

**MODIFICATION OF ASSISTANCE
CONTINUATION PAGE**

ASSISTANCE No. RFA-514-15-000007-000002	MODIFICATION No. 02	PAGE No. 2 of 13
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11. DESCRIPTION OF MODIFICATION (CONTINUED)

Accordingly this RFA is hereby amended as follows:

- A. Cover Page:** On the Heading of the NFO/RFA, delete the "Application Due: June 22, 2015:3:00 P.M. (Local Colombian Time), and replace it with the following:

"Application Due: June 30th, 2015/3:00 P.M. (Local Colombian Time)"

- B. Complete Notice of Funding Opportunity (NFO) RFA:** Delete the original RFA in its entirety and replace it with the Attached Document as **REVISED** NFO/RFO-514-15-000007, highlighting in yellow specific sections with changes.

- C. SECTION VIII – OTHER INFORMATION:** In this section make the following changes:

- a) **Attachment 5:** At the end of existing Amendment 5, add the following:

"Following is the link to the video with the presentations, questions and responses presented during the Pre-Applicants' Meeting held on May 27, 2015 as follows: "

Part 1: https://www.youtube.com/watch?v=aHjp_ngG4gQ

Part 2: <https://www.youtube.com/watch?v=lefpSfXNzXA>".

- b) **Attachment 6:** At the end of existing RFA add the following as **Attachment 6 - Sample Budget Narrative for use by Prime NGO and Sub-Grantee**

"Attachment 6 – Sample Budget Narrative for use by Prime NGO and Sub-Grantee

This is an illustrative Budget Sample, to be used as a reference to assist the organizations to prepare the budget narrative. The costs included are only examples and may or may/not be applicable for this action, and should be taken as an example of how the Budget Narrative should be structure.

[Name of Prime NGO or Sub-Grantee]

[Name of Country/Program]

DETAILED BUDGET for (X) Month and Year (mm/dd/yyyy – mm/dd/yyyy)

Important Notes:

- ***Applicants are strongly encouraged to use this budget narrative sample when applicable.***
- ***The budget narrative shall provide a justification on the basis of each proposed cost in the budget and how it is calculated.***
- ***The basis of your estimate can be based on the local market, quotations received from***

vendors, historical records, ongoing activities, NGO's (or sub-grantee) policies and procedures, etc. These must be explicitly stated in the budget narratives for a new application or if additional funds requested (via a cost extension/modification).

- **If your organization utilizes the "Pooled Costs" budget approach, you'll be required to submit the detailed information, including the methodology, policies and procedures, in advance of the application submission. Please find additional guidance on:**

http://transition.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/resources/

- **Otherwise, all proposed costs shall be allocated and budgeted as days/hours (for labor) and amounts (for other direct costs [ODC]).**

Sample Narrative:

1. Salaries (Total \$X)

In order to achieve the program's goals and objectives, it is anticipated that the following staffing will be needed:

(a) Expatriate Field Salaries (\$X)

- Full-time Program Manager whose time is estimated to be evenly divided between Objective #1 (Survey Research) and Objective #2 (WASH), at \$ X per month for total X days/months. This rate represents his/her current salary, which is consistent with the NGO personnel policies and the rate set for this position.
- Full-time Medical Officer whose time will be fully devoted to Objective #1 (Survey Research), at \$ X per month for total X days/months. This rate represents his/her current salary, which is consistent with the NGO personnel policies and the rate set for this position.
- Full-time WASH Officer whose time will be fully devoted to Objective #2 (WASH). [Name of Prime (or sub) NGO] also operates a Country Office in [Name of Country], located in [Capital City], which will support the project. Specifically, it is estimated that the following individuals from the Country Office will expend the following time in support of the project:
- Part-time Country Director who will devote the number of X days/months, at \$X p/day, for total \$X, which will be evenly divided between both objectives.
- Part-time Country Financial Officer who will devote full 5 days per month for this project at \$X p/day, for total \$X, which will be evenly divided between both objectives.

All salaries are in accordance with [Name of Prime NGO (or sub)] regular practices and policies, which are consistently applied to all donors/programs. All salaries are based on current earnings, salary history, etc.

(b) Local Staff (\$X)

The following local staffing is anticipated:

- 1 full-time Deputy Program Manager whose time is estimated to be evenly divided between both objectives, at \$ X per month for total X months. This rate represents his/her current salary, which is consistent with the NGO (or sub-grantee) personnel policies and the rate set for this position.
- 5 full-time nurses whose time is fully devoted to Objective #1 (Survey Research), at \$X per month for total X months. This rate represents his/her current salary, which is consistent with

- the NGO (or sub-grantee) personnel policies and the rate set for this position.
- 4 full-time WASH Engineers whose time is fully devoted to Objective #2 (WASH), at \$ X per month for total X months. This rate represents his/her current salary, which is consistent with the NGO (or sub-grantee) personnel policies and the rate set for this position.
- One part-time logistics specialist who will devote 10 days p/month at \$X p/day for total \$X. His time is estimated to be evenly divided between both objectives. This rate represents his current salary, which is consistent with the NGO (or sub-grantee) personnel policies and the rate set for this position.

Above salary rates are consistent with local norms, prevailing market rates paid under similar projects and positions (or based on current salary rates or salary history).

(c) Headquarters Staff (\$X)

The following headquarters staff will support the project in the estimated amounts set forth below:

- One Project Coordinator whose time is estimated to be for total 2 months (1 month for each objective). One month (0.50 months for each objective) will be expended in headquarters, and 1 month (0.50 months for each objective) will be spent in the field. The Project Coordinator will coordinate between headquarters and the field. \$X per day/month, for total \$X.
- One Protection Specialist or Security Specialist whose time is estimated to be 1 month – all expended in the field (0.50 months for each objective). The specialist will assist in the development of a plan for protecting the program beneficiaries or a detailed security plan (given the insecure environment). \$X per day/month, for total \$X.
- One Monitoring and Evaluation (M&E) Specialist whose time is estimated to be 0.50 months (0.25 months for each objective), all expended in the field. The M&E Specialist is responsible for assisting in the development of the Performance Monitoring Plan, and, to the extent required, the collection of baseline performance data. \$X per day/month/year, for total \$X.

All salaries are in accordance with [Name of Prime (or sub)] NGO's regular practices and policies which are consistently applied to all donors/programs. All salaries are based on current earnings, salary history, etc.

Direct expatriate salaries exclude paid absence time, the costs of which are recovered under "Fringe Benefits," below, etc.

(d) The following supplemental (non-employee) local labor will also be required:

- 2 Analysis for 3 months each, all in the field, whose time will be dedicated to Objective #1 (Survey Research). These are volunteers who will not be compensated, but the value of their time \$X/month) will be considered an in-kind contribution in accordance with the relevant regulations governing cost-sharing.
- 1 Political Science Expert for 2 months, at \$X per month, all in the field, whose time will be dedicated to Objective #2 (WASH).

2. Fringe Benefits (Total \$X)

(Provide detailed breakdown of percentage and/or amounts for fringe benefits and allowances and the cost elements included)

(a) Expatriate Staff (\$X)

Fringe Benefits equivalent to X% of Expatriate (Field and Headquarters) salaries are based on the following:

Benefit (X%) of Salary

For example: Social Security (Employer Contribution) 7.65 Workers' Compensation, 3.35 Health Insurance, 10.00 Life Insurance, 1.00 Retirement, 3.00 Paid Absence, etc. Total X% * \$X = \$X

The paid absence factor is based on vacation and sick leave of 26 days/year, in accordance with [Name of Prime NGO or sub-grantee]'s policies and practices, which are consistently applied to all programs/donors. It is calculated by dividing 26 paid absence days by a standard 260-day work-year.

(b) Local Staff (\$X)

Fringe benefits for Local Staff equivalent to X% of salaries are required by local labor laws and customs as follows:

For example: X% Social Security (Employer Contribution), X% Health Insurance, X% Life Insurance, X% Retirement, X% Paid Absence, etc. Total X% * \$X = \$X

3. Travel and Transport (Total \$X)

(a) International Air Travel (\$X)

The following international air travel is "identified" (as defined in the standard provision entitled "International Air Travel and Transportation") as being necessary and needed in support of the project implementation:

<u>Objective</u>	<u>No. of Trips</u>	<u>Travelers</u>	<u>Trip Destination</u>	<u>Position and Purpose</u>
Director	2	2	DC/Juba/DC	HQ Project Coordinator-field visit
Specialist	3	3	Kenya/Juba/Kenya	X Consultants for X visits

M&E Specialist: Estimated at \$X per r-trip air ticket. Estimated purposed amount is based on quote received from our X travel agent.

Total \$X for Objective X and total \$X for Objective X.

(b) International Per Diem (Days) (\$X)

(If meals are provided, the proposed per diem rate should be adjusted accordingly and be clearly specified in this budget narrative)

In conjunction with each international round-trip, it is estimated that X days of per-diem will be required for: X number of expatriates, HQ, consultants, etc., for total X days per X trips.

Applying this to the international round-trips identified above yields the following number of per diem days: An average per diem rate of \$X per day has been used for estimating and budgeting purposes based on previously used rates or paid under similar projects (or current per diem rate for Juba). \$X * X days = \$X.

Total \$X for Objective X and total \$X for Objective X.

(c) Regional Travel (\$X)

Since regional air travel is international air travel, the following regional air travel is "identified" (as described in the standard provision entitled "International Air Travel and Transportation"):

An average RT airfare of \$X has been used for estimating and budgeting purposes based on quoted airfares. Estimated number of trips is X for X number of consultants/employees * \$X = \$X.

(d) Regional Per Diem (Days) (\$X)

In conjunction with each regional round-trip, it is estimated that there will be 3 days of consultations with [Name of Prime NGO]'s regional office in [name of location]. Applying this to the regional round-trips identified above yields the following number of per diem days:

Obj #1 (Survey Research): Program Manager 4 x 1.50 days = 6.00 days. Director 4 x 3.00 days = 12 days. Total 18 days X \$X per day = \$X.

Obj #2 (WASH): Spec. 4 x 1.50 days = 6.00 days. Country Director 4 x 2.50 days = 10 days. Total 16 days X \$X = \$X. An average per diem rate of \$50 has been used for estimating and budgeting purposes based on rates paid under previous similar projects, established policy, etc., which is consistently applied to all projects/donors.

(e) Transport of Goods (\$X)

It is anticipated that 30 days of truck rental will be required for each objective to transport people and program supplies. An average rate of \$X/day has been used for estimating and budgeting purposes based on past experience or ongoing similar projects.

Obj #1 (Survey Research) \$X . Obj #2 (WASH) \$X. Total Truck Rental (60 Days) = \$X

Truck Fuel (Liters): (30 days x 100 km/day = 3000km ÷ 6 km/liter) = X. An average rate of 60¢ p/liter has been used for estimating and budgeting purposes based on current gasoline price.

4. Overseas Allowances (Total \$X)

(a) Housing (\$X)

Housing costs of \$X per month are budgeted for X long-term expatriate personnel overseas. This amount is based on existing leased properties.

(b) Danger Pay (\$X)

Danger pay is budgeted at 5% of expatriate field salaries, and is in accordance with [Name of Prime NGO or sub-grantee] established organizational policy, which is consistently applied to all donors/programs.

Danger pay applied to the value of the two Specialists' donated services is classified as cost-sharing.

5. Program Supplies (Total \$X)

(a) Data Collection Materials (Objective #1 – Survey Research) (\$X)

See separate materials list elsewhere in the proposal. ABC Survey Inc., will donate an additional \$50,000 of materials as an in-kind contribution.

6. Other Direct Costs (ODCs) (Total \$X)

Based on actual expenditures incurred under similar projects in this region, quotes received, historical records, etc., and the goals and objectives of the program, it is anticipated that the following ODCs (not otherwise recovered under the NGO's approved NICRA) will be needed, allocated equally to each objective:

- (a) Office Rent (12 months @ \$1,000 p/month) = \$12,000
- (b) Office Supplies (12 months @ \$200p/m) = \$2,400
- (c) Office Utilities (12 month @ \$300p/m) = \$3,600
- (d) Communications (12 month @ \$500p/m) = \$6,000
- (e) Warehouse Rent (12 month @ \$200p/m) = \$2,400
- (f) Security (12 month @ \$250p/m) = \$3,000
- (g) Vehicles Fuel (3 x 1,500 km/month x 12 months) = 54,000 km ÷ 10 km/liter = 5,400l x 60¢/l = \$3,240. 1 Vehicle purchased with private funds and owned by [Name of Prime NGO] will be dedicated to Objective #1 (Research). All costs associated with this vehicle are provided as an in-kind cost-sharing contribution. This vehicle will be dedicated to Objective #1 (Research).
- (h) Vehicle Depreciation = 10,000 Depreciation costs for the cost-shared vehicle under Objective #1 (Survey Research) will be charged as a cost-sharing contribution in accordance with OMB Circular A-122, pursuant to which, the annual amount of depreciation that may be charged is calculated by dividing the purchase price by the estimated useful life. The vehicle was purchased by [Name of Prime NGO] one year ago at a price of \$30,000, and the estimated useful life of vehicles under [Name of Prime NGO] established accounting practices is 3 years. Thus, depreciation is calculated as follows:
 - (i) Vehicle Maintenance & Spares 3 x 200p/m x 12 months = 7,200 Maintenance and spares for 1 Vehicle will be cost-shared under Objective #1 (Survey Research)
 - (j) Vehicle Insurance 3 x 300p/m x 12 months = 10,800 Insurance for 1 Vehicle will be cost-shared under Objective #1 (Survey Research)

7. Training (\$X)

It is anticipated that the following local personnel will need training, as follows:

5 Specialists –) Training of Trainers (Objective #1 – Survey Research). Training is estimated at \$X based on prior similar trainings, actual costs paid under similar projects, quotes received, etc.
Total – Personnel Training \$X

8. USAID Branding and Marking Costs (\$X)

- There are 2 project sites, each with 1 gate. A sign will be erected at each gate to acknowledge USAID's assistance. Each sign is expected to cost \$100 based on previous experience. These costs will be evenly allocated between both objectives.
- There will be 2 USAID-funded project vehicles (1 for each objective). A large label will be affixed to each vehicle. Each large label is anticipated to cost \$50 based on supplier quotes.
- There will be one project office, to which a sign will be affixed. The sign is expected to cost

\$100 based on previous experience, and the costs will be evenly allocated between both objectives.

- There are anticipated to be 20 pieces of office equipment, to each of which a small label will be affixed. Each label is expected to cost 50¢ based on supplier quotes. The costs will be allocated equally between both objectives.
- 1 sign will be erected at the borehole site at an estimated cost of \$100 based on previous experience. The costs will be allocated to Objective #2 (WASH).

Total Branding cost is \$X.

9. Contractual/Sub-Awards (\$X)

- There will be one subcontract with a local firm for communications at a fixed price estimated to be \$10,000/product based on obtained quote(s), prior actual amount paid, experience, etc. The subcontract will be awarded competitively. The costs will be allocated to Objective #2 (WASH). The detailed costs are detailed in Annex X, as follows, or on another cost sheet, etc.
- There will be a sub-grant amendment with [Local NGO Sub-Partner Name], [Name of Prime NGO] incumbent partner, to provide training to the project beneficiaries. See attached detailed sub-grantee budget and budget narrative. The costs are equal for each objective.

10. Indirect Costs (\$X)

In accordance with [Name of Prime NGO or sub-grantee]'s current approved NICRA dated X, 200X, indirect costs are budgeted at X.00% of Total Direct Costs excluding equipment and that portion of subcontracts/subgrants in excess of \$25,000 each. Total indirect costs: X% * \$X (ODCs – subs) = \$X.

If no approved NICRA, and the applicant proposes indirect costs rate, the applicant must demonstrate the rationale for proposing such rate. i.e., CPA recommended as the attached audit financial statement, rate used under similar Federal awards, etc. Else, the applicant shall consider applying all costs as direct.

11. Equipment (\$X)

(Provide itemized costs, specifications, quantity, unit, unit cost, and basis for cost estimate (actual cost or price quotation))

The project is requested to fund the purchase of 1 vehicle at an estimated unit cost of \$XX,000. For the reasons described in the "Restricted Goods" section of the proposal, it is anticipated that non-US vehicles may be required. Competition will be used in purchasing the vehicles.

12. Audits (\$X)

(If the NGO anticipates expended at least \$300,000 in NGO's fiscal year (for Non-US NGOs), a specific line item should show the anticipated costs of performing these required audits based on prior year's actuals or good faith estimates for NGO's having these audits performed for the first time). For example:

An amount of \$X,XXX was budgeted for each year of the project (\$x.000 x X# of Years = \$X000) based on quotes provided by local Audit Firms."

- a) **Attachment 7:** At the end of existing RFA add as **Attachment 7 - Responses to Questions Submitted**, included also in this Modification for easy reference, as follows:

“Attachment 7 – Responses to Questions Submitted

Responses to questions submitted: The following section includes all the questions submitted, and the responses to each question in English, and courtesy translation in Spanish. In the event of inconsistencies, the English version prevails.

1. **Q. I have not been able to download the information related to the RFA in Spanish using the link.**
 - P. No he podido descargar la información pertinente en Español en el siguiente link.**
 - R. The RFA and all its Amendments will be issued/published in English only.**
 - R. El RFA, y sus Enmiendas, serán publicados en Inglés solamente**

2. **Q. I am writing to you to kindly request guidance related to the Notice of Funding Opportunity of the RFA-514-15-000007 Public Opinion Activity (POA) – Agency for International Development Colombia – USAID – Bogota:**
 - a) Project Resources and local cost-share;**
 - b) Dates of the NFO/RFA**
 - c) Geographic coverage of the application;**
 - d) Type and Requirements of participants,**

P. De manera atenta me dirijo a usted para solicitarle orientación relacionada con la convocatoria del proyecto número: -RFA-514-15-000007 Public Opinion Activity (POA) Agency for International Development Colombia USAID- Bogota

 - a) Recursos del proyecto y de contrapartida local**
 - b) Fechas de la convocatoria**
 - c) Ámbito geográfico de aplicación**
 - d) Calidad y condición de los participantes.**

R. The information is provided in the following sections:

 - a) Project Resources and Cost-share: Please refer to the second paragraph of the “Cover Page” of the NFO/RFA, “Subject to the availability of funds, USAID intends to provide not to exceed US\$3,000,000 in total USAID funding to be allocated over a period of five years.” On Cost-share. Please see Section III. B. (Page 16). Cost-share will be an amount equivalent to 5% of USAID contribution. (E.g. if the amount proposed is \$3,000,000 the cost-share must be \$150,000).**
 - b) Dates of the NFO/RFA: See Cover Letter, and Amendment No. 1:**

Issuance Date:	May 8, 2015
Questions Due:	May. 22, 2015/3:00 P.M. (Local Colombian Time)
Pre-Applicant’s Conference:	May 27, 2015/8:00 A.M – 12:00 M. (Local Colombian Time)
Applications Due date:	June 30, 2015/3:00 P.M. (Local Colombian Time)

- c) Geographic coverage: The **national** sample, described under Component 1, must be representative of the Colombian population. The scope and geography of the special samples described under Component 1 will be decided in agreement with USAID/Colombia.
- d) Type and Requirements of Participants: This NFO/RFO is addressed to Local Organizations. Please see Section III. Eligibility Information, which describes in detail the type and requirements of eligibility.

R. La información se puede encontrar en las siguientes secciones.

- a) Recursos del proyecto y de contrapartida local: Favor referirse al segundo párrafo de la Carta que dice: "Sujeto a la disponibilidad de fondos, USAID tiene la intención de proveer fondos por un monto que no excederá la cantidad de US\$3, 000,000, durante un período de cinco años..."
- b) Fechas de Convocatoria: Ver la Carta de presentación, y la Enmienda 1:

Fecha de Expedición: Mayo 8, 2015

Fecha Límite para presentar preguntas: Mayo 22, 2015/3:00 P.M. (Hora en Colombia)

Fecha para la Conferencia de Pre-Alicantes: Mayo 27, 2015/8:00 A.M – 12:00 M. (Hora en Colombia).

Fecha Límite para presentar Aplicaciones: Junio 30th, 2015/3:00 P.M. (Hora en Colombia).

- c) Geographic coverage: La muestra nacional, que se describe bajo el Componente 1, debe ser representativa de la población Colombiana. El área geográfica y el área de intervención de las muestras especiales, descritas bajo el Componente 1, serán acordadas con la oficina de USAID/Colombia.
- d) Tipo y Requerimientos de los Participantes: Esta NFO/RFO está dirigida a Organizaciones Locales. Favor referirse a la Sección III. Información de Elegibilidad, la que describe en detalle el tipo de requerimientos de elegibilidad.

3. Q. **Having in mind the size of the RFA and the different activities involved, is it possible to present partnerships of organizations for the implementation of the Project?**

- a) **What will be the limitations, restrictions in applying as consortiums or partnerships?**
- b) **What will be the conditions or special requirements for the application of consortiums or any other partnership figure?**
- c) **What will be the maximum number of organizations that can apply in one single partnership, in the selection process?**

P. **Teniendo en cuenta la dimensión de la convocatoria y las distintas actividades que abarca, ¿es posible la presentación en sociedad de organizaciones para la ejecución del proyecto?**

- a) **Cuales serían las limitaciones y restricciones en la presentación de consorcios o asociaciones?**
- b) **Cuáles serían las condiciones o requerimientos especiales para las presentaciones en consorcio o cualquier otra figura asociativa?**
- c) **Cuál es el número máximo de organizaciones que pueden participar en una sola asociación en el proceso de selección?**

R. The RFA is limited to Local Organizations, therefore the organization submitting the application (prime partner) must be a Local Organization. According to Page 51 of the NFO/RFA, Section C (Amendment 3) – Special Provision 10 – Limitation to Non/Local Entities July 2014, "... (a) By

submission of an application and execution of the award, the applicant/recipient agrees that at least fifty (50) percent of the cost of award performance incurred for personnel must be expended for employees of the prime/local entity."

There are no special conditions or requirements for consortiums or any other partnership figure. There is not a maximum number of organizations that can participate in one single partnership for this selection process. But the number should allow for a practical management, coordination and achievement of proposed results.

Organizations may have partners/subawardees and/or subcontractors that assist in the implementation of the award but the prime is ultimately responsible for the program's success and compliance with USAID's rule and regulations. The prime must demonstrate the capacity to manage and implement the award. The prime awardee will be held responsible for the program implementation, financial and award administration and compliance with USAID regulations and procedures.

- R. El Concurso a presentar propuestas está limitado a Organizaciones Locales, por lo tanto solamente Organizaciones locales pueden enviar propuestas/aplicaciones (como socio principal). De acuerdo a lo estipulado en la página 51, Sección C (Enmienda 3) – Cláusulas Especiales 10. Limitación para Entidades No-Locales (Julio 2014), "...al presentar la propuesta, el aplicante/receptor, acuerda que al menos el cincuenta (50%) del costo de personal incurrido en la realización del convenio la debe llevar a cabo, personal del socio principal/o entidad local.**

Finalmente, debemos indicar que no hay condiciones especiales o requerimientos para consorcios o cualquier otra figura de asociaciones. No hay un máximo número de organizaciones que puedan participar en una sola asociación para este proceso de selección. Sin embargo el número debe permitir un práctico manejo y coordinación, que posibilite el conseguir los resultados.

Las organizaciones pueden tener socios/sub-receptores y/o sub-contratistas para ayudar con la implementación del convenio, pero es la organización principal quien es, la responsable por conseguir los resultados acordados y el éxito del programa, así como cumplir las reglas y procedimientos de USAID. La organización principal, debe demostrar la capacidad de manejar e implementar el convenio. El Organización que reciba el convenio será responsable ante USAID por la implementación, manejo financiero y administrativo del convenio, y el cumplimiento de las reglas y regulaciones de USAID.

