Fixed Amount Award Entity Eligibility Checklist

A Mandatory Reference for ADS Chapter 303

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FIXED AMOUNT AWARD ENTITY ELIGIBILITY CHECKLIST

1. Organizational Integrity
   a. Obtain a copy of the articles of incorporation or other documentation which substantiates the legal character/registration of the entity in country/region of operation.
   b. Identify principals/key personnel/organization structure.
   c. Vet the organization/principals through the
      i. Regional Security Officer or other checkpoints to validate good standing in the local community (integrity, reputation, internal controls) and ensure that the minimum statutory requirements are met.
      ii. Excluded Parties List System (EPLS).
      iii. Terrorism/Special Designated Nationals (SDN)/Blocked Persons/Office of Foreign Assets Control (OFAC)/etc.

2. Organizational Capacity to Achieve the Proposed Fixed Amount Award Activity
   a. Assess management and staff expertise/resources to accomplish the Fixed Amount Award activity
   b. Intellectual property to be applied
   c. Technology resources to be applied
   d. Other assets available and commitments incurred to determine cash flow
   e. Assess ability to procure/manage property/personnel

3. Past Performance in the Sector
   a. Identify similar activities the entity has implemented
   b. Obtain third-party information on performance related to quality of performance, timeliness of completion, and input from past funding entities and activity beneficiaries
   c. Review, if available, objective performance documentation, such as evaluations

4. FIXED AMOUNT AWARD Activity Implementation Viability
   a. Are the milestones appropriate to the activity?
   b. Can USAID reasonably define the accomplishments required to achieve the purpose of the grant in the milestones?
   c. Are the milestones verifiable?
d. Is there sufficient information available on estimated costs to:

1. price milestones such that the Fixed Amount Award represents a good value to the Agency?

2. identify risks to both the implementing entity and Agency, and mitigate the risks through “special conditions”?

e. Are the milestones priced to balance liquidity with incentives for the recipient to keep performing?

5. **Fixed Amount Award** Pre-Award Financial Review Checklist Applicable for Authorizing Advances of Funds, if Necessary

   a. Is there a properly established bank account to receive USAID advances?

   b. Are account-related unused bank checks and petty cash on hand adequately safeguarded?

   c. Are there appropriate controls established over account disbursements?

   d. Are procedures established adequate to document account disbursement usage for grant activities?

   e. Are appropriate procedures established for regular reconciliation of bank account statements with internal records?

   f. If recipient had prior experience with managing advances from external sources, was past accountability adequate and were any past issues resolved? (Note: prior advance management experience not required).

   g. Does recipient have a comprehensive cash-flow projection for the proposed activity which supports the proposed implementation plan?

   h. Does the recipient understand USAID cash management requirements using either the 30-day rolling advance process or the working capital advance type methodology (see ADS 303, Awarding Fixed Amount Awards Additional Help Document)?

   i. A written report of findings on the above points should be made as part of the Fixed Amount Award checklist documentation. The report should provide a summary assessment of the overall advance fiduciary risks as high, medium or low, with a brief summary supporting narrative.

6. **Certifications/Representations Included/Obtained, as Appropriate**

   Use the certifications as specified in ADS 303.3.8 with particular attention given to applicability for Non-U.S. Non-Governmental Organization (NGO) recipients when awarding to a Non-U.S. NGO.