAC	Office of Foreign Assets Control
RFA	Request For Application
SAM	System for Award Management
SC	Selection Committee
SF	Standard Form
USAID	United States Agency for International Development
USG	United States Government