- 4. Q. In page 13 says that the AOR will be involved through... approval of the questionnaire for the national sample and special samples: Does this mean that USAID could veto a question or the entire questionnaire? Shouldn't this just say that the recipient is required to discuss with USAID the general guidelines and specific topics to be included in the questionnaire?**

- P. En la página 13 dice que el AOR estará involucrado a través de... en la aprobación del cuestionario de la muestra nacional y las muestras especiales. Quiere esto decir que USAID podría "vetar" una pregunta o el cuestionario en su totalidad? No debería simplemente decir que los "Implementadores están obligados a discutir con USAID los lineamientos generales y los temas específicos que incluiría el cuestionario?**

- R. USAID reserves the right to approve the questionnaire for the national and special samples. This means that the Agreement Officer Representative (AOR) could veto a question or the questionnaire if deemed necessary. However, USAID expects to have a collaborative relationship with the recipient and to be part of the discussions that take place to define the questionnaire to avoid such circumstances.**

R. USAID se reserva el derecho de aprobar el cuestionario para la muestra nacional y las muestras especiales. Esto significa que el Oficial Técnico, podría "vetar" una pregunta o el cuestionario si es necesario. Sin embargo, USAID espera tener una relación de colaboración con el receptor y ser parte de las discusiones que tengan lugar para definir el cuestionario, para evitar tales circunstancias.

5. **Q. On limitation on Subawards. Considering that "at least fifty percent of the cost of award... must be for employees of the local entity" (page 51). Does this mean that a non-local entity can be part of the proposal?**

P. En Limitaciones a Subconvenios, considerando que "al menos 50% del costo del convenio debe ser para empleados de la organización local (página 51). Significa esto que una organización No-Local, puede ser parte de una propuesta?

R. This RFA is limited to Local Organizations, to participate as "prime recipients". That being said, Local Organizations may propose a non-local entity as sub-contractor or sub-recipient in the proposal, provided that 50% of the cost of the award performance incurred for personnel must be expended for employees of the prime/local entity.

Organizations may have partners/subawardees and/or subcontractors that assist in the implementation of the award but the prime is ultimately responsible for the program's success and compliance with USAID's rule and regulations. The prime must demonstrate the capacity to manage and implement the award. The prime awardee will be held responsible for the program implementation, financial and award administration and compliance with USAID regulations and procedures.

R. Este Concurso está limitado a Organizaciones Locales, como receptores principales. Sin embargo, las Organizaciones Locales pueden proponer organizaciones que no sean locales como sub-contratistas, o sub-receptores en la propuesta, siempre que, al presentar la propuesta, el aplicante/receptor, acuerde que al menos el cincuenta por ciento (50%) del costo incurrido en personal, sea para personal del socio principal/o entidad local.

Las organizaciones pueden tener socios/sub-receptores y/o sub-contratistas para ayudar con la implementación del convenio, pero es la organización principal quien es, la responsable por conseguir los resultados acordados y el éxito del programa, así como cumplir las reglas y procedimientos de USAID. La organización principal, debe demostrar la capacidad de manejar e implementar el convenio. La Organización que reciba el convenio será responsable ante USAID por la implementación, manejo financiero y administrativo del convenio, y el cumplimiento de las reglas y regulaciones de USAID.

6. **Q. Is the release of the data and main results subject to USAID approval?**

P. Está la publicación de datos y resultados principales, sujeta a la aprobación de USAID?

R. Yes, The release of data and main results is subject to the AOR's approval.

R. Si, la publicación de los datos y los resultados principales, están sujetos a la aprobación del Oficial Técnico de USAID.

7. **Q. Does the survey questionnaire need to go through the revision and approval of an ethics committee or IRB?**

P. Están las preguntas del cuestionario sujetas a la revisión y aprobación de un comité ético o IRB?

R. No, it will be approved by USAID's AOR.

R. No, las preguntas del cuestionario serán aprobadas por el Oficial Técnico de USAID.

8. Q. Considering the emphasis on a longitudinal perspective (page 8); does USAID expect the 2005-2014 results to be articulated in the data dissemination and analysis component?

P. Considerando el énfasis en una perspectiva longitudinal (página 8), espera USAID que los resultados del 2005-2014 sean articulados en el componente de diseminación de datos y análisis del componente?

R. The dissemination component will focus on the results of the survey that is done every year. USAID will ask the recipient to make comparisons with results achieved in previous years, to allow for a better understanding of behavioral trends.

R. El componente de diseminación se enfocará en los resultados de la encuesta que se haga cada año. USAID pedirá al Implementador que haga comparaciones con los resultados obtenidos en años anteriores, para permitir un mejor entendimiento de tendencias de comportamiento.

9. Q. Specifically, we wish to clarify the Evaluation Criteria (Page 36) for Staffing and Key Personnel: "For proposed key staff, USAID will consider the technical capabilities and the ability to form effective and productive relationships with host country counterparts". Are PhDs necessary or preferred for both positions in order to get the full possible score?

P. Queremos aclarar el Criterio de Evaluación (Página 36) para Personal y Personal Clave. Para el personal clave propuesto, considerará USAID la capacidad técnica y la habilidad para formar relaciones con las contrapartes locales efectivas y productivas. Son los Grados Doctorales necesarios o "se prefiere" para las dos posiciones para conseguir el total del puntaje?

R. Please refer to Section IV. C., of the REVISED NFO/RFA. The requirement for both positions has been modified as follows "PhD or additional five years of experience in a relevant field, may substitute a PhD.)

R. Favor referirse a la Sección IV. C., del NFO/RFA REVISADO. Este requerimiento ha sido modificado, para las dos posiciones, como sigue: "Grado Doctoral (PhD) o 5 años adicionales de experiencia en áreas similares, pueden sustituir el grado Doctoral).

10. Q. Please clarify the way the evaluation will weigh professional experience vs academic credentials. Do these categories have equal weigh for the Program Director? For example, if a bidder favors experience in the specific subject matter (Public Opinion) and management background, would that candidate be able to reach the maximum score?

P. Por favor aclarar el peso que la evaluación le dará a la experiencia versus las credenciales académicas. Tienen estas categorías igual peso para el Director del Programa? Por ejemplo, si un proponente favorece experiencia en un tema específico (Opinión Pública) y antecedentes gerenciales, obtendría ese candidato el máximo del puntaje posible.

R. The evaluation will be based on the candidate who best meets the criteria as specified in Section V.B. and meets the requirements in Section IV C. of the NFO/RFA"

R. La evaluación se basará en el candidato que mejor cumpla los criterios especificados en la Sección V.B y los requerimientos de la Sección IV. C del Concurso.

11. Q. We understand that this is a full and open competition. Are the research tools and methodologies (i.e. Questionnaires, sample design, etc.) open for bidders who have not implemented said precise tools in the past?

P. Entendemos que éste es un proceso competido. Estarán las herramientas de investigación y metodologías (ejemplo, cuestionarios, ejemplos de diseño, etc.) abiertos para proponentes que no hayan implementado estas precisas herramientas en el pasado?

R. Research tools and methodologies are often considered to be proprietary information of the organization that produced these materials. For this reason, and to promote the development of new and innovative methodologies through the competitive process, USAID will not be sharing any tools or methodologies as part of this NFO/RFA. Applicants are welcome to reach out directly to organizations that have done similar work to request additional information.

R. Las herramientas de investigación y las metodologías son, por lo general, parte de la forma de hacer negocios de quienes producen estos materiales. Por esta razón, y para promover el desarrollo de nuevas e innovadoras metodologías a través de procesos competitivos, USAID no compartirá ninguna herramienta o metodología como parte de este Concurso. Los aplicantes son bienvenidos a contactar directamente a organizaciones que hayan hecho trabajos similares para solicitar información adicional.

12. Q. Buenos días, vimos la invitación para la conferencia del jueves 21 de mayo, sin embargo no tenemos muy claro de qué se trata el concurso, y si nos puede interesar participar tanto en el concurso como en la conferencia del jueves. Me podrían enviar algún tipo de información sobre éste para poder mandar la confirmación de asistencia el jueves? Agradezco su colaboración.

P. We saw the invitation for the conference on May 21, however we are not clear, what the process is about and the purpose of the conference. Could you please provide additional information, in order to confirm attendance?

R. Complete information on the NFO/RFA can be found in www.grants.gov or in USAID/Colombia webpage.

R. Información completa sobre el Concurso la puede encontrar en www.grants.gov o en la página web de USAID/Colombia.

13. P. No me quedan claros los requisitos del proceso en mención. Qué debemos tener como Compañía para cumplir? Somos una compañía local, por tanto ese filtro esta OK, pero adicional a esto?

Q. It is not clear to me, what are the requirements of the NFO/RFA. What do we need to have as a company to be eligible? We are a local company, therefore that filter is ok, but is there something additional to this?

R. Los Requerimientos de elegibilidad para participar están descritos en la sección III del NFO/RFA.

R. The Eligibility Requirements are described in Section III of the NFO/RFA.

14. P. Al ser una suma tan grande, en la mayoría de los procesos nos solicitan un RUP con indicadores financieros...en este caso no aplica?

Q. Being this a great amount of funds, usually in most of the processes like this we are required to submit a RUP with financial indicators, does this apply in this case?

R. USAID does not require RUP. The NFO/RFA is limited to Local Organizations/Local Companies, legally registered to operate in the country. USAID required SAM which is a requirement for all recipients for the U. S. Government (See Page 18).

R. USAID no requiere RUP, la Convocatoria está dirigida a Organizaciones/Firmas Locales, legalmente registradas para operar en el país. USAID requiere que todas las organizaciones estén registradas en SAM (ver página 18).

15. P. En cuanto a la parte técnica, no me queda claro el número de encuestas?

Q. On the technical side, it is not clear to me the number of surveys?

R. Pages 7 and 8 of the NFO/RFA specify that the recipient will conduct a national survey and a special sample every two years, but not in the same year; therefore the recipient will conduct the national survey the first year, the special sample the next one, and will continue using this pattern. In total, for a five year period, the recipient will conduct three national surveys and two special samples. The NFO did not specify the number of people that need to be interviewed. Each organization must propose the number of interviews considered necessary to achieve the results specified for Component 1 (page 8).

R. Las Páginas 7 y 8 del Concurso especifican que el Implementador deberá elaborar una encuesta nacional y una encuesta especial cada dos años, pero no en el mismo año. Esto significa que el implementador elaborará la encuesta nacional el primer año y la muestra especial el año siguiente y así sucesivamente. En total, y durante un periodo de cinco años, el implementador elaborará tres encuestas nacionales y dos muestras especiales. El Concurso no especifica el número de personas que necesitan ser entrevistadas. Cada organización debe proponer el número de entrevistas que considere necesarias para conseguir los resultados especificados para el Componente 1 (página 8).

16. Q. Esto qué significa: COST SHARE: Cost share is required for this award. Cost share is defined by USAID as the resources a recipient contributes to the total cost of an agreement. Cost share becomes a condition of an award when it is part of the approved award budget. Cost share must be verifiable from the Recipient's records and can be audited in accordance with the Standard Provision (Cost Share (June 2012)) 10 and ADS 303.3.10. Cost share may be in any combination of cash or in-kind support (e.g. voluntary service, donated supplies, etc.) as defined in the Standard Provisions. USAID endorses cost sharing as an important principle in USAID-Applicant relationships. See Section III of the NFO for further information.

P. What does this mean: COST SHARE:

R. Cost-share: is required for this project. A 5% of USAID contribution, to be provided by the applicant, in order to achieve the proposed results. These can be cash or in-kind. Must come directly from the implementer and its compliance must be verified. Please refer to Section III.B. (Page 16).

R. *Cost share significa Contrapartida y es requerida para el Proyecto. El aplicante debe aportar el 5% de los fondos provistos por USAID, con el objeto de obtener los resultados propuestos. La Contrapartida puede ser en efectivo o en especie. Debe provenir directamente del Implementador, y su cumplimiento será verificado. Por favor referirse a la Sección III. B. (Página 16).*

17. Q. *USAID/Washington has supported a biannual survey to measure citizens' perceptions and attitudes towards democracy since 2006. This survey takes place throughout the whole continent and has expanded its coverage from 13 countries in 2006 to 26 countries in 2014. Does it refer to the Latin American Public Opinion Project (LAPOP), of Vanderbilt University?*

P *USAID/Washington ha apoyado una encuesta anual de percepción ciudadana de actitudes frente a la Democracia, desde el 2006. Esta encuesta de opinión se la hace en el continente y su cobertura se ha extendido a 13 países en el 2006 y 26 países en el 2014. Consulta: Se refiere a la Latin American Public Opinion Project (LAPOP), de Vanderbilt University?*

R. *Yes. The survey that you are referring to is LAPOP. The action subject of this NFO/RFO is a different activity; it is not a continuation of the previous work with Vanderbilt University.*

R. *Si. La encuesta a la que usted hace referencia era LAPOP. La acción objeto de este Concurso, es una actividad diferente, y no es la continuación del trabajo previo con la Universidad de Vanderbilt.*

18. Q. *USAID/Colombia has supported a yearly survey in the country since 2005. Consulta: En Colombia se mantiene operativa esta encuesta anual?*
<http://obsdemocracia.org/home/page/resultados?search=colombia>

P. *Question. In Colombia is it maintained operational the biannual survey.*
http://www.vanderbilt.edu/lapop/colombia/LAPOPCol14-v15.2.3.0-Spa-140325_W.pdf

R. *Yes, the current agreement to develop this survey ends in June 2015.*

R. *Si, el convenio actual bajo el que se desarrolla esta encuesta termina en Junio 2015.*

19. Q. *The overall goal of this Activity is to fill a gap in the array of surveys that exist in Colombia. Question. Does the project refer to take over the biannual execution of the same survey (with new questions/focus to fill gaps) or is this a different process?*

Consulta: El objetivo general del proyecto es llenar los vacíos en la conducción de encuestas que existe en Colombia. El Proyecto se refiere a asumir la ejecución bianual de esta misma encuesta (preg. 1) (con nuevas preguntas/enfoque para cerrar los gaps), o sería un proceso diferente?

R. *The Public Opinion Activity is not a continuation of the previous work with Vanderbilt University. USAID/Colombia encourages the applicants to present innovative proposals and methodologies. The application must ensure the provision of high level information using solid methodologies and showing nation-wide representative results.*

R. *La Actividad de Opinión Pública, no es una continuación del trabajo previo con la Universidad de Vanderbilt. USAID/Colombia motiva a los aplicantes a presentar propuestas y metodologías innovadoras. La aplicación debe asegurar la provisión de información de alto nivel usando metodologías sólidas que muestren resultados representativos del país.*

20. Q. Expected results for Component 1:

- **A biannual national survey that measures the perception of Colombians towards a wide range of democratic governance issues.**
- **A biannual special sample that provides in depth knowledge on targeted populations, regions or topics.**

Question: Can we propose from the beginning, to do a biannual survey at the national level, and that the special sample be defined by the coastal communities of the Colombian Pacific? Examples:

- **Targeted populations – Afro-Americans, fishermen or coastal communities, in the Colombian Pacific**
- **Topics – Local Governance and multisectoral participation in “procesos de ordenamiento y gestión de zonas marino-costeras).**

P. Consulta: Se puede proponer desde el inicio hacer la encuesta bianual (survey) a nivel nacional, y que el “special sample” sea predefinido para las comunidades costeras del Pacífico colombiano? Ejemplos:

- **Población meta - Afroamericanos o pescadores artesanales o comunidades costeras región - costa pacífica colombiana**
- **topics - gobernanza local y participación multisectorial en procesos de ordenamiento y gestión de zonas marino-costeras)**

R. No, the decision on the special sample (including population, municipalities, topics and questions) will be defined together with USAID/Colombia at the moment of implementing each survey.

R. No la decisión acerca de las encuestas especiales (incluyendo población, municipalidades, tópicos y preguntas) será definida en conjunto con USAID/Colombia al momento de implementar cada Encuesta.

21. Q. Expected results for Component 2:

- **Local stakeholders (GOC, USG, the media, and civil society) have increased access to high-quality survey data for public policy formation, public discourse, advocacy, and journalism.**
- **A local organization provides support to local stakeholders in the understanding and use of statistical survey data and analysis.**

Question: Does the dissemination has to be at the national level?

Question: Can be focus to the focus zone? (Institutions, and coast communities of the Colombian Pacific).

P. Consulta: la divulgación debe ser a nivel nacional?

Consulta: Puede darse énfasis a la zona de enfoque? (instituciones y comunidades costeras del pacífico colombiano)

R. Yes, the dissemination should be nation-wide and it may have a special emphasis on targeted areas. However (as mentioned in previous answer) the definition of those areas will be done in agreement with USAID/Colombia.

R. Si, la diseminación debería realizarse a nivel nacional, y puede tener especial énfasis en áreas priorizadas. Sin embargo, como se menciona en la respuesta anterior, la definición de las áreas se realizará en acuerdo con USAID/Colombia.

22. Q. If an applicant lacks of a certificate of chamber of commerce, because it is not a firm, what is the document equivalent to the certificate of the chamber of commerce?

P. Si un aplicante carece del certificado de la Cámara de Comercio, ya que no es una firma, qué tipo de documento equivale al certificado de la Cámara de Comercio?

R. Evidence that the organization is legally constituted to operate in the Country.

R. Evidencia que la organización se encuentra legalmente constituida o puede operar en el país.

23. Q. Is it possible to develop sub-contracts and / or grants in team agreements?

P. Es posible desarrollar sub-contratistas o sub-convenios como acuerdos de formar equipos?

R. Yes, please see response to question No. 3

R. Si, por favor referirse a la respuesta a la pregunta No. 3

24. Q. If the recipient wishes to enter into agreements or contracts, with organizations that are not a part of the initial team agreements, should these always be competed? If yes, please confirm that a Justification of Restriction of Eligibility can be applied. Is there a threshold for it?

P. Si el receptor desea entrar en acuerdos o contratos con organizaciones que no son parte de un acuerdo de formar un equipo inicial, deberían éstos siempre ser competidos? Si la respuesta es Si, favor confirme que se puede aplicar una Justificación para Restringir Elegibilidad. Hay un límite para esto?

R. Yes, sub-contracts and sub-awards must be competed, at the maximum extend practical, since USAID encourages competition. When not practicable the awardee must submit a JRE justifying the inability to compete. The recipients must follow its own policies, there is not a threshold. That being said, please note that for changes to the approved budget after an award is signed, unless described in the application and funded in the approved Federal awards, the sub awarding, transferring or contracting out of any work under a Federal award, including fixed amount sub awards (not applicable to the acquisition of supplies, material, equipment or general support services), requires the approval of the Agreement Officer. For additional guidance, please refer to the Standard Provisions for Sub-awards, Procurement Policies, and USAID Eligibility Rules for Procurement of Commodities and Services, which can be found using the link provided in Section VI.D.

R. Si, los sub-contratos y sub-convenios deben ser competidos, en la medida de lo posible, toda vez que USAID promueve la competencia. Los implementadores deben seguir sus políticas, y no existe un límite en monto. Sin embargo, favor notar que, una vez que se ha firmado el convenio, los cambios de presupuesto, a menos que fuera descrito en la aplicación, y aprobado en el Convenio Federal, que involucren la firma de sub-convenios, transferencia o sub-contrato de trabajo bajo un convenio Federal, incluyendo sub-convenios por montos fijos (no aplica a materiales de oficina, equipo o servicios generales), requieren de la aprobación del Oficial de Contratos/Convenios, que las puede encontrar en el link proporcionado en la Sección VI. D.

25. Q. On page 31, the NFO states "Proposed (Sub) contracts/agreements - Applicants who intend to utilize subcontractors or sub Applicants should indicate the extent intended and a complete cost breakdown, as well as all the information required herein for the Applicant. Extensive (sub) contract/agreement financial plans should follow the same cost

format as submitted by the Applicant." We understand the complete cost breakdown refers to the Prime but subcontractor's budgets don't have to be disaggregated. Please correct if this should be interpreted differently and to what extent

- P. En la página 31, la NFO establece "Sub-convenios Sub-contratos propuestos – Los Aplicantes que deseen utilizar subcontratos o sub-convenios deberían indicar la dimensión de los mismos, así como el detalle de costos, así como la misma información que se requiere aquí para el aplicante. Los planes financieros de sub-contratos o sub-convenios, deberían seguir el mismo formato del Apicante." Entendemos que un detalle de costo completo se refiere a la organización principal, pero los presupuestos de los sub-contratistas no tienen que ser desagregados. Por favor corrijanos si debemos interpretar esta información de diferente manera y hasta qué nivel.**
- R. During the Solicitation Process, Cost Break-down (narrative and Budget) must be submitted for every sub-award and sub-contract which is equal or exceeds 25% of the amount proposed. The Revised NFO/RFA incorporates this change. After Award, sub awards will require approval & documentation per the agreed upon concurrence process.**
- R. Durante el proceso de solicitud, Información presupuestaria detallada (Narrativo y presupuesto) deben ser presentados para cada sub-convenio o sub-contrato cuyo valor sea equivalente o superior al 25% del monto propuesto. El Concurso Revisado incorpora este cambio. Cualquier convenio, sub convenio requerirán la aprobación y la documentación por el proceso de acordado.**
- 26. Q. If an organization develops products that can be interpreted as intellectual property under the POA agreement, are there any restrictions to use (i.e. publish) this information?**
- P. Si una organización desarrolla productos que pueden ser interpretados como propiedad intelectual bajo el convenio de Opinión Pública, existe alguna restricción para el uso (ejemplo publicar) esta información?**
- R. Please refer to M.7 and M.8 of the Standard Provisions for Non-U.S. Non-Governmental Organizations, available at <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>; ADS 318 (Intellectual Property Rights), available at <http://www.usaid.gov/sites/default/files/documents/1876/318.pdf>; and ADS 320 (Branding and Marking Requirements), available at <http://www.usaid.gov/sites/default/files/documents/1868/320.pdf>.**
- R. Por favor referirse a la Regulación M.7 y M.8 de las "Provisiones Estándar para Organizaciones No-Gubernamentales para Organizaciones No-Estadounidenses", que las puede encontrar usando el siguiente link, <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>, ADS 318 (Derechos de Propiedad Intelectual), disponible en <http://www.usaid.gov/sites/default/files/documents/1876/318.pdf>; y ADS 320 (Requerimientos de Logo y Marcado), disponible en <http://www.usaid.gov/sites/default/files/documents/1868/320.pdf>.**
- 27. Q. If research activities within the agreements require the Recipient to pay for participation of certain profiles, is there any threshold or restriction? For example, if we wish to do a panel with political analysts, can the recipient fund the professional fees of the participants?**
- P. Si las actividades dentro de los convenios requieren que el Receptor pague la participación de ciertos perfiles, hay algún límite o restricción? Por ejemplo, si deseamos tener un panel de analistas políticos, puede el receptor pagar las tarifas profesionales de los participantes?**

R. Compensation and Salaries must follow the Organizations' compensation policy and must be allowable, allocable and reasonable (we included a definition of these terms in the Acronyms and Definitions Section of the Revised NFO/RFA). In addition, they must be included in the budget.

R. Compensación y salarios deben seguir las políticas de compensación de la Organización o firma, y deben ser "permisibles, pertinentes y razonables" (incluimos una definición de estos términos en la sección de Acrónimos y Definiciones del Concurso Revisado). Adicionalmente, deben estar incluidos en el presupuesto.

28. Q. Should the audit cost be included within the project's budget or will USAID cover the funds through other means?

P. Deberían incluirse los costos de auditoría del proyecto en el presupuesto del proyecto, o USAID cubriría estos costos por otros medios?

R. Yes, audit costs must be included as part of the application, if the amount of expenditures reach \$300,000/year.

R. Si, costos de auditoría deben incluirse como parte de la aplicación, si el monto de gastos llegan a \$300,000 por año.

29. Q. Could USAID share public documents regarding the former LAPOP agreement with Vanderbilt? Quarterly reports or other documents that contain lessons learned from the current agreement.

R. You can search the Quarterly Reports on USAID DEC's webpage (dec.usaid.gov) or you can use the following links:

<http://go.usa.gov/3EwOr>

<http://go.usa.gov/3EwwM>

<http://go.usa.gov/3EvfY>

R. Si, ustedes pueden buscar los reportes trimestrales en la página DEC de USAID (dec.usaid.gov), o usted puede usar los siguientes links:

<http://go.usa.gov/3EwOr>

<http://go.usa.gov/3EwwM>

<http://go.usa.gov/3EvfY>

30. Q. Do you have a preferred template for the letters of intent?

P. Tienen ustedes una preferencia o formato para las cartas de intención?

R. No, we do not.

R. No, no lo tenemos.

31. Q. Does USAID have any agreement with software licensing companies (i.e., spss, stata) that would enable the use of data bases for a wider audience?

P. Tiene USAID algún convenio con compañías de software (ejemplo spss, stata) que podrían posibilitar el uso de bases de datos para audiencias más amplias?

- R. No we do not.
- R. No, no la tenemos.

32. Q. Will the recipient get access to the DEC in order to store data base backups?

P. Tendrá el receptor acceso a conseguir información del DEC con el objeto de archivar las bases de datos o respaldos?

R. The DEC is the place for uploading documents, evaluations, and analyses resulting from the awards. It's not a place for storing backups. However the new Open Data Policy (ADS 579) establishes that Implementing Partners must upload all the Datasets used to produce intellectual work in the USAID's Development Data Library (DDL) www.usaid.gov/data, so during the execution of the awards, the Implementing Partner will be responsible for uploading the datasets 30 days after they have been used to produce intellectual work (e.g. evaluation, report, analysis).

R. El DEC es un lugar para cargar información, documentos, evaluaciones y análisis de convenios. Este no es el lugar para archivo de respaldos. Sin embargo la nueva política de Datos Abiertos (ADS 579) establece que los Socios Implementadores deben cargar todas las bases de datos usadas para producir trabajo intelectual en la Librería de datos de USAID (DDL) [data, dwww.usaid.gov/data](http://www.usaid.gov/data), por lo tanto, durante la ejecución del convenio, el Socio Implementador, será responsable de subir las bases de datos en los 30 días posteriores a que las hayan utilizado para producir trabajo intelectual (e.g. evaluaciones, reportes, análisis).

33. Is there any restriction to have the corporate identity of subcontracts reflected on POAs communication pieces?

P. Hay alguna restricción a tener una identidad corporativa en subcontratos en los productos comunicacionales de POA.

R. As stated in ADS 320.3.2, USAID's policy is that programs, projects, activities, public communications, or commodities implemented or delivered under contracts and subcontracts exclusively funded by USAID are marked exclusively with the USAID Identity. (Please see the link provided in Section VI. D to ADS 320). You can also see Standard Provision M.9 Marking and Public Communications under USAID Funded Assistance (December 2014).

Regarding Marking 22 CFR 226.91(4) states that "To ensure that the marking requirements "flow down" to subrecipients of subawards, recipients of USAID funded grants and cooperative agreements or other assistance awards are required to include a USAID-approved marking provision in any USAID funded subaward" AS A CONDITION OF RECEIPT OF THIS SUBAWARD, MARKING WITH THE USAID IDENTITY OF A SIZE AND PROMINENCE EQUIVALENT TO OR GREATER THAN THE RECIPIENT'S, SUBRECIPIENT'S, OTHER DONOR'S OR THIRD PARTY'S IS REQUIRED. IN THE EVENT THE RECIPIENT CHOOSES NOT TO REQUIRE MARKING WITH ITS OWN IDENTITY OR LOGO BY THE SUBRECIPIENT, USAID MAY, AT ITS DISCRETION, REQUIRE MARKING BY THE SUBRECIPIENT WITH THE USAID IDENTITY

R. Como está descrito en el ADS 320.3.2., es política de USAID que si un programa, proyecto, actividad, comunicación pública, o bien implementado o entregado bajo un contrato o sub-contrato que tiene fondos exclusivamente de USAID, sea marcado exclusivamente con el logo de USAID. (Por favor ver el link proporcionado en la Sección VI. D al ADS 320). También se puede referir a la

Provisión Estándar M.9 Mercado y Comunicaciones Públicas apoyadas con fondos de Asistencia de USAID (Diciembre 2014)."

Respecto a Marcar en 22 CFR 226.91 (4) establece que " Para asegurarse de que los requisitos de marcado " mantengan su flujo " a los sub-receptores de sub-contratos/sub-convenios , se requiere que los beneficiarios de las actividades financiadas por USAID y acuerdos de cooperación u otros instrumentos de asistencia deben incluir una provisión para marcar cualquier publicación y debe ser aprobada por la USAID , en cualquier subcontratos/subconvenios que haya financiado la USAID " como condición de recibo de un subcontrato , marcado por la identidad de USAID, tamaño y prominencia equivalente o superior a la del beneficiario, sub-contratos/sub-convenios, de otro donante o terceros requerido . En caso de que el beneficiario no elija o requiera marcar con su propia identidad O LOGOTIPO DEL sub-beneficiario, USAID puede, a su discreción, requerir MARCADO POR LA sub beneficiario CON LA IDENTIDAD USAID

[END OF SOL-514-15-000007-000002]



USAID | COLOMBIA

FROM THE AMERICAN PEOPLE

Issuance Date: May 8, 2015
Questions Due: May 22, 2015/3:00 P.M. (Local Colombian Time)
Pre-applicants' Conference: May 27, 2015/8:00 A.M–12:00 M
American Embassy, Florida Conference Room,
Carrera 45 No. 24B - 27, Gate 2 (Post 2)
Applications Due: June 30th, 2015/3:00 P.M. (Local Colombian Time)

Subject: USAID/Colombia Notice of Funding Opportunity (NFO) No. 514-15-000007,
Public Opinion Activity (POA) - **REVISED**

The United States Government, as represented by the United States Agency for International Development (USAID) Mission to Colombia, is seeking applications from qualified local organizations, profit and non-profit Nongovernmental Organizations (NGOs) in Colombia (see Section III), for a Cooperative Agreement to implement a program entitled "Public Opinion Activity - POA", as described in Section I, of this NFO. The authority for this NFO is found in the Foreign Assistance Act of 1961, as amended.

Subject to the availability of funds, USAID intends to provide not to exceed US\$3,000,000 in total USAID funding to be allocated over a period of five years. USAID reserves the right to fund one or more applications.

Pursuant to Mandatory Standard Provisions Allowable Costs (December 2014), it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the program and are in accordance with applicable cost standards, may be paid under the Cooperative Agreement. This restriction does not apply to procurements under this award made in accordance with the Standard Provision, "Procurement Policies (see Section VI.D)."

USAID will assess the prime applicant's capacity to manage proper implementation. Applicants under consideration for this award that have never received funding from USAID will be subject to a Pre-Award Risk Assessment to determine fiscal responsibility, ensure adequacy of financial controls and verify compliance with Section III of the NFO.

For the purposes of this Activity, this NFO is being issued and consists of this cover letter and the following sections:

- I. Funding Opportunity Description;
- II. Federal Award Information;
- III. Eligibility Information;
- IV. Application and Submission Information;
- V. Application Review Information;
- VI. Federal Award and Administration Information;
- VII. Federal Awarding Agency Contacts;
- VIII. Other Information.

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

To be eligible for award, the Applicant must provide all required information in its application, including the requirements found in any attachments to this NFO which can be found on www.Grants.gov and USAID/Colombia webpage.

Any questions concerning this NFO must be submitted in writing via e-mail to BogotaUsaidOfficeAA@usaid.gov and to Mr. German Gutierrez, Acquisition and Assistance Specialist, at ggutierrez@usaid.gov, and copied to Ms. Curtrice Dorsey, Agreement Officer, e-mail cdorsey@usaid.gov no later than the due date specified in this cover letter.

USAID is planning on conducting a pre-applicants conference, in order to clarify questions and requirements of this NFO, on the date and time shown in this cover letter. If you plan to participate in this conference, we will appreciate that you confirm by e-mail to ggutierrez@usaid.gov, the number of participants (no more than three (3) by organization), the names and identification numbers, on a date no later than the due date for submission of questions, in order to coordinate the access to the building.

If you decide to submit an application, it should be received by the closing date and time indicated at the top of this cover letter. The application must be submitted electronically to the following e-mail addresses: BogotaUsaidOfficeAA@usaid.gov, to Mr. German Gutierrez, Acquisition and Assistance Specialist, at ggutierrez@usaid.gov and copied to Ms. Curtrice Dorsey, Agreement Officer, e-mail cdorsey@usaid.gov.

Issuance of this NFO does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application or any other costs associated with the pre-awarding process. In addition, final award of any resultant award cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, the applicant is hereby notified of these requirements and conditions for award. The application is submitted at the risk of the applicant; should circumstances prevent award of the grant, all preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID/Colombia programs and activities.

Sincerely,


Curtrice Dorsey
Agreement Officer
Office of Acquisition and Assistance

ATTACHMENTS:

1. Certifications, Assurances, Other Statements of the Recipient and Funding Opportunity Standard Provisions
2. Budget Template
3. Guidance for Obtaining a DUNS Number (Data Universal Numbering System) and new link.

4. **Guidance on Branding and Marking Under Assistance Instruments**
5. **Pre-applicants' Conference Information**
6. **Sample Budget Narrative for use by Prime NGO and Sub-Grantee**
7. **Responses to Questions Submitted**

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

Public Opinion Activity (POA)

A. ACTIVITY OVERVIEW

The overall goal of the Public Opinion Activity (“The Activity”) is to provide data and analysis about democratic governance to inform USAID/Colombia’s programs in the country, to enhance the capacity of local stakeholders to gather, access, understand, and utilize data for public policy formation and advocacy and to provide the different stakeholders with statistical information for decision-making. The Public Opinion Activity will also strengthen the Recipient’s capacity to effectively provide and disseminate accurate, useful and high quality information.

The proposed Activity will support three of the Mission’s development objectives under the Mission’s Country Development Cooperation Strategy, Effective Presence of Democratic Institutions and Processes in Targeted Areas; Reconciliation Advanced Among Victims, Ex-Combatants and Other Citizens; and Improved Conditions for Inclusive Rural Economic Growth. As a result, this Activity will play an important role in achieving the Mission Goal, “Colombia more capable of successfully implementing a sustainable and inclusive peace.” A better understanding of citizens’ perceptions towards key areas of democratic governance, reconciliation and economic growth makes it more likely that Colombia will be positioned to implement a peace agreement or otherwise carry out a post-conflict transition. This Activity will also support USAID Forward’s Implementation and Procurement Reform (IPR). As part of IPR, USAID is working to increase the use of direct partnerships with local organizations. Through direct partnerships, USAID will contribute to strengthening local civil society and private sector capacity to improve aid effectiveness and sustainability of results.

B. BACKGROUND AND PROBLEM STATEMENT

The success of many Government of Colombia (GOC) priorities geared towards ending the conflict and supported by USAID/Colombia, such as support for victims, protection of human rights and response to citizens’ needs, relies on the quality and responsiveness of elected officials to develop and implement public policies and deliver public services.

Monitoring democratic attitudes and experiences in Colombia is a critical tool for policy makers, the GOC, private citizens, civil society, the U.S. Government (USG) and media that engage in developing and implementing public policy.

Colombia is living in an environment of uncertainty due to the peace negotiations between the GOC and the *Fuerzas Armadas Revolucionarias de Colombia* (Spanish acronym FARC) guerrillas that have been taking place for over two years. There is a possibility that peace negotiations could start with other armed groups in the country. Given the possibility of a peace agreement and its implementation, the need is greater than ever for quality data on matters related to opinions of public policy and democratic governance as well as the need for having the capacity to provide this type of data in the Country.

USAID/Washington has supported a biannual survey to measure citizens’ perceptions and attitudes towards democracy since 2006. This survey takes place throughout the whole continent and has expanded its coverage from 13 countries in 2006 to 26 countries in 2014.

USAID/Colombia has supported a yearly survey in the country since 2005¹. The survey has provided a broad scientific analysis of democratic values of a nationally representative sample of Colombians. It has also generated serious debates and reflection among Colombian media, political leaders, academics, and political parties about key aspects of democratic strengthening, including anti-corruption and trust in democratic institutions. The yearly survey has served as a critical source of baseline data for measuring the state of Colombian democracy.

C. ACTIVITIES

The overall goal of this Activity is to fill a gap in the array of surveys that exist in Colombia. For instance, Colombia has many organizations that conduct surveys. However, the quality and objectives of these surveys vary considerably. Most country survey firms carry out marketing research, with survey work dominated by election-season pollsters or commercial interests. Firms' methods often are confidential, rely on non-random sampling techniques, or sample in urban areas only. The firms seldom analyze national trends, or promote sustainable local capacity beyond their own needs. Likewise, academia and the GOC rarely fund the kind of longitudinal, representative, policy-related survey work that is required to monitor opinion of democratic governance. For these reasons, the Activity will:

- Enhance the capacity of a local organization to conduct technical surveys and in-depth analysis of statistical data on citizens' perception towards democratic governance.
- Strengthen the capacity of a local organization to produce and disseminate information that is useful for USAID, the GOC, academia, Civil Society Organizations (CSOs) and citizens for decision-making.

The above objectives will be implemented through the following components:

Component 1: Survey Research

Activity 1.1: Biannual Survey of Democratic Attitudes in Colombia

Under this Activity, the Recipient will enhance its capacity to conduct surveys and conduct a biannual survey throughout the country and a biannual oversample on specific regions or topics, analyze and disseminate the data. The biannual survey will measure Colombians' perceptions and attitudes towards democratic governance. The Recipient will conduct surveys of a broad range of democracy and governance topics, such as support for democracy, perceptions of insecurity, crime victimization, corruption, trust in government institutions, interpersonal trust, civic participation and protest, voting behavior, gender equality and female empowerment issues and political tolerance. In addition, the Recipient will include specific questions on the armed conflict, the ongoing peace process, reconciliation, reintegration of ex-combatants and a possible post conflict scenario. The Recipient is required to request USAID approval of the questionnaires.

¹ All the reports can be accessed at the web page of the Observatorio de la Democracia
<http://obsdemocracia.org/sec...php?idsection=8&idsubsection=18>

The surveys must have a direct relationship with the development of USAID/Colombia policy and programming and GOC priorities and must be carried out within six months after the start date of the Cooperative Agreement. The following surveys will be performed on a biannual basis as coordinated with the Agreement Officer Representative (AOR). The Recipient must specify the relevant categories for data disaggregation.

Activity 1.2: Biannual Samples on Specific Topics

The Recipient will carry out “biannual special samples” in years different from the years when the “biannual surveys” described in Activity 1.1 are conducted. The biannual sample will target specific populations, regions or to get an in-depth knowledge on concrete topics. For example, the Mission may request a representative sample of municipalities in which it plans to target programming, or special questions focused on a given program area, or a focus on a specific population.

Expected results for Component 1:

- A biannual national survey that measures the perception of Colombians towards a wide range of democratic governance issues.
- A biannual special sample that provides in depth knowledge on targeted populations, regions or topics.

Component 2: Data Dissemination and Analysis

The primary focus of this Activity is to make the results of the national survey and the special samples a permanent tool for decision-making and policy discourse. To achieve this, target audiences (the USG, GOC, academics, civil society, international donors and media) need to have permanent access to the results of the surveys and be able to use them on a regular basis.

Activities for component 2:

Activity 2.1: Data dissemination for USAID and stakeholders

A wide variety of intended audiences should feel empowered and capable of using the data and analysis in some format. Through this Activity, the Recipient will focus on using information both to empower local stakeholders and to improve evidence-based decision-making and programming.

The Recipient must develop a communications and outreach strategy, carried out during the life of the Activity, which must identify the different audiences to whom these results might seem of relevance. The Recipient must identify convincing and creative channels to reach these audiences through both formal and informal ways. For example, the Recipient could consider that formal presentations are not the best way to reach certain stakeholders. To be able to use the data, a target audience may need more one-on-one assistance or informal meetings on specific topics. The Recipient must explain how it plans to make the data and analyses available for public consumption.

The Recipient must provide periodic data and analysis (as agreed with USAID) in different sub-sectors using the information collected thru annual surveys (e.g. women's Democracy perception, results for specific target groups, territorial analysis or by geographic coverage).

The Recipient will follow-up and report on the impact of the publications and formal and informal outreach on the different audiences to whom the communications and outreach strategy has been targeted.

Expected results for Component 2:

- Local stakeholders (GOC, USG, the media, and civil society) have increased access to high-quality survey data for public policy formation, public discourse, advocacy, and journalism.
- A local organization provides support to local stakeholders in the understanding and use of statistical survey data and analysis.

D. KEY PRINCIPLES (OTHER CONSIDERATIONS)

1. Link to GOC and USAID Priorities

It is envisioned that through the life of the Activity the questionnaire will have to be adaptable to reflect the needs of USAID or the GOC. Specific questions will need to be included to measure the perception of Colombian citizens on issues that may arise. For example, additional questions may be required on issues such as reintegration, community acceptance of demobilized or other subjects that contribute to have a Colombia more capable of successfully implementing a sustainable and inclusive peace.

2. Strengthening local capacity

Following USAID local solutions objectives, USAID/Colombia promotes long-term sustainable development through activities focused on supporting and strengthening local organizations. Through the implementation of this award the Recipient will work on building and strengthening its own capacity not only to comply with USAID/Colombia regulations but also to enhance its technical and communications capacities to provide quality data related to opinions of public policy and democratic governance.

3. Gender and Social Inclusion

In line with USAID's Gender Equality and Female Empowerment Policy², USAID's Lesbian, Gay, Bisexual, and Transgender Individual (LGBTI) Vision for Action³, and policies regarding Persons with Disabilities, the Recipient is required to integrate gender and social inclusion-based interventions into the Activity including employing the services of a Specialist(s) and adopting a Gender/Social Inclusion Strategy as part of work plans, reports, and other Activity documents.

² <http://www.usaid.gov/sites/default/files/documents/1870/GenderEqualityPolicy.pdf>

³ USAID's [LGBT Vision for Action: Promoting and Supporting the Inclusion of Lesbian, Gay, Bisexual, and Transgender Individual](#)

The Recipient must ensure that survey results are adequately analyzed for findings relevant to gender and social inclusion. This goes beyond the segregation of data by sex, but includes the development of gender and social inclusion-oriented analytical questions and identifying implications of the findings. The Activity will integrate a strategic discussion of gender and social inclusion throughout every step of implementation. In addition, the Recipient must ensure that sample results are adequately analyzed for gender and social inclusion-based findings. The Recipient must explicitly integrate gender and social inclusion as part of Activity dissemination, to ensure that all the stakeholders fully understand the implications of these issues in democratic attitudes.

Having a gender/social inclusion focus throughout the implementation of the Activity is key given that the end goal of this award is to enhance local capacity to gather, analyze and disseminate data that is useful for public information and advocacy and to provide the different stakeholders with statistical information for decision-making. A main stakeholder is the GOC, which is challenged by implementing gender and social inclusion-related legislation and to enforce respect for the human rights of women, girls, LGBTI community and persons with disabilities.

For instance, there are no institutional mechanisms to ensure that municipalities incorporate gender concerns into the selection, design, or implementation of local development projects; women's organizations have not been able to effectively participate in municipal planning exercises to ensure that local governments promote gender equity; justice sector officials have not responded to cases of gender-based violence (GBV), especially against women and members of the LGBTI community, with much effectiveness; and local officials are particularly insensitive in responding to women alleging human rights violations. Attitudes towards marginalized populations in general have had an especially deleterious impact on municipal service delivery, citizen participation, access to justice, and respect for human rights.

In addition, the ongoing peace process and possible peace implementation will pose new challenges to the GOC, particularly in regard to gender-based violence (GBV) addressed through transitional justice measures and women's participation in the peace implementation⁴.

For these reasons, this Activity can play an important role in sensitizing the GOC, academia, CSOs and citizens in general, on the need to address gender equality and female empowerment, and social inclusion concerns and guarantee respect and inclusion for women and girls, men and boys, the LGBTI community, and persons with disabilities.

4. Communication and Outreach

USAID/Colombia promotes public affairs efforts of U.S. assistance programs in Colombia to raise public awareness, understanding and support for USAID/Colombia-funded goals and activities. To complement this vision, the Recipient will enhance USAID's outreach and communications by developing an outreach strategy to local stakeholders. This effort will focus on attracting local stakeholder's interest and support

⁴ <http://www.usaid.gov/sites/default/files/documents/1870/GenderEqualityPolicy.pdf>

for this Activity. The main purpose of this Activity is to inform and enrich public policy debate and provide useful information to the different stakeholders (the USG, GOC, academics, civil society, international donors and media) to inform decision-making and programming. To achieve this goal, the results of the surveys must be widely disseminated through formal and informal means to target audiences to empower them to use the information on a regular basis.

In addition, the Recipient will maintain fluent communication with USAID. The Recipient will prepare and share with USAID fact sheets and success stories describing the impact of the Activity as requested. The Recipient will coordinate with the USAID AOR and USAID's Information and Communications office to provide information on this Activity, and collaborate on public diplomacy events and visits.

5. Science, Technology and Innovation

USAID supports the application of new technologies, approaches, and methods to address human development needs and help use existing technologies and approaches to empower more people, more cost effectively, and more rapidly⁵. The Recipient must propose full use of science and technology for the development of the questionnaires, the national survey and special samples.

This Activity is not intended to be an academic exercise. Therefore, the Recipient must demonstrate the use of science, technology and innovation in the implementation of communication and dissemination of the results. This will include innovative methods to make the information produced under this award available to the different stakeholders, and original ways in which they can be influenced to use the information and analysis in a permanent way.

6. Authorized geographic code

The authorized geographic code for procurement of goods and services under this Award is **937** as described in CFR 228.

7. Environmental compliance / environmental assessment and monitoring

The POA and its components will develop analyses, studies, academic or research workshops falling within the classes of actions described in Section 216.2(c)(2), "Categorical Exclusions" of 22 CFR Environmental Procedures Part 2016.

⁵ ADS200.3.1.2 <http://auslnxapvweb01.usaid.gov/ADS/200/200.pdf>

ACRONYM LIST

AAPD	Acquisition & Assistance Policy Directives
ADS	Agency Directive System
AO	Agreement Officer
AOR	Agreement Officer Representative
CCN	Cooperating Country Nationals
CIB	Contract Information Bulletin
CDCS	Country Development Cooperation Strategy
CFR	Code of Federal Regulations
COP \$	Colombian Pesos
CORE	Community-Oriented Reintegration of Ex-combatants
CSI	Civil Society Organizations
DRG	Office of Democracy, Human Rights and Governance
EEO	Equal Employment Opportunity
DUNS	Dun and Bradstreet Universal Numbering System
SAM	System for Award Management
FARC	Fuerzas Armadas Revolucionarias de Colombia
FICA	Federal Insurance Contributions Act
GBV	Gender-based Violence
GOC	Government of Colombia
IPR	Implementation and Procurement Reform
LAC	Latin American Countries
LGBTI	Lesbian, Gay, Bisexual, and Transgender Individual
NGOs	Nongovernmental Organizations
NFO	Notice of Funding Opportunity
NICRA	Negotiated Indirect Cost Rate Agreement
PAD	Project Appraisal Document
POA	Public Opinion Activity
Q&A	Questions and Answers
SC	Selection Committee
USAID	United States Agency for International Development
USG	United States Government

DEFINITIONS

Assistance: Financial support to accomplish a public purpose, including grants, cooperative agreements and other agreements in the form of money, or property in lieu of money, by the Federal Government to an eligible recipient. The term does not include technical assistance, the provision of services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; or contracts which are required to be entered into and administered under procurement laws and regulations. (Chapters 300, 303, 304)

Reasonable: costs which are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business (See Standard Provisions for Non-U.S. Nongovernmental Organizations)

Allocable: Incurred specifically for the award;

Allocation: Allocation means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

Allowable: Conform to any limitations in the award

Cost sharing or matching: Cost sharing or matching means the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). See also §200.306 Cost sharing or matching.

Contract: A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, et seq. For discussion of various types of contracts, see FAR Part 16. (Chapters 300, 331)

Cooperative agreement: A legal instrument used when the principal purpose is the transfer of money, property, services, or anything of value to a recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute and when substantial involvement by USAID is anticipated. (Chapter 304)

Subaward (sub-grant): Means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subcontracts: An agreement (other than one involving an employer-employee relationship) entered into by a Government prime contractor or subcontractor calling for supplies and/or services required for performance of the contract, contract modification, or subcontract. (Ref: FAR 19.701)

Subrecipient: Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

[END OF SECTION I]

SECTION II – FEDERAL AWARD INFORMATION

A. ESTIMATE OF FUNDS AVAILABLE

Subject to the availability of funds, USAID intends to provide up to US\$3,000,000 in total USAID funding for the life of the Activity.

B. RANGE OF EXPECTED FUNDING LEVEL

USAID expects to award one cooperative agreement⁶ under this NFO. USAID reserves the right not to fund the application(s) submitted.

Funding for accepted application(s) will be provided on an incremental basis subject to the availability of funds and successful performance. USAID reserves the right to change the funding amounts, cycle, and terms of the Cooperative Agreement as a result of availability of funding and U.S. Government requirements. Should such changes occur, the Recipient will be appropriately notified.

C. START DATE AND PERIOD OF PERFORMANCE OF INDIVIDUAL AWARDS

The period of performance anticipated herein is five (5) years as of the effective date of the award.

D. SUBSTANTIAL INVOLVEMENT

USAID will remain substantially involved over the life of the Cooperative Agreement to assist the Recipient in achieving the expected outcomes and results of the Activity. **With the AO approval,** on behalf of USAID, the AOR will be substantially involved in the following⁷:

- a. **Approval of the Applicant's Implementation Plans.** Annual Implementation Plans describe the specific activities to be carried out under the Agreement, including outreach and communications strategy for the year.
- b. **Approval of Specified Key Personnel.** All key personnel changes must be submitted for AOR approval.
- c. **Agency and Applicant Collaboration or Joint Participation.** There are specific elements in the Funding Opportunity Description for which USAID's technical knowledge would benefit the Recipient's successful accomplishment of stated program objectives. In these cases, the AOR will be involved through:
 1. Concur on the selection of subaward Recipients and/or the substantive provisions of the subawards;
 2. Approval of the questionnaire for the national sample and special samples.

⁶ <http://inside.usaid.gov/ADS/glossary.pdf>

⁷ <http://www.usaid.gov/sites/default/files/documents/1868/303.pdf>

E. AUTHORITY TO OBLIGATE THE GOVERNMENT

The Agreement Officer (AO) is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred before receipt of either a fully executed Agreement or a specific written authorization from the AO.

In the event of any inconsistency between the sections comprising this NFO, it must be resolved by the following order of precedence:

- a. Section V - Application Review Information;
- b. Section IV - Application and Submission Information;
- c. Section I - Funding Opportunity Description;
- d. Cover Letter.

[END OF SECTION II]

SECTION III - ELIGIBILITY INFORMATION

A. ELIGIBILITY REQUIREMENTS

- a. **Limited to Local Organizations⁸**: All local organizations, including local faith-based and other community organizations, as well as consortiums, joint ventures or other established local partnerships, are eligible to apply. To be eligible for an award, the Applicant must submit its application, in its entirety. Interested Local organizations should successfully demonstrate in their applications that they are capable of and have the capacity to deliver services in Colombia. USAID encourages applications from potential new partners. This competitive process **is limited to local organizations**.

USAID will not accept applications from individuals or international organizations. All applicants must be considered local organizations and legally recognized entities under applicable Colombian law. A local organization does not include subsidiaries, affiliates, or member entities of organizations located outside of, or organized outside of Colombia. In addition to local legal requirements, local organizations must comply with USAID requirements for local organizations. USAID defines local organizations as follows⁹:

- (1) Is legally organized under the laws of;
- (2) Has as its principal place of business or operations in;
- (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.

To be eligible for award of a cooperative agreement, in addition to other conditions of this NFO, organizations must be a politically neutral, and have a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

- b. Foreign entity" means an organization that fails to meet any part of the "local organization" definition.

"Recipient country" refers to Colombia.

⁸ Per ADS 303.3.6.4 and ADS 303.3.6.5 b(2) <http://auslnxapvweb01.usaid.gov/ADS/300/303.pdf>

⁹ Local applicants interested in applying to this RFA are encouraged to review the virtual training program on the public USAID website page on "How to Work with USAID" program on the public USAID website page on "How to Work with USAID" (<http://www.usaid.gov/work-usaid/get-grant-or-contract/trainings-how-work-usaid>). Specifically, the training module "Effectively Responding to USAID Award Solicitations" (<http://www.usaidallnet.gov/partner-learning/3/>) explains best practices in drafting a response to a solicitation, such as understanding the various parts of a response, developing a time-conscious approach, and becoming familiar with the evaluation process.

Organizations that do not meet the above criteria will be eliminated from the competitive process. In addition, in the case of consortiums, local partnerships, and joint ventures, each member organization must comply with the requirements for a local organization stated above. The prime holder must clearly be identified in the submitted application.

When applying to the solicitation, local organizations are required to attach the following documents as well as those documents described in Section IV, to support an eligibility determination following official documentation as demonstration of their formal status in the host country (documentation will be considered attachments and will not count against any page limits (see Section IV C.)):

- Certificate of Chamber of Commerce
- Minute of Incorporation of the Entity
- Updated By-laws
- Structure of the corporate bodies (including Statutory Audit)
- List of members of the corporate bodies and minutes attesting their appointment.
- Memorandum of Understanding or Agreement(s) in place in case of a consortium
- Determine what entity in the consortium will be acting as the prime when implementing the Activity. If the entity is outsourcing services related to the administrative or financial functions it will be important to have the names of the outsource entities.

Organizations may have partners/subawardees and/or subcontractors (see definition in the Acronyms section) that assist in the implementation of the award, but the prime is ultimately responsible for the program's success and compliance with USAID's rules and regulations. The prime must demonstrate the capacity to manage and implement the award. The prime awardee will be held responsible for the program implementation, financial and award administration, and compliance with USAID regulations and procedures.

B. COST SHARE

The minimum requirement for cost share under this award will be an amount equivalent to 5% of USAID contribution to the Activity (e.g. if the amount proposed is \$3,000,000 the cost share must be \$150,000). Cost share may be in any combination of cash or in-kind support (e.g. voluntary service, donated supplies, etc.) as defined in the Standard Provisions.

USAID endorses cost sharing as an important principle in USAID-Applicant relationships. Cost share is required for this award. Cost share is defined by USAID as the resources a recipient contributes to the total cost of an agreement. Cost share becomes a condition of an award when it is part of the approved award budget. Cost share must be verifiable from the Recipient's records and can be audited in accordance with the Standard Provision (Cost Share (June 2012))¹⁰ and ADS 303.3.10.

In addition to USAID funds, cost sharing is an important element in the relationship that exists between USAID's Missions and the implementing partner. To broaden the impact of

¹⁰ <http://auslnxapvweb01.usaid.gov/ADS/300/303.pdf> and <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>

the Activity to the fullest extent and for this Activity to be successful in achieving its results, it is important that the recipient have a financial stake in the success of the Activity.

USAID/Colombia considers there is enough expertise and technical capacity within the country to carry out the proposed Activity. For this reason, the competition of POA has been limited to local organizations. Previous analysis of possible bidders showed a multiplicity of actors in survey market including big firms with high level of profits as well as academic institutions and nonprofit organizations with a considerable technical level.

C. DUN AND BRADSTREAN UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER AND SYSTEM FOR AWARD MANAGEMENT (SAM)

Applicants (unless the applicant is an individual or Federal awarding agency that is exempted from those 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)) are required to:

- (i) Be registered in SAM before submitting its application;
- (ii) Provide a valid DUNS number in its application; and
- (iii) 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.

USAID may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

To begin the registration process, please visit the following websites:

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

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

The registration process **may take many weeks to complete**. Therefore, Applicants are encouraged to obtain them early so that, if selected, the award will not be delayed.

Completion of an early registration does not constitute any commitment on the part of the U.S. Government to make an award.

For information on how to obtain a DUNS Number see **Attachment 3** (English and Spanish versions), or use the following link: <https://www.sam.gov/portal/SAM/#1>

[END OF SECTION III]

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

A. GENERAL INSTRUCTIONS

Applications must demonstrate the full range of the applicants' capabilities to undertake all the activities proposed in this Activity. Applicants may determine that to ensure the full range of capabilities required by this Activity and to strengthen collective efforts that provide assistance across sectors and geographic areas of need, they will partner with other institutions, other local organizations, and other technical support partners with proven experience and knowledge of local conditions. A successful application will demonstrate the applicant's proven capacities and experiences to lead in strategic decision making and program implementation.

If the Applicant teams with other organizations, the Applicant will include a sub-recipient/consortium management plan that outlines the level and type of services envisioned, relationship with the prime, and lines of authority and reporting, including a detailed description of defined roles and responsibilities, and/or methods proposed to establish new relationships. It is necessary to describe how elements of the cooperative agreement will be implemented through any types of partnership. It is expected that applicants will have continuous field presence to ensure effective on-the-ground implementation. The Applicant will designate one individual (Program Director) to be the liaison with USAID/Colombia. USAID/Colombia will designate an AOR as the counterpart to that person within USAID/Colombia on the technical and management issue concerning the implementation of the Activity.

B. PREPARATION GUIDELINES

1. General

Applicants must submit the technical and cost portions of their applications in separate volumes so that they may be reviewed separately. Award will be made to that responsible Applicant(s) whose application(s) best meets the requirements of this NFO and the selection criteria contained herein.

Applicants must review, understand, and comply with all aspects of this NFO. Failure to do so may be considered as being non-responsive and may be evaluated accordingly.

To facilitate the competitive review of the applications, USAID will provide to the Selection Committee (SC) the sections and pages conforming to the format and page limitations. Any other information submitted will not be provided to the SC and will not be evaluated.

Each Applicant must furnish the information required by this NFO. The Applicant must sign the application and certifications and print or type its name on the Cover Page of the technical and cost applications.

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes must:

- a. Mark the title page with the following legend:

"This application includes data that must not be disclosed outside the U.S. Government and must not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this Applicant as a result of - or in connection with - the submission of this data, the U.S. Government must have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages ____."; and,

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

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

2. Application Submission

Applications must be submitted electronically in two separate parts: (a) technical and (b) cost or business application to BogotaUsaidOfficeAA@usaid.gov, Acquisition and Assistance Specialist, e-mail: ggutierrez@usaid.gov and copied to Ms. Curtrice Dorsey, Agreement Officer, and e-mail: cdorsey@usaid.gov. Applications must be submitted with the name and address of the Applicant and the NFO number. Applicants must confirm with ggutierrez@usaid.gov that their electronic submissions (either via grants.gov or via e-mail) were successfully received by the required due date. The complete funding opportunity including all the attachments can be found at the following link: <http://www.grants.gov/>.

3. Late or Incomplete Submissions

The application must be received by the date and time included in the cover page of this funding opportunity, in order to be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Applications which are submitted late or incomplete run the risk of not being considered in the review process. USAID may review and consider late or incomplete applications if:

- (i) USAID's treatment of the material is consistent with the terms of the NFO,
- (ii) All late applications are treated the same,
- (iii) They are evaluated before any agreements are awarded under the NFO and
- (iv) The AO consents in writing to the review of late or incomplete applications.

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format.

Applicants must take into account the expected delivery time required by the application transmission method they choose, and are responsible to ensure that the electronic copies are sent to the right e-mail address by the due date and time specified in the cover letter. For this NFO the initial point of entry to the government infrastructure is USAID's Washington mail server. Applicants will receive a confirmation from USAID via e-mail.

Applications must be specific, complete, and concise in order to be considered as responsive to the terms and conditions of this funding opportunity. The applicants are urged to examine this funding opportunity in its entirety, in order to assure that the application contains all the necessary information, provides all required documentation and is complete in all respects since evaluation of the application will be based on the actual material presented and not on the basis of what is implied. Applicants must ensure that the Cost Application is consistent with the Technical application in all respects since the Cost Application may be used as an aid to determine the applicant's understanding of the technical requirements in accordance with ADS 303.3.6.6.

Applications must respond directly to the terms, conditions, specifications and provisions of this NFO. Applications not conforming to this NFO will be determined as non-responsive, thereby eliminating them from further consideration.

To be considered complete an application must contain the following:

Technical Volume:

- Cover page
- Table of contents, listing all page numbers and attachments
- Executive Summary;
- Narrative:
 - Goals and Objectives;
 - Technical Approach including a Communications & Outreach Plan
 - Proposed Outcomes/Results
- Management Approach and Staffing:
 - Management Plan;
 - Institutional Capabilities
 - Staffing Plan: Key Personnel (including partnership and sub-award arrangements where applicable)

Annexes:

- Resumes for Key Personnel and long-term professional staff, proposed position descriptions;
- Branding Strategy and Marking Plan (two pages);
- Charts providing information on management structure, matrixes demonstrating staff skills, and organizational chart(s) (where applicable);

Cost Volume:

- Cost Application
 - Required forms SF-424
 - Pre-award certifications, Assurances and Other Statements of the Recipient
- Budget (Excel Format)
- Budget Narrative
- Cost Share

Annexes:

- Documents to support Eligibility Determination (Local Organization)
 - Certificate of Chamber of Commerce
 - Minute of Incorporation of the Entity
 - Updated By-laws
 - Structure of the corporate bodies (including Statutory Audit)
 - List of members of the corporate bodies and minutes attesting their appointment.

- Memorandum of Understanding or Agreement(s) in place in case of a consortium
- Determine what entity in the consortium will be acting as the prime when implementing the Activity. If the entity is outsourcing services related to the administrative or financial functions it will be important to have the names of the outsource entities.

- Evidence of SAM Registration and DUNS Number
- Documents to support History of Past Performance

A description of the individual sections is provided in the following sections. Applicant must retain for their records copy of the e-mails and application and all enclosures which accompany the application.

4. Explanations to Prospective Applicants

Any prospective Applicant desiring an explanation or interpretation of this NFO must request it in writing to the e-mail addresses set forth in the NFO cover letter within the specified date and time in the cover letter of this NFO. The questions and answers (Q&A) will be posted as an amendment to the NFO on www.grants.gov. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective grantee concerning this NFO will also be furnished to all other prospective grantees as an amendment to this NFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective grantees.

There will be **only one (1)** round of questions and answers throughout the NFO process, therefore applicants should submit all questions by the due date specified in the cover letter.

5. Content and form of application Package

The application must be prepared in English. If the application is in any other language, it will be treated as non-responsive and eliminated from further consideration.

The application must be submitted via e-mail to the e-mail addresses specified on the cover letter with up to 5 attachments (14MB limit) per e-mail. A telegraphic or faxed application is not authorized for this NFO and will not be accepted.

- a. Preferred software for electronic submissions: Microsoft Word (for narrative text) or Excel (for tables). PDF files are acceptable. Please be advised that applicants are required to submit their budget breakdown in Excel. *The excel sheets must not be password protected.*

After you have sent your applications electronically, please immediately check your own e-mail to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the e-mail or make note in the filename that it is a "corrected" submission. Each Applicant is responsible for their submissions.

- b. Please do not send the same e-mail to us more than one time unless there has been a change, and if so, please note that it is a corrected e-mail.

- c. Your organization must appoint one person to send in the e-mail submissions who will serve as the contact person for future communications regarding this NFO.
- d. If you send your application by multiple e-mails, please indicate in the subject line of the e-mail whether the e-mail relates to the technical or cost application, and the desired sequence of multiple e-mails (if more than one is sent) and of attachments (e.g. "no. 1 of 4", etc.). For example, if your cost application is being sent in two e-mails, the first e-mail should have a subject line which says: "[organization name], NFO number, Cost Application, Part 1 of 2".

6. Unnecessarily elaborate applications

Unnecessarily elaborate applications beyond those sufficient to present a complete and effective application in response to this NFO are not desired and may be construed as an indication of the Applicant's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

7. Other Submission Requirements

The application must include only one prime applicant, which may enter into sub-agreements or sub-contracts with partnering institutions. In this case, the Prime Applicant will be responsible for establishing and maintaining sub-agreement and/or contracting relationships with proposed partners. For the purposes of this NFO, the term "applicant" is used to refer to the prime and any proposed partners.

C. TECHNICAL APPLICATION FORMAT

The technical application will be the most important item of consideration in selection for award of the proposed Activity. The application must demonstrate the Applicant's capabilities and expertise with respect to achieving the goals and objectives of this Activity. Therefore, it must be specific, complete and concise.

The Technical Application narrative section **must not exceed 25 typed pages in English** (12 font size Times New Roman Font, single spaced, typed in standard 8.5 x 11 paper size with one-inch margins both right and left and each page number consecutively).

INFORMATION SUBMITTED OVER THE PAGE LIMITATION (25 PAGES) WILL NOT BE EVALUATED. The following will be counted as part of the page limitation:

- Cover page (not counted against page limit) ;
- Table of contents, listing all page numbers and attachments (not counted against page limit);
- Executive Summary;
- Narrative:
 - Goals and Objectives;
 - Technical Approach including a Communications & Outreach Plan
 - Proposed Outcomes/Results
- Management Approach and Staffing:
 - Management Plan;
 - Institutional Capabilities

- Staffing Plan: Key Personnel (including partnership and sub-award arrangements where applicable)

Annexes: Promotional literature and materials regarding the applicant **must not** be submitted as part of the annexes. The following items are not subject to the page limitation and will not be counted (a page in the technical application, which contains a table, chart, graph, etc., not otherwise excluded below, is subject to the “page” limitation):

- Resumes for Key Personnel and long-term professional staff, proposed position descriptions;
- Branding Strategy and Marking Plan (two pages summary is only required as part of the application package);
- Charts providing information on management structure, matrixes demonstrating staff skills, and organizational chart(s);

All other items not listed as an annex are included in the above page limitation. Please number pages as “Page # of Page #” where a page number combined indicates a page that is expected from the 25 page limitation.

Annexes can be numbered separately and should be numbered as “Annex 1: 1 of X, Annex 1: 2 of X”, etcetera. Pages must be paginated at the bottom.

Technical Application Format

The Technical Application must respond to the objectives and activities and indicators described under the Section I of this NFO, the applicant may propose additional activities to achieve the described objectives and results. It should also contain a description of key strategies, activities and approaches, as well as the synergies among them that the proposed partner will pursue in order to accomplish the desired results described in Section I, as well as the rationale for selecting them. Gender issues should also be addressed. Interested applicants must provide a detailed technical application and demonstrate how it will achieve the **Activity's overall goal, objectives** and results as previously described. Applicants must organize the technical application to follow the information set forth below.

There is no preference to use the Activity title given in this NFO. Applicants are encouraged to develop their own specific Activity title as part of their application. However, use of the successful applicant's proposed title or an alternate title is solely at USAID's discretion.

The technical application must be keyed to the technical merit review criteria outlined in Section V, and contain only the requested information. The technical application must be organized and presented in the following order for ease of reviewing by **the SC:**

1. **Cover Page:** Describe the names of the organizations/institutions involved in the proposed application. In the case of a group, please indicate the lead or primary applicant clearly; followed by any proposed subgrantees and/or contractors (hereafter referred to as “subs”), including a brief narrative describing the unique capacities/skills being brought to the program by each institutions. In addition, the Cover Page should include information about a contact person for the prime applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, e-mail address and telephone and fax numbers.

2. **Table of Contents:** The Table of Contents should list all parts of the technical application, with page numbers and attachments.
3. **Application Executive Summary:** Brief description of proposed activities, goals, and anticipated results (both quantitative and qualitative). Briefly describe technical and managerial resources of your organization. Describe how the overall activity will be managed. State the bottom line funding request from USAID and the bottom line funding secured from other sources (state sources and amounts) for the proposed Activity.
4. **Technical Approach Narrative:** The Technical Approach, as revised during negotiations, will become the Program Description of any resulting Cooperative Agreement. It must include a clear description of the conceptual approach and the general strategy (i.e. methodology and techniques) being proposed. It must outline specific, focused activities; identify how and where (e.g. geographic locations and level: local, national, etc.) those activities will be implemented; explain how the approach is expected to achieve the proposed objectives; and describe a plan that will enable the activities to continue after the Activity has been completed.

The Applicant's Technical Approach must present a thorough understanding of the political context in the country; the main challenges and actors; understanding of citizen's perceptions towards democracy and governance topics.

Additionally, the applicant must provide a certification indicating evidence of ownership or property of the methodology to be used to perform the work; or evidence that it has the right to use and publish it; or evidence that the applicant is proposing methodologies that are public and available for public use.

For component 2 of the technical approach the Applicant must submit a Communications & Outreach Plan. The Applicant must describe how it will use innovative and high-impact information and communication technologies to share Activity achievements and enhance the use of the information produced. The Applicant must present a communications and outreach strategy that will detail the different audiences and stakeholders that will use the information produced and identify creative channels to access each of these audiences. The Applicant must describe how communication activities will be implemented and must reflect through its programming the integral role of communication as a development tool to help achieve the Activity objectives and impact.

5. **Management Approach and Staffing**

a. **Management Plan:**

The Management Plan must describe the technical resources and expertise that the Applicant and any proposed partners will utilize in implementing the proposed Activity and how these resources will be organized to deliver the desired outcomes and meet USAID's expectations for reporting, coordination, and communications. It must specify the composition and organizational structure of the implementation team (including long and short-term personnel, home office support, field office(s), and **sub-recipients**) and briefly describe each proposed staff

member's role, technical expertise, and estimated amount of time s/he will devote to the Activity. The Applicant must also describe the role and location of any specific proposed sub-partners (local NGOs, or other appropriate entities) that will implement activities in partnership with the Applicant; the comparative advantage of the team in implementing the proposed activities; and the approach for managing any proposed **sub-recipients**

b. Institutional Capability:

The Applicant must provide evidence of and describe its organizational knowledge, capability and experience in managing similar programs, and describe its comparative advantage in implementing the proposed activities. Applicants must furnish evidence that they have the ability to plan, implement and monitor the program effectively. They must demonstrate their experience in the geographic and program areas identified in Section I. They must demonstrate organizational experience in managing relevant programs in terms of the activities specified in Section I of this NFO and the program size. Applicants must clearly describe their demonstrated ability to manage multiple complex activities involving collaborative efforts, and maintain clear and effective lines of communication between and among stakeholders, including host country governments, the donor, and implementing partners and **sub-recipients**. In addition, Applicants must demonstrate an expertise to work collaboratively with host government and other stakeholders to achieve the Activity goals and objectives, and draw on local expertise with a focus on capacity building of local organizations and institutions.

The Applicant should provide the same information for all the proposed major **sub-recipients**.

c. Staffing and Key Personnel:

The Applicant must specify the staff required for each component or activity, demonstrate their technical expertise and provide the estimated amount of time that each staff person would devote to the Activity. The Applicant must specify the composition and organizational context of the entire implementation team. Applicants must **propose key personnel (not to exceed 2)** as deemed appropriate to implement the major activities described in Section I. In an annex to the technical application, Applicants must provide resumes and proposed position descriptions for the candidates proposed for all key personnel and long-term professional positions. The resumes should indicate the names of the proposed personnel, and demonstrate that the proposed key personnel and long-term professional staff possess the skills and knowledge to effectively carry out their proposed responsibilities. Resumes must be no more than three (3) pages in length for each proposed individual and must be presented in chronological order starting with most recent experience. Key personnel will be assessed on the appropriateness of their academic background, expertise and years of experience working on project activities similar to their designated duties and responsibilities for this program. References may be checked for all proposed long-term personnel. Applicants must provide current contact information, phone and e-mail address for at least three (3) references for each proposed Key Personnel.

The Applicant must have personnel with practical experience in either social research, democracy and governance and/or experience in local capacity building. Key personnel must have an advanced degree in a relevant field, PhD preferred. The candidates must be able to work with a wide range of counterparts and beneficiaries, including USAID officials, senior-level GOC officials, academia, and CSOs.

Key personnel must be fluent in oral and written Spanish. The applicant's proposed staffing team and approach must incorporate strong English language abilities that ensure effective communication with USAID and other USG entities, and high-quality writing and reporting at a professional level.

Key personnel will be:

- (1) Program Director: The Program Director will be responsible for technical leadership and administrative oversight of the Activity and will serve as the principal institutional liaison to USAID. The Program Director will be responsible for the day-to-day management of the Activity and will ensure the Activity is progressing appropriately and meeting its targets. The Program Director must reside in Colombia for the life of the Activity. The required qualifications for the Program Director are:
 - Fluent spoken, written and reading abilities in Spanish and English.
 - A post graduate degree in a field relevant to social sciences, survey and/or social research and analysis. A PhD or additional five years of experience in a relevant field may substitute a PhD).
 - A minimum of seven years of experience with social research (e.g. qualitative and quantitative methodologies, statistics, survey design, fieldwork manuals, enumerator training, etc.).
 - A minimum of three years management experience. This entails conducting follow-up on the progress toward meeting the Activity's objectives and providing overall guidance and direction, focusing the activity team on achieving agreed-upon targets and objectives.
 - Knowledge of the Colombian political and democratic context.
 - Previous experience in developing collaborative working relationships with counterparts, other grantees/contractors, international organizations and donors.

- (2) Technical Expert: The technical expert must have at least four years of experience in social research. S/he must be an individual with strong social and writing skills, and with extensive experience in developing and/or applying quantitative and qualitative methodologies. The technical expert must reside in Colombia for the duration of the Activity. The required qualifications are:
 - Fluent spoken, written and reading abilities in Spanish.
 - A post graduate degree in a field relevant to social sciences, survey and/or social research and analysis. PhD or additional five years of experience in a relevant field may substitute a PhD).
 - At least four years of progressively responsible experience in social research and analysis.

- At least three years of specific experience in survey design and implementation.
- Knowledge of the Colombian political and democratic context.
- Previous experience in developing collaborative working relationships with counterparts, other **grantees**/contractors, international organizations and donors.

Although not key personnel, a candidate for the following position must be identified in the applicant's proposed staffing plan:

(3) **Communications and Outreach Expert:** The communications expert must reside in Colombia for the duration of the Activity and must have the following qualifications:

- At least seven years of demonstrated ability to develop formal and informal contacts with the private sector, the media and the GOC.
- At least five years of experience in developing media and communications strategies that has successfully reached different audiences in the public and private sector.
- Knowledge of the Colombian media and political context.

The Applicant must propose an organizational structure that is most effective in implementing the proposed Activity. As required under substantial involvement, specified key personnel will be approved by USAID.

D. COST APPLICATION FORMAT

The Cost or Business Application must be submitted separately from the technical application. Certain documents are required to be submitted by a successful Applicant in order for the AO to make a determination of responsibility. **The following sections describe the documentation that Applicants for Assistance awards must submit to USAID.** While there is no page limit for this portion, Applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

The Cost Application must include:

- Cost Application
 - Required forms SF-424
 - Pre-award certifications, Assurances and Other Statements of the Recipient
- Budget (Excel Format)
- Budget Narrative
- Cost Share

Annexes:

- Documents to support Eligibility Determination (Local Organization)
- Evidence of SAM Registration and DUNS Number
- Documents to support History of Past Performance
- Branding Strategy and Marking Plan (2 pages limit)

1. Cost Application:

Applicants should note that USAID will not reimburse pre-award costs, or costs for preparation of applications. The cost application must include the funding requested from USAID and the funding secured from other sources (Cost share see Section III B.), stating sources and amounts for the proposed program.

A. Required Forms: The Cost/Business application must be completely separate from the applicant's technical application. The application must be submitted using SF-424 and SF-424A "Application for Federal Assistance" as described below.

- [SF-424, Application for Federal Assistance](#),
- [SF-424A, Budget Information – Non-construction Programs](#), and
- [SF-424B, Assurances – Non-construction Programs](#).

B. Pre-Award Certifications, Assurances and Other Statements of the Recipient: In addition to the certifications that are included in the SF-424 (described above), all applicants must provide the following certifications, assurances and other statements with the application:

a. A signed copy of [ADS 303mav, Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions](#)¹¹, which includes: (also included as **Attachment 1** for complete set of certifications, Assurances, Other Statements of the Recipient and Solicitation Standard Provisions).

1. **Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs** (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
2. **Certification on Lobbying** ([22 CFR 227](#));
3. **Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals** ([ADS 206, Prohibition of Assistance to Drug Traffickers](#));
4. **Certification Regarding Terrorist Financing**; and
5. **Certification of Recipient**

b. Other certifications and statements found in [ADS 303mav, Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions](#):

1. A signed copy of **Key Individual Certification Narcotics Offenses and Drug Trafficking**, ([ADS 206.3.10](#)) when applicable;
2. A signed copy of **Participant Certification Narcotics Offenses and Drug Trafficking** ([ADS 206.3.10](#)) when applicable;
3. Other Statements of Recipients.

¹¹ <http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>

2. **Budget (Excel Format)**: In addition to the above mentioned documents, the applicant must submit an Excel budget un-protected spreadsheet (attached to the Cost Application) that includes details line item information using formulas. See Attachment 2 of this NFO for budget template and the budget format shown in the SF-424A.
3. **Budget Narrative**: Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. **A Sample Budget Narrative is included as Attachment 6.** The detailed budget narratives **must** explain the basis of estimate, such as market surveys, price quotations, current salaries, historical experience, etc. (cost realism and cost reasonableness) and supporting justification of all proposed budget line items must be included.
 - A. The breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices.
 - B. The breakdown of all costs according to each partner organization (or sub-grantee) involved in the program.
 - C. The costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance.
 - D. The breakdown of the monetary and in-kind contributions of all organizations involved in implementing the expected Cooperative Agreement.
 - E. Potential contributions of non-USAID or private commercial donors to this Cooperative Agreement.
 - F. The procurement plan for commodities.
 - G. Indicate the name, annual salary, and expected level of effort of each person charged to the Activity. Provide resumes showing work experience and annual salary history for at least the three most recent years for all identified and proposed long/short term key and non-key personnel.
 - H. If not included in an indirect cost rate agreement negotiated with the U.S. Government, specify the applicable fringe benefit rates for each category of employees, and explain the benefits included in the rate.
 - I. The same individual information for consultants must be provided as for regular personnel.
 - J. Travel, per diem and other transportation expenses must be detailed in your application to include number of international trips, expected itineraries, number of per diem days and per diem rates.
 - K. Specify all equipment to be purchased and the expected geographic source.
 - L. Financial Plans for all proposed sub-grants and subcontracts must have the same format and level of detail as those of the Applicant. Following the Applicant's detailed budget breakdown, detailed budget breakdowns for each sub-recipient/

(sub) contractor must be presented. Sub-recipient/ (sub) contractor budgets must not be intermingled. The first page must be a summary budget, following the same budget format and line items as are set forth above for the full term of the sub-agreement/subcontract. Detailed budget notes which explain how the subawards' proposed budget was reviewed and how a determination was made that it is fair and reasonable must be provided.

- M. Indirect Costs: The applicant should support the proposed indirect cost rate with a letter from a cognizant U.S. Government audit agency or with sufficient information for USAID to determine the reasonableness of the rates. (For example, a breakdown of labor bases and overhead pools, the method of determining the rate, etc.). A copy of the latest Negotiated Indirect Cost Rate Agreement (NICRA), if applicable and if your organization has such an agreement with the US Government;

Note: Local Institutions usually do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the U.S. Government.

Applicants that do not have a NICRA, have the option to submit the proposed budget including all administrative costs as direct costs; or may choose to charge up to 10% of modified total direct costs. If the prospective applicant chooses the rate, the AO must incorporate the 10% indirect cost rate in the award budget and the recipient must follow the requirements in ADS 303 and the Standard Provision for Indirect Costs and must submit the following information:

- a. Copies of the Applicant's financial reports for the previous three-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID.
- b. Projected budget, cash flow and organizational chart, and
- c. A copy of the organization's accounting manual.

- N. If there are any training costs, **including capacity development** to be charged to this Cooperative Agreement, they must be clearly identified.

The following information should also be taken into consideration when developing the budget:

Labor - Direct salaries and wages for each year of the Cooperative Agreement must be in accordance with the organization's established personnel policies, the applicable cost principles and the current salary history of proposed LT/ST employees. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, is subject to review and approval at a high enough organizational level to assure its uniform enforcement, and result in costs which are reasonable and allowable in accordance with applicable cost principles. The narrative should include a level of effort analysis specifying personnel, rate of compensation, and amount of time proposed for key and non-key personnel. Anticipated salary increases during the period of the **Cooperative** Agreement should be included.

Additional Requirements for Personnel Compensation

Limitations

- (1) Salaries and wages must be reflective of the "market value" for each position. Salaries and wages may not exceed the Applicant's established policy and practice, including the Applicant's established pay scale for equivalent classifications of employees, which must be certified by the Applicant. No individual salary or wage may exceed the employee's current salary or wage, or the highest rate of annual salary or wage received during any full year of the immediately preceding three (3) years without the approval of the AO.

Applicants must consider an **Exchange Rate of COP \$2,200 per US\$1** to estimate its costs.

- (2) Base pay, or base salary, is defined as the employee's basic compensation (salary) for services rendered. Taxes which are a responsibility or liability of the employee are inclusive of, and not additive to, the base pay or salary. The base pay excludes benefit and allowances, bonuses, profit sharing arrangements, commission, consultant fees, extra or overtime payments, overseas differential or quarters, cost of living or dependent education allowances, etc.
- (3) This USAID-funded activity implemented under the anticipated Cooperative Agreement will be for an estimated period of performance of five (5) years; also referred to as the Award Period. Unless the Applicant demonstrates otherwise to the USAID Agreement Officer's satisfaction, Cooperating Country Nationals (CCNs) employed by the Applicant solely **to work under this Cooperative Agreement** are considered by USAID as employed by the Applicant for a specified period not to exceed the Agreement Period. This provision must be interpreted in accordance with applicable cost standards as described in the Standard Provisions for Allowable Costs (December 2014).

Fringe Benefits - If accounted for as a separate item of cost, fringe benefits should be based on the Applicant's audited fringe benefit rate, supported by a Negotiated Indirect Cost Rate Agreement (NICRA) or historical cost data. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g. Research and life insurance, etc.) and the costs of each, expressed in dollars and as a percentage of salaries. Fringe Benefits for local staff should be accounted in accordance with Colombia labor law.

Supplies and Equipment - Differentiate between expendable supplies and nonexpendable equipment (NOTE: Equipment is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, unless the Applicant's established policy establishes nonexpendable equipment anticipated to be required to implement the Activity, specifying quantities and unit cost.)

Allowances, if any, must be broken down by specific type and by person and must be in accordance with the Applicant's established policies.

Travel and Per Diem - The narrative should indicate the purpose of trip(s), number of trips, domestic and international, and the estimated unit cost of each. Specify the origin and destination for each proposed trip, duration of travel and number of individuals traveling. Proposed per diem rates must be in accordance with the Applicant's

established policies and practices that are uniformly applied to federally financed and other activities of the Applicant.

Other Direct Costs (ODC) - could include costs such as communications, office rental, utilities, report preparation costs, passports, visas, medical exams and inoculations, insurance (other than the Applicant's normal coverage), other field office operation costs, etc. The narrative, or supporting schedule, should provide a complete breakdown and support for each item of other direct costs.

Proposed (Sub) contracts/agreements - Applicants who intend to utilize subcontractors or **sub recipients** should indicate the extent intended and a complete cost breakdown, as well as all the information required herein for the Applicant. **Extensive (sub) contract/agreement financial plans (for proposed sub-contract/sub-awards which is equal or exceeds 25% of amount proposed)** should follow the same cost format as submitted by the Applicant.

An award will be made only when the AO makes a positive determination that the applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID. For the organizations that are new to USAID, or organizations with outstanding audit findings, it may be necessary to perform a pre-award risk assessment.

Branding & Marking - USAID anticipates that reasonable budget is estimated in order to cover the branding and marking costs which are in accordance with the applicant's technical approach.

Communication & Outreach - USAID anticipates that a robust dissemination of the results of surveys and other information will be required. Therefore, Applicants must consider the appropriate level of budget in accordance with their proposed technical approach.

Data collection, analysis, and reporting costs - Applicants are required to include it as a separate line item in their budgets to ensure that adequate resources are available.

Audit - The recipient must have an annual audit conducted in accordance with the "Guidelines for Financial Audits Contracted by Foreign Recipients" issued by the USAID Inspector General, for any recipient fiscal year in which the recipient expends a combined total of \$300,000 or more in all USAID awards, either directly or through another USAID contractor or recipient, excluding fixed price contracts and fixed obligation grants (See Standard "Provision Accounting, Audit, and Records" (December 2012)).

Translation Services - Translation costs can be included if necessary.

Cost Share: Applicants must be aware that all cash contributions and non-Federal in-kind contributions must meet all the criteria set forth in ADS 303.3.10.1 and the Standard Provision "Cost share" (June 2012). Applicant cost share may be in any combination of cash and in-kind support including, staff salaries, volunteer time; valuation of donated supplies, equipment, and other property; and use of unrecovered indirect costs (see

note), which are necessary and reasonable to achieve program objectives and which are verifiable from the Applicant's records

Note: If the Applicant decides to include as part of the cost share, Administrative Costs, make sure that these costs are not included as part of the Indirect Cost Rate (see part 3 above) to avoid duplication.

USAID requires applicants to demonstrate their commitment to the Activity's success by addressing the requirement for cost sharing. Applications that do not meet the minimum cost share requirement, when applicable, are **not eligible** for award consideration. Cost sharing, will be evaluated for cost effectiveness and cost realism.

In the award budget: Recipients are required to include cost share expressed as a dollar figure rather than a percentage to assist in monitoring the amount after award (using the exchange rate described above). The budget notes should describe the composition of cost share (indicating the amount that will be in cash and in-kind) and a description. In-kind contributions are allowable as cost share in accordance with the Standard Provision, "Cost Share" for non-U.S. organizations.

Annexes

A. Documents to Support Eligibility Determination:

As described in the cover letter, USAID is seeking applications from qualified local organizations in Colombia. When applying to the funding opportunity, local organizations are required to attach the following official documentation as **demonstration of their formal status in the host country** (documentation will be considered attachments and will not count against any page limits (see Section **IV**) :

- Certificate of Chamber of Commerce,
- Minute of Incorporation of the Entity,
- Updated By-laws
- Structure of the corporate bodies (including Statutory Audit);
- List of members of the corporate bodies and minutes attesting their appointment.
- Memorandum of Understanding or Agreement (s) in place in case of a consortium
- Determine what entity in the consortium will be acting as the prime when implementing the Activity. If the entity is outsourcing services related to the administrative or financial functions it will be important to have the names of the outsource entities.

Local Organizations are encouraged to review the following link <http://www.usaid.gov/work-usaid/get-grant-or-contract/trainings-how-work-usaid>, with information on how to do business with USAID.

B. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

- Evidence of SAM registration;
- DUNS number.

- C. **History of Performance:** Applicants must provide a list of **up to five (5) of** its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs during the past three years. The reference information for these awards must include the performance location, award number (if available), a brief description of the work performed, and a point of contact list with current telephone numbers and e-mail address.

Applicants must include up to five (5) most relevant U.S. Government and/or privately funded contracts, grants, cooperative agreements, etc. received by your organization in the last three years involving programs similar to the program proposed in your application. Each applicant must provide past performance references for itself and each proposed sub-recipient. The past performance evaluation will be part of USAID's level of risk assessment and will be focused on the applicant's record of complying with agreement requirements and to standards of good workmanship, record of forecasting and controlling costs, adherence to agreement schedules, including administrative aspects of performance, history of reasonable and cooperative behavior and commitment and concern for the interest of the customer, and the competency of personnel who worked on the agreement. Include the following for each award listed:

- a. Name of awarding organization or agency
- b. Address of awarding organization or agency
- c. Place of performance of services or program
- d. Award number
- e. Amount of award
- f. Term of award (start and end dates of services/program)
- g. Name, current telephone **number and e-mail address** of a responsible technical representative of that organization or agency. This information is **REQUIRED**.
- h. Brief description of the program.

Applicants must also include **up to** three (3) most relevant U.S. Government and/or privately funded contracts, grants, cooperative agreements, etc. received by each major sub-grantee proposed. A major sub-grantee is one whose proposed cost exceeds 25% of the Applicant's total proposed cost. Include the same information as listed above. USAID may contact references and use the past performance data, along with other information to determine the Applicant's responsibility. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources inside or outside the **U.S.** Government.

Evidence of Responsibility:

Applicants must have established financial management, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations governing the specific award mechanism. The successful potential awardee will be subject to a financial responsibility determination issued by a warranted **AO** in USAID that may include a pre-award risk assessment and/or an audit. The successful applicant will be required to submit additional documents necessary for the AO as described in ADS 303.3.9.

- D. **Branding Strategy and Marking Plan:** It is a Federal statutory and regulatory requirement that all overseas programs, projects, activities, public communications, and

commodities that USAID partially or fully funds under an assistance award or sub-award must be appropriately marked with the USAID identity. USAID requires the submission of a Branding Strategy and a Marking Plan by the “apparently successful applicant.” The apparently successful applicant’s proposed Marking Plan may include a request for approval of one or more exceptions to the marking requirements in accordance with ADS 320.3.3 and 2 CFR 700.348. The AO reviews and approves the apparently successful applicant’s Branding Strategy and Marking Plan (including any requests for exceptions), consistent with the provisions “Branding Strategy,” “Marking Plan,” contained in the Certifications, Assurances, Other Statement of the Recipient and Solicitation Standard Provisions, and “Marking and Public Communications Under USAID-funded Assistance” contained in [ADS 303mab, Standard Provisions for Non-U.S. Nongovernmental Organizations](#).

Although points will not be assessed for evaluation purposes, **applicants must briefly describe (not to exceed two pages)** how they will promote USAID identity, U.S. Government’s support for this Activity and the Activity’s achievements in **Colombia**. A full Branding Strategy and a Marking Plan will be requested to the “Apparent Successful Applicant” only.

More information on Branding Strategy and Marking Plan **is included** in Attachment 4 and the following link <http://www.usaid.gov/sites/default/files/documents/1868/320.pdf>

[END OF SECTION IV]

SECTION V - APPLICATION REVIEW INFORMATION / MERIT REVIEW CRITERIA

A. EVALUATION CRITERIA

USAID will conduct a merit review all applications received that complies with the instructions in this NFO. Applications will be reviewed and evaluated in accordance with the following criteria. Criteria below will be evaluated with equal weight:

B. TECHNICAL EVALUATION

Technical Approach

USAID will evaluate the soundness of methods, analytical and technical quality and approach, feasibility of the proposed approach, responsiveness, political awareness, and creativity of the applicant's proposed approach to achieve the objective and results outlined in the Funding Opportunity Description, including the key principles. The technical approach must include assumptions, opportunities, challenges and constraints for achieving each of the results, as well as how those challenges and constraints would be addressed. The technical approach must also discuss which technical areas and activities will be prioritized and why and how activities will be developed.

Management Approach and Institutional Capability

USAID will evaluate the quality of the proposed management structure for this award, including, but not limited to: evidence of an effective activity development and implementation process that ensures synergies and complementarities among the activity components and with the GOC. The structure must demonstrate how the applicant will effectively utilize other local organizations and capabilities that demonstrate value added in achieving the expected results. In addition, USAID will evaluate the Applicant's demonstrated capability of managing similar programs in terms of activities and program size as described in [Section IV](#).

Staffing and Key Personnel

USAID will evaluate the responsiveness, appropriateness and quality of the proposed staffing and technical positions as related to Section I and proposed technical approach. In addition, USAID will consider the roles and relationships between key personnel and how they will help the applicant achieve the required results. For proposed key staff, USAID will consider the technical capabilities and the ability to form effective and productive relationships with host country counterparts.

C. COST APPLICATION EVALUATION

Cost applications will be reviewed for general reasonableness, allocability and allowability. A detailed cost analysis will be performed only for the apparent successful applicant to determine the reasonableness and allocability of costs in the budget, and the allowability of the costs under the applicable cost principles. The review of the proposed budget for the apparent successful applicant will determine the extent of the apparent successful applicant understanding of the financial aspects of the Activity and the ability to perform the activities within the amount requested. In addition, the analysis will include whether the apparent

successful applicant's plans will achieve the Activity's objectives with reasonable economy and efficiency.

Evaluation of the apparent successful applicant's cost application will consider but not be limited to the following.

- Cost reasonableness;
- Cost effectiveness and realism;
- Consistency with the technical application;
- Completeness and adequacy of proposed budget information;
- Overall cost control/cost savings evidenced in the application (avoidance of excessive salaries, excessive home office visits, and other costs in excess of reasonable requirements); and
- Cost share used will be evaluated as a sub-element of cost effectiveness (See Section III.B of this NFO).

D. REVIEW AND SELECTION PROCESS

Applications will be reviewed by USAID personnel. Final selection of the award is determined by the AO and Award will be made to the responsible Applicant whose technical application is considered the highest rated and upon successful negotiation of the proposed budget.

[END OF SECTION V]

SECTION VI – FEDERAL AWARD ADMINISTRATION INFORMATION

A. AGREEMENT AWARD

1. The Government plans to award **one** cooperative agreement resulting from this NFO. Award of the agreement contemplated by this NFO 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. The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.
3. **Each initial application** must contain the Applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other pre-award issues with one or more Applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one Applicant.
3. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting cooperative agreement unless explicitly stated otherwise in the agreement.
4. Following selection for award and successful negotiations, a successful applicant will receive an electronic copy of the notice of the award signed by the AO which serves as the authorizing document.
5. **The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No Costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement officer.** . He/she will only do so after making a positive responsibility determination that the applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID.
6. The reporting requirements indicated in this section will be incorporated as part of the award made under this NFO.
7. Unsuccessful applications will not be returned to the Applicant.

B. PERFORMANCE REPORTING

1. Reporting requirements

All written documentation (correspondence, reports, information sheets, etc.) for submission under this Cooperative Agreement must be written in English, unless otherwise stated. USAID/Colombia will provide guidance on reporting standards related to the reporting schedule. At a minimum, all documents must be provided in MS Word (or MS Excel or MS PowerPoint) and PDF (unlocked) formats.

The Recipient must submit one electronic copy via e-mail of all reports to the AOR for his/her approval, no later than each deadline specified below. In addition, one copy must be submitted to:

- (a) Online: <http://www.usaid.gov/results-and-data/information-resources/development-experience-clearinghouse-dec>
- (b) By mail (for pouch delivery):
USAID Development Experience Clearinghouse
M/CIO/ITSD/KM/DEC
RRB M.01-010
Washington, DC 20523-6100

For questions on DEC submissions, contact

M/CIO/ITSD/KM/DEC
Telephone: +1 202-712-0579
E-mail: DocSubmit@usaid.gov

2. Annual Work Plan

The work plan serves as a detailed guide to Activity implementation and, once approved, represents an agreement as to the nature and timing of discrete tasks and interventions. Work plans will identify a logical sequence of steps to be undertaken to implement each program component and must include an associated timetable. Discreet tasks may include workshops and seminars, outreach events, and information dissemination activities such as publications and reports. It is essential that the document be concise so as to ensure that it will be a simple reference tool for the implementer to track progress against the approved implementation schedule, and for USAID to monitor and evaluate performance through the work plan year and to ensure that award objectives are accomplished on time, on budget, and in accordance with expectations. Each annual plan will form the basis for an annual management review conducted by USAID and the AOR to assess program directions, priorities, achievements, and prior year implementation results, as well as management and implementation impediments, and to make recommendations for revisions, as appropriate.

The work plans will include proposed activities for the given year, time frame for implementation of annual activities, detailed budget, review of previous year's accomplishments (if applicable), problems, and progress towards achieving award results and proposed annual accomplishments and progress towards achieving results. The annual work plan budget should be consistent with the detailed budget estimate submitted and approved by the AO.

All work plan activities must be within the Funding Opportunity Description and must fully integrate gender considerations. Work plan activities must not alter the cooperative agreement program description or terms and conditions in any way; such changes may only be approved by the AO, in advance and in writing. Thereafter, if there are inconsistencies between the work plan and the program description or other terms and conditions of the agreement, the agreement will take precedence over the work plan.

Additionally the work plan must include a yearly communications and outreach strategy, carried out during the life of the Activity identifying the different audiences, convincing and creative channels to reach these audiences through both formal and informal ways and how the data the strategies to make the data and analyses available for public consumption.

Due date: Within 60 days following award, the Recipient must submit the first annual work plan. USAID will provide written comments to the Recipient within 30 days after receipt of the draft work plan. The Recipient will revise and submit the revised work plan no later than 15 days after receipt of comments. If acceptable, the USAID AOR will provide a written approval of the final work plan to the Recipient. Failure to have an approved work plan in place may be viewed as a failure to comply with essential terms and conditions of the award. Significant revisions to the approved work plan will require the additional written approval of the AOR For subsequent years, 60 days before the end of each Activity year; the Recipient will submit an annual work plan for the following year.

3. Progress reports

As part of USAID/Colombia's Performance Review and Annual Report process, the Recipient must submit quarterly and Annual Progress Reports, describing major Activity results towards achieving expected results, success stories, any problems encountered, and plans for the following quarter and year. Performance Management Progress Reports will consist of both narrative and quantitative sections (progress tables).

Quarterly Progress Report: The Recipient will submit quarterly reports that give insight into the progress of planned activities. The narrative report will include qualitative and quantitative information describing activities carried out and specific results achieved during the quarter. In addition, the narrative report will indicate key implementation challenges encountered and how they were or are planned to be resolved.

Due date: Reporting periods will coincide with USAID fiscal year quarters, with reports due no later than thirty (30) days after the end of each quarter, e.g. (or by any other schedule agreed upon with the AOR):

USG Fiscal Year Q1: October 1 to December 31 Quarterly Report due January 31

USG Fiscal Year Q2: January 1 to March 31 Quarterly Reports due April 30

USG Fiscal Year Q3: April 1 to June 30 Quarterly Report due July 31

USG Fiscal Year Q4: July 1 to September 30 Quarterly Report due October 31

The report should also include budgeted versus actual expenditures (along with a brief analysis of any variance).

Annual Report: The Recipient must submit an annual report covering activities of the previous USG fiscal year. The Recipient must provide a succinct presentation of Activity achievements, objectives, and targets in the previous year, with supporting discussion to explain any shortfalls. The Recipient must summarize progress, provide an analysis of impact based on activities completed or in progress, identify success stories, and suggest resolution of any outstanding issues. Annual reports must provide data for incorporation into USAID's annual reporting, as relevant. This should include the follow-

up and reporting on milestone events that would help demonstrate progress towards achieving the Activity's long-term results. Additional information to be addressed in performance reports includes: a comparison of actual accomplishments with the goals and objectives established for the period, reasons why established goals were not met, if appropriate, and other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Due date: By October 15 every year.

Final Report: The final report must include, at a minimum the information required by ADS 303.3.18. The Final Report must contain the following information covering the full period of the Award: an executive summary of the accomplishments and results achieved; an overall description of the activities and accomplishments; a summary of problems/obstacles encountered during implementation; an assessment of the performance in accomplishing the Activity's objectives; significance of these activities; findings; comments and recommendations; other pertinent information.

This report should eliminate politically sensitive or proprietary information. Reports should incorporate as many graphics (maps, photos, charts, etc.) as possible and should include all Activity and evaluation tools and materials, in annex.

This report must contain a summary and discussion of all activities conducted under the award, the results achieved, and the impact of the Activity. The Recipient must submit the monitoring of and reporting on significant milestone events that would help demonstrate progress towards the description of program success, including the final targets, data sources, collection methods, and baseline information or a timeline for collecting it. This should include narrative descriptions of success at the Activity end. This report must not exceed 60 pages, although Annexes may be appended.

Due date: A draft final report must be submitted 30 days prior to the end of the award. Once comments are provided by the AOR, final report will be submitted within 90 calendar days after the completion date of the Award.

Closeout Plan: The Recipient will submit a demobilization plan to the AOR for approval. The demobilization plan must include a) draft property disposition plan, b) plan for the phase-out of Activity operations, (c) delivery schedule for all reports or other deliverables required under the agreement, and (d) timetable for completing all required actions in the demobilization plan, including the submission date of the final property disposition plan to the AO.

Due date: Six months prior to the completion date of the Award.

4. Financial reports

Financial Reports must be in keeping with ADS 303 and the Standard Provisions for Non-U.S. Nongovernmental Organizations.

Quarterly Financial Report: The Recipient must submit on a quarterly basis a Financial Report as part of the Progress Report (see above). Cost share **contributions** must be included as part of the progress report and financial reporting.

Quarterly Accrual Report: The Recipient must submit accrual information. Due date: Within 20 days before the end of each quarter (i.e., March 10, June 10, September 10, and December 10).

Quarterly Projected Expenditures: The Recipient must submit projected expenditures for the quarter. Due date: Within 20 days before the end of each quarter (i.e., March 10, June 10, September 10, and December 10).

C. PAYMENT TERMS FOR AWARD

Payment method will be established based on the results of the pre-award responsibility requirements in ADS Chapter 303 and/or the need of the organization, either Advance or Reimbursement payments in accordance with the Standard Provisions for "Advance Payments" or "Cost Reimbursement" and "Accounting, Audit, and Records. The Award Budget will be made in Dollars, and payments will be made to the Recipient in Colombian Pesos (COP \$), at the U. S. official exchange rate at the time of process.

The Recipient must submit to the payment office at USAID/Colombia, a fully completed and signed SF-1034 including the supporting documents for payment.

D. RELEVANT POLICY AND REGULATORY REFERENCES

Resulting awards to Non-U.S. Non-Governmental Organizations will be administered in accordance with ADS-303 and Standard Provisions for Non-U.S. Non-Governmental Organizations.

- ADS 303 is available at: <http://www.usaid.gov/ads/policy/300/303>
- Definitions <http://auslnxapvweb01.usaid.gov/ADS/300/303.pdf>
- Standard Provisions for Non-U.S. Non-Governmental Organizations are available at: <http://www.usaid.gov/ads/policy/300/303mab>
- ADS Chapter 320 Branding and Marking <http://auslnxapvweb01.usaid.gov/ADS/300/320.pdf>

E. ADDITIONAL TERM/CONDITIONS

1. Environmental Compliance/Environmental Assessment

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

- b. In addition, the Recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter must govern.
- c. No activity funded under this **Cooperative Agreement** will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as “approved Regulation 216 environmental documentation.”)
- d. As part of its initial Work Plan, and all Annual Work Plans thereafter, the Recipient, in collaboration with the USAID AOR and Mission Environmental Officer (MEO) or Bureau Environmental Officer (BEO), as appropriate, will review all ongoing and planned activities under the resulting award to determine if they are within the scope of the approved Regulation 216 environmental documentation.
- e. If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it must prepare an amendment to the documentation for USAID review and approval. No such new activities must be undertaken prior to receiving written USAID approval of environmental documentation amendments.
- f. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation must be halted until an amendment to the documentation is submitted and written approval is received from USAID.
- g. IEE LAC-IEE-11-40 for this activity has been approved with Categorical Exclusion dated December 30, 2013.

2. Electronic Payments System

- a. Definitions:
 - “Cash Payment System” means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instrument to the designated payee.
 - “Electronic Payment System” means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.
- b. The recipient agrees to use an electronic payment system for any payment under this award to beneficiaries, subrecipients, or contractors.

- c. Exceptions. Recipients are allowed the following exceptions, provided the recipient documents its files with the appropriate justification:
- Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award.
 - Cash payments made to payees where the recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.
 - Cash payments to vendors below \$3,000, when payment through an electronic payment system is not reasonably available.
 - The Recipient has received a written exception from the AO that a specific payment or all cash payments are authorized based on the Recipient's written justification, which provides a basis and cost analysis for the requested exception.
- d. More information about how to establish, implement, and manage electronic payment methods is available to recipients at <http://solutionscenter.nethope.org/programs/c2e-toolkit>."

3. Intellectual Property

As per ADS 318.3.2.3 Copyrights and Assistance Agreements:

- a) The Recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. USAID reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
- (b) Recipients are subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements."
- (c) The Federal Government has the right to:
- (1) Obtain, reproduce, publish or otherwise use the data first produced under an award; and
 - (2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- (d)(1) In addition, in response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under an award that were used by the Federal Government in developing an agency action that has the force and effect of law, the Federal awarding agency must request, and the recipient must provide, within a reasonable time, the research data so that they can

be made available to the public through the procedures established under the FOIA. If the Federal awarding agency obtains the research data solely in response to a FOIA request, the agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the agency, the recipient, and applicable subrecipients. This fee is in addition to any fees the agency may assess under the FOIA (5 U.S.C. 552(a)(4)(A)).

(2) The following definitions apply for purposes of this paragraph (d):

- (i) *Research data* is defined as the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This "recorded" material excludes physical objects (e.g., laboratory samples). *Research data* also do not include
 - (A) Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and
 - (B) Personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.
 - (ii) *Published* is defined as either when: (A) Research findings are published in a peer-reviewed scientific or technical journal; or (B) A Federal agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law.
 - (iii) *Used by the Federal Government in developing an agency action that has the force and effect of law* is defined as when an agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law.
- (e) Title to intangible property and debt instruments acquired under an award or subaward vests upon acquisition in the recipient. The recipient must use that property for the originally-authorized purpose, and the recipient must not encumber the property without approval of USAID. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the standard provision "Title to and Use of Property (December 2014).

4. 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.
- b. The request for a Branding Strategy, by the AO from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

- a. Failure to submit and negotiate a Branding Strategy within the time frame specified by the AO 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 AO 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:

All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.

The intended name of the program, project, or activity.

USAID prefers to have the "USAID Identity," comprised of the USAID logo and brand mark, with the tagline "from the American people" as found on the USAID Web site at transition.usaid.gov/branding, included as part of the program or project name.

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.

It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

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.

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.

The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.

Planned communication or program materials used to explain or market the program to beneficiaries.

Describe the main program message.

Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.

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."

Provide any additional ideas to increase awareness that the American people support this project or program.

Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.

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 AO will consider the Branding Strategy's adequacy in the award criteria. The Branding Strategy 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 Branding Strategy will be included in and made part of the resulting grant or cooperative agreement

5. 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 brand mark, 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://transition.usaid.gov/branding>.
- b. The request for a Marking Plan, by the AO 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 AO 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 AO 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:

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:

Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;

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

Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and

It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

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 Applicant is encouraged to otherwise acknowledge USAID and the support of the American people.

A table on the program deliverables with the following details:

The program deliverables that the applicant plans to mark with the USAID Identity;

The type of marking and what materials the applicant will use to mark the program deliverables;

When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;

What program deliverables the applicant does not plan to mark with the USAID Identity, and

The rationale for not marking program deliverables.

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:

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 Strategic 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.

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.

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.

Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.

Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.

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.

Conflict with international law. The applicant must identify the applicable international law violated by the marking.

- f. The AO will consider the Marking Plan's adequacy and reasonableness in the award criteria, and will approve and 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.

6. Limiting Construction Activities (August 2013)

- a) Construction is not eligible for reimbursement under this award unless specifically identified in paragraph d) below.
- b) Construction means —construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.
- c) AOs will not approve any subawards or procurements by recipients for construction activities that are not listed in paragraph d) below. USAID will reimburse allowable costs for only the construction activities listed in this provision not to exceed the amount specified in the construction line item of the award budget. The recipient must receive prior written approval from the AO to transfer funds allotted for construction activities to other cost categories, or vice versa.
- d) Description

[Type of construction and location(s)]
- e) The recipient must include this provision in all subawards and procurements and make vendors providing services under this award and subrecipients aware of the restrictions of this provision.

7. USAID Implementing Partner Notices (IPN) Portal for Assistance (July 2014)

(a) Definitions

“Universal bilateral amendment” means those amendments with revisions or new requirements or provisions that affect all awards or a designated class of awards, as specified in the Agency notification of such revisions or new requirements.

(b) By submission of an application and execution of an award, the Applicant/Recipient acknowledges the requirement to:

- (1) Register with the IPN Portal if awarded an assistance award resulting from this solicitation, and**
- (2) Receive universal bilateral amendments to this award and general notices via the IPN Portal.**

(c) Procedure to register for notifications.

Go to <https://sites.google.com/site/usaidipnforassistance/> and click the “Register” button at the top of the page. Recipient representatives must use their official organization e-mail address when subscribing, not personal e-mail addresses.

(d) Processing of IPN Portal Amendments

The Recipient may access the IPN Portal at any time to review all IPN Portal amendments; however, the system will also notify the Recipient by e-mail when the USAID IPN Portal Administrator posts a universal bilateral amendment for Recipient’s review and signature. Proposed USAID IPN Portal amendments distributed via the IPN Portal are applicable to all awards, unless otherwise noted in the proposed amendment.

Within 15 calendar days from receipt of the notification e-mail from the IPN Portal, the Recipient must do one of the following:

- (1) (a) verify applicability of the proposed amendment for their award(s) per the instructions provided with each amendment; (b) download the amendment and incorporate the following information on the amendment form: award number, organization name, and organization mailing address as it appears in the basic award; (c) sign the hardcopy version; and (d) send the signed amendment (by e-mail or hardcopy) to the AO for signature. The Recipient must not incorporate any other changes to the IPN Portal amendment. Bilateral amendments provided through the IPN Portal are not effective until the both the Recipient and the AO sign the amendment;**
- (2) Notify the AO in writing if the amendment requires negotiation of additional changes to terms and conditions of the award; or**

(3) Notify the AO that the Recipient declines to sign the amendment.

Within 30 calendar days of receipt of a signed amendment from the Recipient, the AO must provide the fully executed amendment to the Recipient or initiate discussions with the Recipient.

8. Limitation on Subawards to Non-Local Entities (July 2014)

- (a) By submission of an application and execution of the award, the applicant/recipient agrees that at least fifty (50) percent of the cost of award performance incurred for personnel must be expended for employees of the prime/local entity.
- (b) By submission of an application and execution of the award, the Applicant/Recipient represents that it is an individual, a corporation, a nonprofit organization, or another body of persons that:
 - (1) Is legally organized under the laws of;
 - (2) Has as its principal place of business or operations in;
 - (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 in which this award will be primarily performed.
- (d) For purposes of this provision, "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.

9. Representation by Organization Regarding A Delinquent Tax Liability or A Felony Criminal Conviction (August 2014)

- (a) In accordance with section 7073 of the Consolidated Appropriations Act, 2014 (Pub. L.113-76) 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”.

For the purposes of section 7073, it is USAID's policy that no award may be made to any organization covered by (1) or (2) above, unless the M/OAA 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.

10. Central Contractor Registration and Universal Identifier (December 2014)

- a. Requirement for Central Contractor Registration (CCR).** Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration and more frequently, if required by changes in your information or another award term.
- b. Requirement for Data Universal Numbering System (DUNS) numbers.** If you are authorized to make subawards under this award, you:
 - (1) Must notify potential subrecipients that no entity (see definition in paragraph c. of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
 - (2) May not make a subaward to an entity unless the entity has provided its DUNS number to you.
- c. Definitions.** For purposes of this award term:
 - (1) Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at www.ccr.gov/).
 - (2) Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform).

(3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR 25, subpart C:

- (i) A governmental organization, which is a State, local government, or Indian tribe;
- (ii) A foreign public entity;
- (iii) A domestic or foreign nonprofit organization;
- (iv.) A domestic or foreign for-profit organization; and
- (v.) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

(4) Subaward:

- (i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.
- (ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 subpart F Audit Requirements).
- (iii) A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

(5) Subrecipient means an entity that:

- (i) Receives a subaward from you under this award; and
- (ii) Is accountable to you for the use of the Federal funds provided by the subaward.

ADDENDUM (JUNE 2012):

d. Exceptions. The requirements of this provision to obtain a Data Universal Numbering System (DUNS) number and maintain a current registration in the Central Contractor Registration (CCR) do not apply, at the prime award or subaward level, to:

- (1) Awards to individuals
- (2) Awards less than \$25,000 to foreign recipients to be performed outside the United States (based on a USAID determination)
- (3) Awards where the AO determines, in writing, that these requirements would cause personal safety concerns.

e. This provision does not need to be included in subawards.

11. Reporting Subawards and Executive Compensation (December 2014)

a. Reporting of First-Tier Subawards.

- (1) Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of

the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

(2) Where and when to report.

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

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

b. Reporting Total Compensation of Recipient Executives.

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

- (i) The total Federal funding authorized to date under this award is \$25,000 or more;
- (ii) In the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

- (iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report executive total compensation described in paragraph b.(1) of this award term:

- (i) As part of your registration profile at www.ccr.gov/.
- (ii) By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

(1) Applicability and what to report. Unless you are exempt, as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you must report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if –

(i) In the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

(ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report subrecipient executive total compensation described in paragraph c.(1) of this award term:

(i) To the recipient.

(ii) By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (for example, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions.

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

(1) Subawards, and

(2) The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions.

For purposes of this award term:

(1) Entity means all of the following, as defined in 2 CFR 25:

- (i) A governmental organization, which is a State, local government, or Indian tribe;
- (ii) A foreign public entity;
- (iii) A domestic or foreign nonprofit organization;
- (iv) A domestic or foreign for-profit organization;
- (v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

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

(3) Subaward:

- (i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- (ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 subpart F Audit Requirements).
- (ii) A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

(4) Subrecipient means an entity that:

- (i) Receives a subaward from you (the recipient) under this award; and
- (ii) Is accountable to you for the use of the Federal funds provided by the subaward.

(5) Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- (i) Salary and bonus.
- (ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- (iii) Earnings for services under nonequity incentive plans. This does not include group life, Research, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- (v) Above-market earnings on deferred compensation which is not tax-qualified.
- (vi) Other compensation, if the aggregate value of all such other compensation (for example, severance, termination payments, value of life insurance paid

on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

12. Prohibition on providing Federal Assistance to entities that require certain internal confidentiality agreements - Representation (April 2015)

- (a) In accordance with section 743 of Division E, Title VII, of the Consolidated and further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), Government agencies are not permitted to use funds appropriated (or otherwise made available) under that or any other Act for providing federal assistance to an entity that requires employees, subawardees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, 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.
- (b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the non-disclosure of classified information.
- (c) By submission of its application, the prospective recipient represents that it does not require employees, subawardees, or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, 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.

[End of Section VI]

SECTION VII – FEDERAL AWARD AGENCY CONTACTS

The Agreement Officer for this Award is:

Ms. Curtrice Dorsey
Agreement Officer
U.S. Agency for International Development
Carrera 45 No. 24B - 27, Gate 2 (Post 2)
Bogotá, Colombia
E-Mail: cdorsey@usaid.gov

The Acquisition and Assistance Specialist for this Award is:

Mr. German Gutierrez
Acquisition and Assistance Specialist
U.S. Agency for International Development
Carrera 45 No. 24B - 27, Gate 2 (Post 2)
Bogotá, Colombia
E-mail: gutierrez@usaid.gov

[END OF SECTION VII]

SECTION VIII - OTHER INFORMATION

ATTACHMENT 1: CERTIFICATIONS, ASSURANCES, OTHER STATEMENTS OF THE RECIPIENT AND FUNDING OPPORTUNITY STANDARD PROVISIONS

NOTE: When these Certifications, Assurances, 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 subcontracts, subgrants, 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 USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

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

4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of **Specialty Designated Nationals and Blocked Persons**, which is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC), or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al-Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's Web site:

<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

- b. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - c. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification -
 - a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means -

- (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
- (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
- (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources must not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it will be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

5. Certification of Recipient

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

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 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.

Notice of Funding Opportunity 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.

If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001. 9

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 – Other Statements of Recipient

1. Authorized Individuals

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

Name Title Telephone No. Facsimile No.

2. Taxpayer Identification Number (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. Data Universal Numbering System (DUNS) Number

(a) 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 Application.

(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 e-mail 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: _____

4. Letter of Credit (LOC) Number

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

LOC: _____

5. Procurement Information

- (a) **Applicability.** This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a subgrant or subagreement) to a subgrantee or subrecipient in support of the subgrantee's or subrecipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.
- (b) **Amount of Procurement.** Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$ _____

- (c) **Nonexpendable Property.** If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, 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 _____

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 _____

6. Past Performance References

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

7. Type of Organization

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

- (a) If the recipient is a U.S. entity, it operates as a corporation incorporated under the laws of the State of, an individual, a partnership, a nongovernmental nonprofit organization, a state or 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.

[End of Attachment 1]

ATTACHMENT 2 – BUDGET TEMPLATE

Budget format is provided in Excel Format

[End of Attachment 2]

ATTACHMENT 3 - GUIDANCE FOR REGISTERING IN SAM AND OBTAINING A DUNS NUMBER (DATA UNIVERSAL NUMBERING SYSTEM)



Quick Start Guide for Entities Interested in Being Eligible for Grants

How to register your entity to be eligible for GRANTS in SAM:

Before you register, you need to know the following:

- What is an Entity?**

In SAM, your company/business/organization is now referred to as an "Entity."

 - REGISTERING IN SAM IS FREE.
 - If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.
- Your Entity's DUNS Number**

You need a DUNS to register your entity in SAM.

 - If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fdogov.dnb.com/webform>
 - It takes 1-2 business days to obtain a DUNS.
- Your Entity's Taxpayer Identification Number (TIN)**

You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

 - A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
 - Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
 - To obtain an EIN visit: www.irs.gov/businesses/small/article/0,ld=102767,00.html
 - Activating a new EIN with the IRS takes 2-5 weeks.

Steps For Registering Your Entity in SAM

- Go to www.sam.gov
- Create an Individual User Account and Login
- Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
- Select your type of Entity
- Select "No" to "Do you wish to bid on contracts?"
- Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
- Complete "Core Data"
 - Validate your DUNS information
 - Enter Business Information (TIN, etc.)
 - Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
 - Enter General Information (business types, organization structure, etc.)
 - Financial Information (Electronic Funds Transfer (EFT) Information)
 - Executive Compensation
 - Proceedings Details
- Complete "Points of Contact"
- Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

How do I get more information? Take a look at the SAM User Guide.

Go to Our Website: www.sam.gov Contact the SAM Help Desk: www.fsd.gov

GUIA PARA REGISTRO EN "SAM" Y "CCR"

Following is the link to the public page to the "Doing Business with USAID: DUNS and SAM Systems 101" webinar on the USAID Learning Lab site: <http://usaidlearninglab.org/library/doing-business-usaid-duns-and-sam-systems-101> which provide guidance in Spanish. Below you will find the Summary of Presentation (1 of 4 Spanish). Complete Presentation (3/4 Spanish), plus other useful information, can be found in the link provided.

a) PPT/Spanish (1of4)

Hacer negocios con el Gobierno Federal

Resumen sobre cómo solicitar y actualizar la información comercial DUNS

Centro Plus
Administradora del Programa D&B/C&A
Dun & Bradstreet
Aérol de D&B

dun&bradstreet

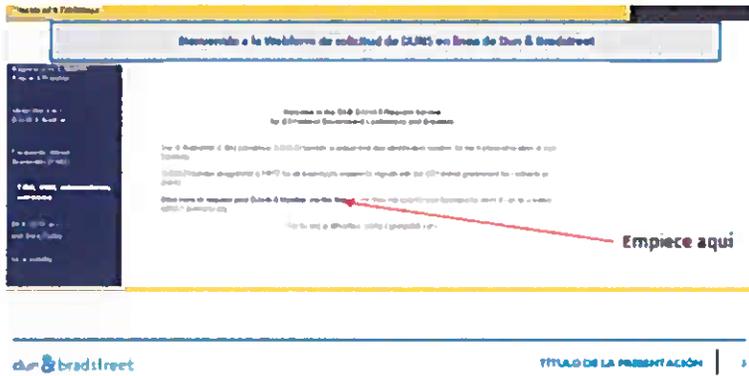
Obtener su número DUNS

- El primer paso para obtener su número DUNS es averiguar en la base de datos actual de Dun & Bradstreet a través de nuestra página de solicitud en línea conocida como WEBFORM
 - ▶ La WEBFORM puede encontrarse en <https://duns.dbb.com/webform>
- La WEBFORM es apoyada por una red global de D&B dedicada a asistir sólo a aquellos clientes que hacen negocios con el Gobierno Federal
- Mediante la WEBFORM, usted puede:
 - ▶ Crear un registro DUNS
 - ▶ Modificar un registro DUNS
 - ▶ Buscar un registro DUNS existente
- Todas las acciones tomadas mediante este sitio se realizan rápidamente y de forma gratuita.

dun&bradstreet

Webform de solicitud de DUNS en línea de Dun & Bradstreet

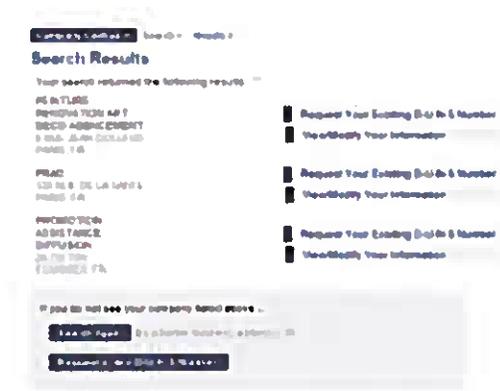
<http://fedgov.dnb.com/webform>



Paso I: Comience buscando su negocio



Paso 2: Revise los resultados



Paso 3: Tome acción

- **Solicitar DUNS existentes**
 - ▶ Suministre la información de contacto, incluyendo correo electrónico, el número DUNS e información comercial asociada o se comunicará por correo electrónico inmediatamente.
- **Solicitar un DUNS nuevo**
 - ▶ Suministre datos básicos de la empresa, dirección física y de correo, información de la organización e información de la empresa madre (si corresponde) y luego envíe. Se proporcionará confirmación de recibo e identificación de seguimiento por correo electrónico, tras la presentación.
 - ▶ La Verificación será realizada y completada por un agente de D&B en el país especificado.
 - ▶ D&B verificará la información presentada usando los nombres y contactos de la empresa que figuran en la sección de 'Detalles de la empresa'.
 - ▶ Las solicitudes se evaluarán de acuerdo como pendientes o se negarán. Si están pendientes o se negan, se enviará un correo electrónico con más instrucciones (si es necesario) y se requerirán documentos adicionales del negocio (o una razón por la negativa) si es necesario para sus empresas.
 - ▶ Cuando se aprueben, el número DUNS y la información asociada con la empresa se envía por correo electrónico al contacto que presentó la solicitud.
- **Solicitar modificación de un DUNS existente**
 - ▶ Suministre cualquier actualización necesaria para los detalles de la empresa existentes, dirección física y de correo, información de la organización e información de la empresa madre (si corresponde). Se proporcionará confirmación de recibo e identificación de seguimiento por correo electrónico, tras la presentación.
 - ▶ La Verificación será realizada y completada por un agente de D&B en el país especificado.
 - ▶ Cuando se aprueben, el número DUNS y la información asociada con la empresa se envía por correo electrónico al contacto que presentó la solicitud.

DUNS, información comercial y SAM

- Una vez que sabe su DUNS y la información comercial asociada, está listo para comenzar a trabajar con el Gobierno Federal.
 - Si usted desea inscribirse en SAFI, asegúrese de tener su NACAGE antes de comenzar con ese registro.
 - Para un proceso más fácil, inscribirse a NACAGE le indica dirección fidei que usted debe su número DUNS y que esas direcciones deben coincidir exactamente.
- Para preguntas con respecto a las solicitudes de DUNS que ha enviado, envíe un correo electrónico a SAFIS@dnb.com
 - Proporcione su identificador de seguridad, DUNS (si tiene uno), nombre, así, e información de contacto (nombre telefónico, e correo electrónico)

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TÍTULO DE LA PRESENTACIÓN | 7

b) PPT/Spanish (3of4) – Complete training

Hacer negocios con el Gobierno Federal

Cómo solicitar y actualizar su número DUNS e información comercial

Antonio Pizarro
Administrador del Programa DS&CSA
Dun & Bradstreet
Abril de 2017

dun&bradstreet

Equipo dedicado de respuesta a clientes a nivel mundial de Dun & Bradstreet

- Dun & Bradstreet alberga una red global dedicada a asistir sólo a aquellos clientes que hacen negocios con el Gobierno Federal
- Esta red global:
 - Proporciona servicios de soporte de DUNS de FORMA GRATUITA
 - Crea registros de DUNS
 - Modifica registros DUNS
 - Nombre legal del negocio
 - Estado de comercio (incluyendo negocios como)
 - Dirección física y correo
 - Ciudad/estado
 - País
 - Códigos NAICS
 - Búsqueda de DUNS
 - Monitoreo de DUNS (cambios enviados a SAM)
 - Navegar los sistemas de concisión de IAÉ y cómo/ dónde usan los DUNS
- Esta red global **NO**:
 - Vende productos comerciales de Dun & Bradstreet adicionales
 - Cobra honorarios por servicios

dun & bradstreet

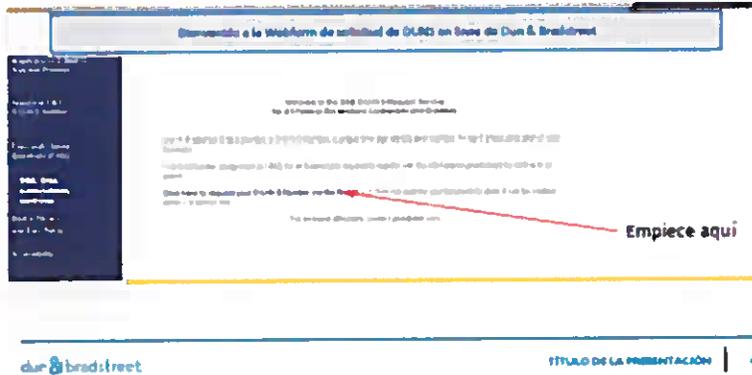
Webform de solicitud de DUNS en línea de Dun & Bradstreet

- Sitio web: <https://fedgov.dnb.com/webform>
- Esta es la única página de D&B que debe ser utilizada por entidades que hacen o quieren hacer negocios con el Gobierno
 - Si un cliente ingresa a D&B a través de un sitio distinto que no sea <https://fedgov.dnb.com/webform>, su solicitud puede resultar en un recargo o la promoción de un producto.
- Información de contacto para asistencia
 - SAMHelp@dnb.com

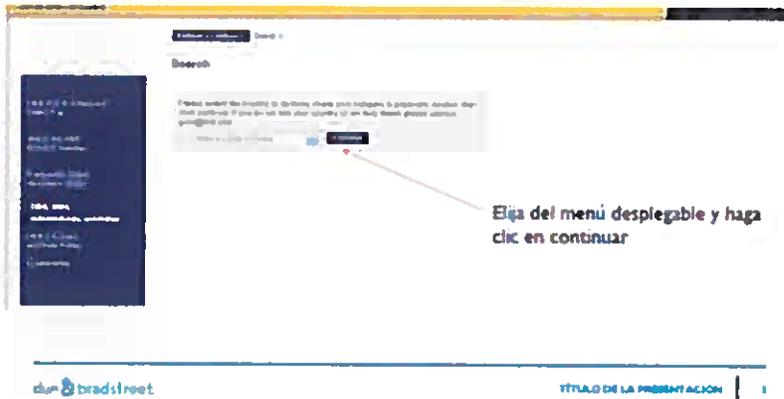
dnb |  bradstreet

Webform de solicitud de DUNS en línea de Dun & Bradstreet

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

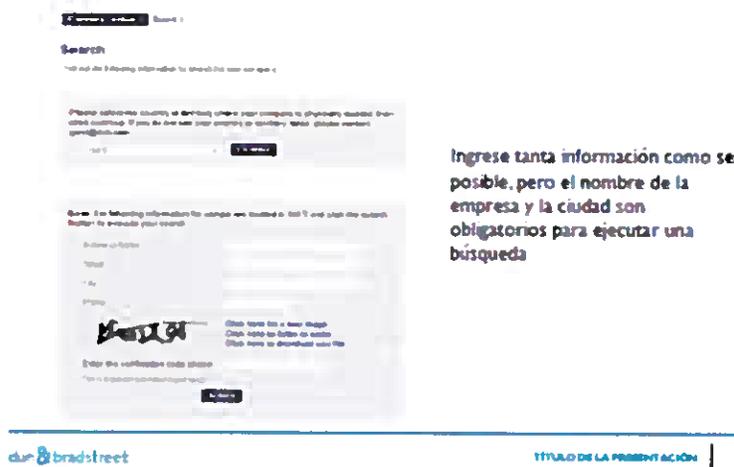


Comenzar búsqueda – Elija el país



Elija del menú desplegable y haga clic en continuar

Ingrese los datos de la empresa



Ingrese tanta información como sea posible, pero el nombre de la empresa y la ciudad son obligatorios para ejecutar una búsqueda

Resultados de búsqueda – candidatos encontrados

Company Lookup Search Results

Your search returned the following results:

Dura Parking Ltd 1000 10th Street SW Vancouver, BC V6A 1A1	Request Your Existing DUNS ID Number View/Modify Your Information
D&B Companies of Canada Ltd, The 1470 (10th St) Suite 200 Vancouver, BC V6A 1A1	Request Your Existing DUNS ID Number View/Modify Your Information
Dura Parking 1470 10th Street SW Vancouver, BC V6A 1A1	Request Your Existing DUNS ID Number View/Modify Your Information

If you do not see your company listed above:

- Search Again** (by a former business address) OR
- Request a New DUNS ID Number**

Si no ve su empresa, puede intentar la búsqueda de nuevo o solicitar un nuevo DUNS

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Resultados de búsqueda – no se encontraron candidatos

Company Lookup Search Results

Sorry, no results were found matching your search request. Please try one of the following:

- Search Again** (by a former business address) OR
- Request a New DUNS ID Number**

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Proporcionar información de la empresa

Request for New D-U-N-S Number

Any additional information on this page is optional and will be submitted if there are additional questions at the end of the survey. Please do not fill in the box unless you are sure.

El número de identificación federal (FEIN) de una (DUNS) Number Service (NS) puede ser un número de identificación.

El número de identificación federal (FEIN) de una (DUNS) Number Service (NS) puede ser un número de identificación.

Company Name	
Legal Name	
Legal Address	State
Phone Number (1-800-827-6842)	
Phone Number (2)	
Phone Number (3)	
Phone Number (4) (Optional)	
Principal Address	
Street	
City	
State	
Zip Code + ZIP+4 (Optional)	
Country	Country

dur | | TÍTULO DE LA PRESENTACIÓN | 13

Página de verificación

[Home](#) | [About](#) | [Contact](#) | [Privacy Policy](#) | [Terms of Service](#) | [Feedback](#) | [Help](#)

Verification Page

Verification Code
 1234567890

Verification Details
 Name: John Doe
 Email: john.doe@example.com
 Phone: +1 555 123 4567

Verification Status
 Status: Pending

This page is used to verify your identity. Please ensure that the information provided is accurate and up-to-date. If you have any questions, please contact our support team.



TÍTULO DE LA PRESENTACIÓN | 12

Información de contacto

[Home](#) | [About](#) | [Contact](#) | [Privacy Policy](#) | [Terms of Service](#) | [Feedback](#) | [Help](#)

Contact Information

Address: 123 Main Street, Suite 100, New York, NY 10001
 Phone: +1 555 123 4567
 Email: info@dundasbradstreet.com

Form Fields:
 Name:
 Email:
 Phone:
 Message:

Please provide your contact information so we can reach you. We will only use your information for the purpose you specify.

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TÍTULO DE LA PRESENTACIÓN | 13

Correo electrónico de confirmación

Dear [redacted],
Thank you for your interest in the [redacted] project.
We have received your application and are reviewing it.
If you have any questions, please contact [redacted] at [redacted].

First Name	[redacted]
Last Name	[redacted]
Address	[redacted]
City	[redacted]
State	[redacted]
Zip	[redacted]
Phone	[redacted]
Email	[redacted]

Thank you,
[redacted]



Correo electrónico de cumplimiento

Dear [redacted],
We are writing to inform you that your [redacted] application has been approved.
Please contact [redacted] for more information.

ESTE ES UN MENSAJE AUTOMÁTICO (GENERAL) POR EL PORCEL DE SON RUTTES DE D-11-16-S DE D&R.
Su número de registro de D-11-16-S de D&R ha sido modificado. Cualquier cambio en la dirección y el nombre de la entidad
está disponible para SAM dentro de 24 a 48 horas. Los nuevos registros de SAM pueden aparecer con retraso: <http://www.sam.gov>
Si usted ha completado un registro de SAM, puede revisar su registro en <http://www.sam.gov> para ver los cambios.
Si tiene preguntas sobre el proceso de registro de SAM, por favor preguntar en contacto con el departamento de asistencia de
FED en los Estados Unidos llamando al 1-800-755-7829 o visite www.fed.gov para obtener más información.
Para preguntas sobre su número D-11-16-S, por favor preguntar en contacto con D&R en los Estados Unidos llamando al
703-807-5711 o por correo electrónico a SAAS@bradstreet.com
Su número D-11-16-S es 121456789
para
Empresas de propiedad
3-7, Rue de Corvaille
Paris, Francia, 75006





Resultados de búsqueda – elija su empresa

Company Location Search Results

Search Results

Your search returned the following results:

Dura Paving Ltd 1000 16 Gordon Ave Vancouver BC CA	Request Your Existing D-U-N-S Number Verify/Update Your Information
D&B Companies of Canada Ltd. The 54-276 Ave. S.E. Suite 200 Burlington ON CA	Request Your Existing D-U-N-S Number Verify/Update Your Information
Dura Paving 4410 Victoria Rd Ottawa ON CA	Request Your Existing D-U-N-S Number Verify/Update Your Information

If you do not see your company listed above:

Search by name or a former company address (if applicable)

Search by phone number or DUNS Number

** If you are not able to distinguish your company from the ones in results please contact CAD at 647-828-8877

Detalles de la empresa

Inicio > Nuestra historia > Detalles de la empresa > Detalles de la empresa

Company Details

Provide details about company information.

Modify This information

Company Name	
Legal Name	200 Corporation of C + 000123456789
Physical address information	
Phone Number of Business	
Physical address	
Street	00000 Avenida De Santa Rosa
City	San Juan
State/Region	PR
Zip Code + Postal Code	00900
Country	CANADA

Modify This information



TÍTULO DE LA PRESENTACIÓN | 10

Afirmación

Inicio > Nuestra historia > Detalles de la empresa > Detalles de la empresa

Note

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or charges and that you are properly authorized to submit these charges. You also agree not to knowingly provide any false or misleading information to C&S. (Country) providing false or misleading information may result in fines or civil penalties as per Title 46, Section 1001 of the US Internal Code and may negatively impact the credit of the C&S report submitted on this company.

This also includes the use of a Shell Corporation. C&S defines a Shell Corporation as one that exhibits either of the following characteristics: (i) an open corporation where no prior business activities could be performed or (ii) an agent corporation that was created, dissolved or set up in a dormant status, and subsequently reactivated and a person has stated it is (C&S's policy) that the historical business activity of a Shell Corporation, if any, will not be factored into the determination of such Shell Corporation's status. In case, any individual who attempts to misrepresent the start date of their business through the use of a Shell Corporation or any other means, is immediately put on information alert status or higher-risk status, in addition the relevant penalties mentioned above they apply.

Please be advised that you are submitting a request to make information changes and your request will take time to review and process. If you have questions related to the submission, please contact ps@bradstreet.com.

CONTINUAR



TÍTULO DE LA PRESENTACIÓN | 11

Información de contacto

Contact Information

Please complete the following information to receive your information.

Name (if applicable)

First Information

Organization

Last Name

Title

Phone

E-mail

Country (if any)

Please select only one category that describes the organization you work for, or also in country for providing goods and services under the age business name you represent.

Federal Government Contractor or Vendor

Federal Government Contractor or Vendor

U.S. Federal Government Contractor and a Federal Government Vendor

State Contractor or Service Provider (other than a State)

Do you understand that completion of this form is required for you to participate in the activity?

By clicking the "Submit" button, you agree to the terms and conditions of the activity.

Press the "Submit" button to complete the registration.



TÍTULO DE LA PRESENTACIÓN | 33



Búsqueda de la empresa

Company Search See All

Search

Do not see the following information to help you find your company.

Please select the country or territory where your company is primarily located from each dropdown. If you do not list your country or territory beyond general continent groupings, we will:

Country

After the following information for companies located in the United States and Canada (DUNS DUNS DUNS DUNS),

Company Name	City & State
State	City
City	Zip Code
Zip Code	Country

Resultados de búsqueda – solicitar DUNS existente

Company Search See All Reset

Search Results

Your search returned the following results:

Dune Parking Ltd 1091 S. 7th St Tulsa, OK 74106 USA	<input type="button" value="Request Your Existing D-U-N-S Number"/> <input type="button" value="View/Modify Your Information"/>
D&B Companies of Canada LLC 7473 Robson St Suite 205 Richmond, BC Canada	<input type="button" value="Request Your Existing D-U-N-S Number"/> <input type="button" value="View/Modify Your Information"/>
Dune Parking 1433 Phoenix Rd Tulsa, OK USA	<input type="button" value="Request Your Existing D-U-N-S Number"/> <input type="button" value="View/Modify Your Information"/>

If you do not see your company listed above:

** If you are not able to distinguish your location from the search results please contact D&B at info@dun.com

Información de contacto

Contact Information

Please provide the following information to us by clicking on the button.

How do you get involved?

Your information

Last Name

First Name

Sex

Phone

E-mail

How often?

Please indicate why you register and describe the institution you have or plan on setting for recording goals and activities under the next business year you indicate.

Federal Government - I am a member of the

Federal Government - I am a member of the

Both Federal Government (Executive) and a Federal Government (Executive)

I am a member of the Executive (Executive) and a Federal Government (Executive)

Do you understand that you will be asked to provide information to the

Yes

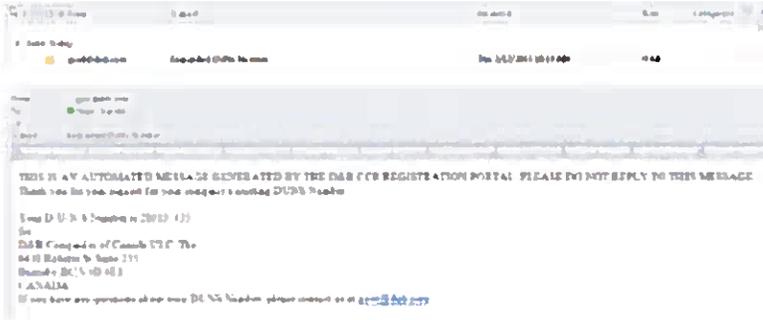
I am a member of the Executive (Executive) and a Federal Government (Executive)
 I am a member of the Executive (Executive) and a Federal Government (Executive)

Click on the appropriate radio button



TÍTULO DE LA PRESENTACIÓN | 36

Correo electrónico - número DUNS existente



TÍTULO DE LA PRESENTACIÓN | 37

Resumen de tipo de solicitud de DUNS

- **Solicitar DUNS existente**
 - ▶ Una vez que se ha suministrado la información de contacto, incluyendo correo electrónico, el número DUNS e información comercial asociada se enviará por correo electrónico inmediatamente.
- **Solicitar un DUNS nuevo**
 - ▶ Suministre datos básicos de la empresa, dirección física y de correo, información de la organización e información de la empresa sobre el correspondiente y luego envíe. Se proporcionará confirmación de recibo e identificación de seguimiento por correo electrónico, tras la presentación.
 - ▶ La información será revisada y evaluada por un agente de D&B en el país especificado.
 - ▶ D&B verificará la información presentada usando los nombres y contacto de la empresa que figuran en la sección de "Contacto de la empresa".
 - ▶ Las solicitudes se categorizarán, se evaluarán como pendientes o se registrarán. Si están pendientes o se registran, se enviará un correo electrónico con más instrucciones. Vel. se recobrarán documentos adicionales del registrador o una razón por la negativa. Vel. se envía DUNS para esa empresa.
 - ▶ Si se completa, el número DUNS y la información asociada con la empresa se envía por correo electrónico al contacto que presentó la solicitud.
- **Solicitar modificación de un DUNS existente**
 - ▶ Suministre cualquier actualización necesaria para los datos de la empresa existentes, dirección física y de correo, información de la organización e información de la empresa sobre el correspondiente. Se proporcionará confirmación de recibo e identificación de seguimiento por correo electrónico, tras la presentación.
 - ▶ La información será revisada y evaluada por un agente de D&B en el país especificado.
 - ▶ Cuando se completa, el número DUNS y la información asociada con la empresa se envía por correo electrónico al contacto que presentó la solicitud.

Paso 3: Tome acción

- **Solicitar DUNS existente**
 - ▶ Suministre la información de contacto, incluyendo correo electrónico, el número DUNS e información comercial asociada y se enviará por correo electrónico inmediatamente.
- **Solicitar un DUNS nuevo**
 - ▶ Suministre datos básicos de la empresa, dirección física y de correo, información de la organización e información de la empresa sobre el correspondiente y luego envíe. Se proporcionará confirmación de recibo e identificación de seguimiento por correo electrónico, tras la presentación.
 - ▶ La información será revisada y evaluada por un agente de D&B en el país especificado.
 - ▶ D&B verificará la información presentada usando los nombres y contacto de la empresa que figuran en la sección de "Contacto de la empresa".
 - ▶ Las solicitudes se categorizarán, se evaluarán como pendientes o se registrarán. Si están pendientes o se registran, se enviará un correo electrónico con más instrucciones. Vel. se recobrarán documentos adicionales del registrador o una razón por la negativa. Vel. se envía DUNS para esa empresa.
 - ▶ Cuando se completa, el número DUNS y la información asociada con la empresa se envía por correo electrónico al contacto que presentó la solicitud.
- **Solicitar modificación de un DUNS existente**
 - ▶ Suministre cualquier actualización necesaria para los datos de la empresa existentes, dirección física y de correo, información de la organización e información de la empresa sobre el correspondiente. Se proporcionará confirmación de recibo e identificación de seguimiento por correo electrónico, tras la presentación.
 - ▶ La información será revisada y evaluada por un agente de D&B en el país especificado.
 - ▶ Cuando se completa, el número DUNS y la información asociada con la empresa se envía por correo electrónico al contacto que presentó la solicitud.

[End of Attachment 3]

ATTACHMENT 4 – GUIDANCE ON BRANDING AND MARKING UNDER ASSISTANCE INSTRUMENTS

- (a) USAID policy is that all programs, projects, activities, public communications, and commodities, specified further at paragraphs (c)-(f) of this section, partially or fully funded by a USAID grant or cooperative agreement or other assistance award or subaward must be marked appropriately overseas with the USAID Identity, of a size and prominence equivalent to or greater than the recipient's, other donor's or any other third party's identity or logo.
- (1) USAID reserves the right to require the USAID Identity to be larger and more prominent if it is the majority donor, or to require that a cooperating country government's identity be larger and more prominent if circumstances warrant; any such requirement will be on a case-by-case basis depending on the audience, program goals and materials produced.
 - (2) USAID reserves the right to request pre-production review of USAID funded public communications and program materials for compliance with the approved Marking Plan.
 - (3) USAID reserves the right to require marking with the USAID Identity in the event the recipient does not choose to mark with its own identity or logo.
 - (4) To ensure that the marking requirements "flow down" to subrecipients of subawards, recipients of USAID funded grants and cooperative agreements or other assistance awards are required to include a USAID-approved marking provision in any USAID funded subaward, as follows: As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, subrecipient's, other donor's or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity.
- (b) Program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management), must be marked with the USAID Identity. Temporary signs or plaques should be erected early in the construction or implementation phase. When construction or implementation is complete, a permanent, durable sign, plaque or other marking must be installed.
- (c) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID must be marked with the USAID Identity.
- (1) Any "public communications", funded by USAID, in which the content has not been approved by USAID, must contain the following disclaimer:
This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government.

- (2) The recipient must provide the Agreement Officer's Representative (AOR) or other USAID personnel designated in the grant or cooperative agreement with at least two copies of all program and communications materials produced under the award. In addition, the recipient must submit one electronic and/or one hard copy of all final documents to USAID's Development Experience Clearinghouse.
- (d) Events financed by USAID such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities, must be marked appropriately with the USAID Identity. Unless directly prohibited and as appropriate to the surroundings, recipients should display additional materials such as signs and banners with the USAID Identity. In circumstances in which the USAID Identity cannot be displayed visually, recipients are encouraged otherwise to acknowledge USAID and the American people's support.
- (e) All commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging, must be marked with the USAID Identity.
- (f) After technical evaluation of applications for USAID funding, USAID Agreement Officers will request apparently successful applicants to submit a Branding Strategy. The proposed Branding Strategy will not be evaluated competitively. The Agreement Officer will review for adequacy the proposed Branding Strategy, and will negotiate, approve and include the Branding Strategy in the award. Failure to submit or negotiate a Branding Strategy within the time specified by the Agreement Officer will make the apparently successful applicant ineligible for award.
- (g) After technical evaluation of applications for USAID funding, USAID Agreement Officers will request apparently successful applicants to submit a Marking Plan. The Marking Plan may include requests for approval of Presumptive Exceptions, paragraph (h) of this section. All estimated costs associated with branding and marking USAID programs, such as plaques, labels, banners, press events, promotional materials, and the like, must be included in the total cost estimate of the grant or cooperative agreement or other assistance award, and are subject to revision and negotiation with the Agreement Officer upon submission of the Marking Plan. The Marking Plan will not be evaluated competitively. The Agreement Officer will review for adequacy the proposed Marking Plan, and will negotiate, approve and include the Marking Plan in the award. Failure to submit or negotiate a Marking Plan within the time specified by the Agreement Officer will make the apparently successful applicant ineligible for award. Agreement Officers have the discretion to suspend the implementation requirements of the Marking Plan if circumstances warrant. Recipients of USAID funded grant or cooperative agreement or other assistance award or subaward should retain copies of any specific marking instructions or waivers in their project, program or activity files. Agreement Officer's Representatives will be assigned responsibility to monitor marking requirements on the basis of the approved Marking Plan.
- (h) *Presumptive exceptions:*
- (1) The above marking requirements may not apply if marking 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, such as election monitoring or ballots, and voter information literature;

- political party support or public policy advocacy or reform; independent media, such as television and radio broadcasts, newspaper articles and editorials; public service announcements or public opinion polls and surveys.
- (ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent.
 - (iii) Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as "by" or "from" a cooperating country ministry or government official.
 - (iv) Impair the functionality of an item, such as sterilized equipment or spare parts.
 - (v) Incur substantial costs or be impractical, such as items too small or other otherwise unsuited for individual marking, such as food in bulk.
 - (vi) Offend local cultural or social norms, or be considered inappropriate on such items as condoms, toilets, bed pans, or similar commodities.
 - (vii) Conflict with international law.
- (2) These exceptions are presumptive, not automatic and must be approved by the Agreement Officer. Apparently successful applicants may request approval of one or more of the presumptive exceptions, depending on the circumstances, in their Marking Plan. The Agreement Officer will review requests for presumptive exceptions for adequacy, along with the rest of the Marking Plan. When reviewing a request for approval of a presumptive exception, the Agreement Officer may review how program materials will be marked (if at all) if the USAID identity is removed. Exceptions approved will apply to subrecipients unless otherwise provided by USAID.
- (i) In cases where the Marking Plan has not been complied with, the Agreement Officer will initiate corrective action. Such action may involve informing the recipient of a USAID grant or cooperative agreement or other assistance award or subaward of instances of noncompliance and requesting that the recipient carry out its responsibilities as set forth in the Marking Plan and award. Major or repeated non-compliance with the Marking Plan will be governed by the uniform suspension and termination.
 - (j) (1) USAID Principal Officers, may at any time after award waive in whole or in part the USAID approved Marking Plan, including USAID marking requirements for each USAID funded program, project, activity, public communication or commodity, or in exceptional circumstances may make a waiver by region or country, if the Principal Officer determines that otherwise USAID required marking would pose compelling political, safety, or security concerns, or marking would have an adverse impact in the cooperating country. USAID recipients may request waivers of the Marking Plan in whole or in part, through the AOR. No marking is required while a waiver determination is pending. The waiver determination on safety or security grounds must be made in consultation with U.S. Government security personnel if available, and must consider the same information that applies to determinations of the safety and security of U.S. Government employees in the cooperating country, as well as any information supplied by the AOR or the recipient for whom the waiver is sought. When reviewing a request for approval of a waiver, the Principal Officer may review how program materials will be marked (if at all) if the USAID Identity is removed. Approved waivers are not limited in duration but are subject to Principal Officer review at any time due to changed circumstances. Approved waivers "flow down" to recipients of subawards unless specified otherwise. Principal Officers may also authorize the removal of USAID markings already affixed if circumstances warrant. Principal Officers' determinations

regarding waiver requests are subject to appeal to the Principal Officer's cognizant Assistant Administrator. Recipients may appeal by submitting a written request to reconsider the Principal Officer's waiver determination to the cognizant Assistant Administrator.

- (2) *Non-retroactivity.* Marking requirements apply to any obligation of USAID funds for new awards as of January 2, 2006. Marking requirements also will apply to new obligations under existing awards, such as incremental funding actions, as of January 2, 2006, when the total estimated cost of the existing award has been increased by USAID or the scope of effort is changed to accommodate any costs associated with marking. In the event a waiver is rescinded, the marking requirements will apply from the date forward that the waiver is rescinded. In the event a waiver is rescinded after the period of performance, but before closeout, the USAID mission or operating unit with initial responsibility to administer the marking requirements must make a cost benefit analysis as to requiring USAID marking requirements after the date of completion of the affected programs, projects, activities, public communications or commodities.
- (k) The USAID Identity and other guidance will be provided at no cost or fee to recipients of USAID grants, cooperative agreements or other assistance awards or subawards. Additional costs associated with marking requirements will be met by USAID if reasonable, allowable, and allocable. The standard cost reimbursement provisions of the grant, cooperative agreement, other assistance award or subaward must be followed when applying for reimbursement of additional marking costs.

[End of Attachment 4]

Attachment 5 – PRE-APPLICANTS' CONFERENCE INFORMATION

The United States Government represented by the United States Agency for International Development (USAID)/Colombia, will hold an applicant's conference with Local Organizations interested in participating in the Public Opinion Activity (POA) Notice of Funding Opportunity (NFO/RFA).

The goal of this conference is to clarify aspects of the NFO/RFA, including how to register in SAM, how to obtain a DUNS Number and to discuss the questions submitted and to offer participants the opportunity to ask questions not submitted in writing. To the extent possible, some of those questions will be answered during the conference. In any case, all questions raised during the conference will be compiled, answered and publicly shared in writing, through www.Grants.gov and USAID/Colombia webpage.

Details of the conference are as follows:

1. Organizations interested in participating in the conference are required to pre-register by sending an e-mail to German Gutierrez to ggutierrez@usaid.gov by May 22, 2015, 3:00 P.M.
2. Interested organizations that do not pre-register will not be able to attend the conference since access must be arranged one day ahead of time. Responses to questions submitted or presented during the Conference, will be posted as an Amendment to the NFO/RFA in www.Grants.gov and USAID/Colombia webpage.
3. In order to accommodate as many organizations as possible, only three (3) persons per organization will be able to attend.
4. Registration of pre-registered organizations will start at 8:00 am on the day of the event.
5. The conference will be held in Spanish. However, applications and all documents related to the solicitation MUST be submitted in English.
6. Participants are encouraged to bring copies of the NFO/RFA to the conference. Copies will not be provided at the event.
7. Each participant is required to bring two identifications with pictures to have access to the building.

“Following is the link to the video with the presentations, questions and responses presented during the Pre-Applicants' Meeting held on May 27, 2015 as follows:

Part 1: https://www.youtube.com/watch?v=aHjp_nqG4gQ

Part 2: <https://www.youtube.com/watch?v=lefpSfXNzXA>”.

[End of Attachment 5]

Attachment 6 – Sample Budget Narrative for use by Prime NGO and Sub-Grantee

This is an illustrative Budget Sample, to be used as a reference to assist the organizations to prepare the budget narrative. The costs included are only examples and may or may not be applicable for this action, and should be taken as an example of how the Budget Narrative should be structure.

[Name of Prime NGO or Sub-Grantee]

[Name of Country/Program]

DETAILED BUDGET for (X) Month and Year (mm/dd/yyyy – mm/dd/yyyy)

Important Notes:

- **Applicants are strongly encouraged to use this budget narrative sample when applicable.**
- **The budget narrative shall provide a justification on the basis of each proposed cost in the budget and how it is calculated.**
- **The basis of your estimate can be based on the local market, quotations received from vendors, historical records, ongoing activities, NGO's (or sub-grantee) policies and procedures, etc. These must be explicitly stated in the budget narratives for a new application or if additional funds requested (via a cost extension/modification).**
- **If your organization utilizes the "Pooled Costs" budget approach, you'll be required to submit the detailed information, including the methodology, policies and procedures, in advance of the application submission. Please find additional guidance on:**

http://transition.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/resources/
- **Otherwise, all proposed costs shall be allocated and budgeted as days/hours (for labor) and amounts (for other direct costs [ODC]).**

Sample Narrative:

1. Salaries (Total \$X)

In order to achieve the program's goals and objectives, it is anticipated that the following staffing will be needed:

(a) Expatriate Field Salaries (SX)

- **Full-time Program Manager whose time is estimated to be evenly divided between Objective #1 (Survey Research) and Objective #2 (WASH), at \$ X per month for total X days/months. This rate represents his/her current salary, which is consistent with the NGO personnel policies and the rate set for this position.**

- Full-time Medical Officer whose time will be fully devoted to Objective #1 (Survey Research), at \$ X per month for total X days/months. This rate represents his/her current salary, which is consistent with the NGO personnel policies and the rate set for this position.
- Full-time WASH Officer whose time will be fully devoted to Objective #2 (WASH). [Name of Prime (or sub) NGO] also operates a Country Office in [Name of Country], located in [Capital City], which will support the project. Specifically, it is estimated that the following individuals from the Country Office will expend the following time in support of the project:
 - Part-time Country Director who will devote the number of X days/months, at \$X p/day, for total \$X, which will be evenly divided between both objectives.
 - Part-time Country Financial Officer who will devote full 5 days per month for this project at \$X p/day, for total \$X, which will be evenly divided between both objectives.

All salaries are in accordance with [Name of Prime NGO (or sub)] regular practices and policies, which are consistently applied to all donors/programs. All salaries are based on current earnings, salary history, etc.

(b) Local Staff (\$X)

- The following local staffing is anticipated:
- 1 full-time Deputy Program Manager whose time is estimated to be evenly divided between both objectives, at \$ X per month for total X months. This rate represents his/her current salary, which is consistent with the NGO (or sub-grantee) personnel policies and the rate set for this position.
 - 5 full-time nurses whose time is fully devoted to Objective #1 (Survey Research), at \$X per month for total X months. This rate represents his/her current salary, which is consistent with the NGO (or sub-grantee) personnel policies and the rate set for this position.
 - 4 full-time WASH Engineers whose time is fully devoted to Objective #2 (WASH), at \$ X per month for total X months. This rate represents his/her current salary, which is consistent with the NGO (or sub-grantee) personnel policies and the rate set for this position.
 - One part-time logistics specialist who will devote 10 days p/month at \$X p/day for total \$X. His time is estimated to be evenly divided between both objectives. This rate represents his current salary, which is consistent with the NGO (or sub-grantee) personnel policies and the rate set for this position.

Above salary rates are consistent with local norms, prevailing market rates paid under similar projects and positions (or based on current salary rates or salary history).

(c) Headquarters Staff (\$X)

The following headquarters staff will support the project in the estimated amounts set forth below:

- One Project Coordinator whose time is estimated to be for total 2 months (1 month for each objective). One month (0.50 months for each objective) will be expended in headquarters, and 1 month (0.50 months for each objective) will be spent in the field. The Project Coordinator

will coordinate between headquarters and the field. \$X per day/month, for total \$X.

- One Protection Specialist or Security Specialist whose time is estimated to be 1 month – all expended in the field (0.50 months for each objective). The specialist will assist in the development of a plan for protecting the program beneficiaries or a detailed security plan (given the insecure environment). \$X per day/month, for total \$X.
- One Monitoring and Evaluation (M&E) Specialist whose time is estimated to be 0.50 months (0.25 months for each objective), all expended in the field. The M&E Specialist is responsible for assisting in the development of the Performance Monitoring Plan, and, to the extent required, the collection of baseline performance data. \$X per day/month/year, for total \$X.

All salaries are in accordance with [Name of Prime (or sub)] NGO's regular practices and policies which are consistently applied to all donors/programs. All salaries are based on current earnings, salary history, etc.

Direct expatriate salaries exclude paid absence time, the costs of which are recovered under "Fringe Benefits," below, etc.

(d) The following supplemental (non-employee) local labor will also be required:

- 2 Analysis for 3 months each, all in the field, whose time will be dedicated to Objective #1 (Survey Research). These are volunteers who will not be compensated, but the value of their time (\$X/month) will be considered an in-kind contribution in accordance with the relevant regulations governing cost-sharing.
- 1 Political Science Expert for 2 months, at \$X per month, all in the field, whose time will be dedicated to Objective #2 (WASH).

2. Fringe Benefits (Total \$X)

(Provide detailed breakdown of percentage and/or amounts for fringe benefits and allowances and the cost elements included)

(a) Expatriate Staff (\$X)

Fringe Benefits equivalent to X% of Expatriate (Field and Headquarters) salaries are based on the following:

Benefit (X%) of Salary

For example: Social Security (Employer Contribution) 7.65 Workers' Compensation, 3.35 Health Insurance, 10.00 Life Insurance, 1.00 Retirement, 3.00 Paid Absence, etc. Total X% * \$X = \$X

The paid absence factor is based on vacation and sick leave of 26 days/year, in accordance with [Name of Prime NGO or sub-grantee]'s policies and practices, which are consistently applied to all programs/donors. It is calculated by dividing 26 paid absence days by a standard 260-day work-year.

(b) Local Staff (\$X)

Fringe benefits for Local Staff equivalent to X% of salaries are required by local labor laws and

customs as follows:

For example: X% Social Security (Employer Contribution), X% Health Insurance, X% Life Insurance, X% Retirement, X% Paid Absence, etc. Total X% * \$X = \$X

3. Travel and Transport (Total \$X)

(a) International Air Travel (\$X)

The following international air travel is "identified" (as defined in the standard provision entitled "International Air Travel and Transportation") as being necessary and needed in support of the project implementation:

Objective	No. of Trips	Travelers	Trip Destination	Position and Purpose
Director	2	2	DC/Juba/DC	HQ Project Coordinator-field visit
Specialist	3	3	Kenya/Juba/Kenya	X Consultants for X visits

M&E Specialist: Estimated at \$X per r-trip air ticket. Estimated purposed amount is based on quote received from our X travel agent.

Total \$X for Objective X and total \$X for Objective X.

(b) International Per Diem (Days) (\$X)

(If meals are provided, the proposed per diem rate should be adjusted accordingly and be clearly specified in this budget narrative)

In conjunction with each international round-trip, it is estimated that X days of per-diem will be required for: X number of expatriates, HQ, consultants, etc., for total X days per X trips.

Applying this to the international round-trips identified above yields the following number of per diem days: An average per diem rate of \$X per day has been used for estimating and budgeting purposes based on previously used rates or paid under similar projects (or current per diem rate for Juba). \$X * X days = \$X.

Total \$X for Objective X and total \$X for Objective X.

(c) Regional Travel (\$X)

Since regional air travel is international air travel, the following regional air travel is "identified" (as described in the standard provision entitled "International Air Travel and Transportation"): An average RT airfare of \$X has been used for estimating and budgeting purposes based on quoted airfares. Estimated number of trips is X for X number of consultants/employees * \$X = \$X.

(d) Regional Per Diem (Days) (\$X)

In conjunction with each regional round-trip, it is estimated that there will be 3 days of consultations with [Name of Prime NGO]'s regional office in [name of location]. Applying this to the regional round-trips identified above yields the following number of per diem days:

Obj #1 (Survey Research): Program Manager 4 x 1.50 days = 6.00 days. Director 4 x 3.00 days = 12 days. Total 18 days X \$X per day = \$X.

Obj #2 (WASH): Spec. 4 x 1.50 days = 6.00 days. Country Director 4 x 2.50 days = 10 day. Total 16 days X \$X = \$X. An average per diem rate of \$50 has been used for estimating and budgeting purposes based on rates paid under previous similar projects, established policy, etc., which is consistently applied to all projects/donors.

(e) Transport of Goods (\$X)

It is anticipated that 30 days of truck rental will be required for each objective to transport people and program supplies. An average rate of \$X/day has been used for estimating and budgeting purposes based on past experience or ongoing similar projects.

Obj #1 (Survey Research) \$X . Obj #2 (WASH) \$X. Total Truck Rental (60 Days) = \$X

Truck Fuel (Liters): (30 days x 100 km/day = 3000km ÷ 6 km/liter) = X. An average rate of 60¢ p/liter has been used for estimating and budgeting purposes based on current gasoline price.

4. Overseas Allowances (Total \$X)

(a) Housing (\$X)

Housing costs of \$X per month are budgeted for X long-term expatriate personnel overseas. This amount is based on existing leased properties.

(b) Danger Pay (\$X)

Danger pay is budgeted at 5% of expatriate field salaries, and is in accordance with [Name of Prime NGO or sub-grantee] established organizational policy, which is consistently applied to all donors/programs.

Danger pay applied to the value of the two Specialists' donated services is classified as cost-sharing.

5. Program Supplies (Total \$X)

(a) Data Collection Materials (Objective #1 – Survey Research) (\$X)

See separate material list elsewhere in the proposal. ABC Survey Inc., will donate an additional \$50,000 of materials as an in-kind contribution.

6. Other Direct Costs (ODCs) (Total \$X)

Based on actual expenditures incurred under similar projects in this region, quotes received, historical records, etc., and the goals and objectives of the program, it is anticipated that the following ODCs (not otherwise recovered under the NGO's approved NICRA) will be needed, allocated equally to each objective:

(a) Office Rent (12 months @ \$1,000 p/month) = \$12,000

(b) Office Supplies (12 months @ \$200p/m) = \$2,400

(c) Office Utilities (12 month @ \$300p/m) = \$3,600

(d) Communications (12 month @ \$500p/m) = \$6,000

(e) Warehouse Rent (12 month @ \$200p/m) = \$2,400

(f) Security (12 month @ \$250p/m) = \$3,000

(g) Vehicles Fuel (3 x 1,500 km/month x 12 months) = 54,000 km ÷ 10 km/liter = 5,400l x 60¢/l = \$3,240. 1 Vehicle purchased with private funds and owned by [Name of Prime NGO] will be dedicated to Objective #1 (Research). All costs associated with this vehicle are provided as an in-kind cost-sharing contribution. This vehicle will be dedicated to Objective #1 (Research).

(h) Vehicle Depreciation = 10,000 Depreciation costs for the cost-shared vehicle under Objective #1 (Survey Research) will be charged as a cost-sharing contribution in accordance with OMB Circular A-122, pursuant to which, the annual amount of depreciation that may be charged is calculated by dividing the purchase price by the estimated useful life. The vehicle was purchased by [Name of Prime NGO] one year ago at a price of \$30,000, and the estimated useful life of vehicles under [Name of Prime NGO] established accounting practices is 3 years. Thus, depreciation is calculated as follows:

(i) Vehicle Maintenance & Spares 3 x 200p/m x 12 months = 7,200 Maintenance and spares for 1 Vehicle will be cost-shared under Objective #1 (Survey Research)

(j) Vehicle Insurance 3 x 300p/m x 12 months = 10,800 Insurance for 1 Vehicle will be cost-shared under Objective #1 (Survey Research)

7. Training (\$X)

It is anticipated that the following local personnel will need training, as follows:

5 Specialists –) Training of Trainers (Objective #1 – Survey Research). Training is estimated at \$X based on prior similar trainings, actual costs paid under similar projects, quotes received, etc.

Total – Personnel Training \$X

8. USAID Branding and Marking Costs (\$X)

- There are 2 project sites, each with 1 gate. A sign will be erected at each gate to acknowledge USAID's assistance. Each sign is expected to cost \$100 based on previous experience. These costs will be evenly allocated between both objectives.
- There will be 2 USAID-funded project vehicles (1 for each objective). A large label will be affixed to each vehicle. Each large label is anticipated to cost \$50 based on supplier quotes.
- There will be one project office, to which a sign will be affixed. The sign is expected to cost \$100 based on previous experience, and the costs will be evenly allocated between both objectives.
- There are anticipated to be 20 pieces of office equipment, to each of which a small label will be affixed. Each label is expected to cost 50¢ based on supplier quotes. The costs will be allocated equally between both objectives.
- 1 sign will be erected at the borehole site at an estimated cost of \$100 based on previous experience. The costs will be allocated to Objective #2 (WASH).

Total Branding cost is \$X.

9. Contractual/Sub-Awards (\$X)

- There will be one subcontract with a local firm for communications at a fixed price estimated to be \$10,000/product based on obtained quote(s), prior actual amount paid, experience, etc. The subcontract will be awarded competitively. The costs will be allocated to Objective #2 (WASH). The detailed costs are detailed in Annex X, as follows, or on another cost sheet, etc.
- There will be a sub-grant amendment with [Local NGO Sub-Partner Name], [Name of Prime NGO] incumbent partner, to provide training to the project beneficiaries. See attached detailed sub-grantee budget and budget narrative. The costs are equal for each objective.

10. Indirect Costs (\$X)

In accordance with [Name of Prime NGO or sub-grantee]'s current approved NICRA dated X, 200X, indirect costs are budgeted at X.00% of Total Direct Costs excluding equipment and that portion of subcontracts/subgrants in excess of \$25,000 each. Total indirect costs: X% * \$X (ODCs – subs) = \$X.

If no approved NICRA, and the applicant proposes indirect costs rate, the applicant must demonstrate the rational for proposing such rate. i.e., CPA recommended as the attached audit financial statement, rate used under similar Federal awards, etc. Else, the applicant shall consider applying all costs as direct.

11. Equipment (\$X)

(Provide itemized costs, specifications, quantity, unit, unit cost, and basis for cost estimate (actual cost or price quotation))

The project is requested to fund the purchase of 1 vehicle at an estimated unit cost of \$XX,000. For the reasons described in the "Restricted Goods" section of the proposal, it is anticipated that non-US vehicles may be required. Competition will be used in purchasing the vehicles.

12. Audits (\$X)

(If the NGO anticipates expended at least \$300,000 in NGO's fiscal year (for Non-US NGOs), a specific line item should show the anticipated costs of performing these required audits based on prior year's actuals or good faith estimates for NGO's having these audits performed for the first time). For example:

An amount of \$X,XXX was budgeted for each year of the project (\$x.000 x# of Years = \$X000) based on quotes provided by local Audit Firms.

[End of Section VIII]

[End of REVISED - NFO 514-15-000007]