



# USAID | WEST BANK/GAZA

APS Issuance Date: January 6, 2025

APS Closing Date: January 5, 2026

## **Round 1 Call for Applications:**

Deadline for submission of questions: January 30, 2025

Deadline for receipt of Applications: March 4, 2025 (5PM, EST)

Pre-Application Conferences: TBD - Detailed Information to be issued via Amendments

Subject: Notice Of Funding Opportunity (NOFO) Annual Program Statement (APS) Number  
72029425APS00001

Activity Title: People-to-People Partnership for Peace Fund Grants Activity

To Whom It May Concern:

The United States Agency for International Development (USAID) is announcing an APS to implement the USAID/West Bank and Gaza People-to-People Partnership for Peace Fund Activity.

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

**While multiple awards are anticipated as a result of this APS, USAID reserves the right to fund any or none of the applications submitted.**

**This APS is open for one year, and currently is announcing one round of call for applications. To be considered under this first round, applicants should submit their Concept Paper no later than March 4, 2025 at 5:00 PM EST. Amendments to this APS will announce any changes to USAID review timelines.**

**USAID encourages new and local partners to apply.** This funding opportunity invites applications for small awards (250,000 to 750,000 USD) as well as for larger awards of up to five (5) million USD.

For the benefit of prospective applicants, USAID/West Bank and Gaza intends to host pre-application conferences. Specific details of these conferences will be shared via an amendment to this APS. Attendance at these conferences is optional and in no way affects the consideration of applications.



# USAID | WEST BANK/GAZA

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

System for Award Management (SAM) registration is **not required for Concept Paper submission**, however USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and SAM requirements detailed in Section D. SAM registration may take many weeks to complete, so applicants are encouraged to begin registration as early as possible in the process.

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to [www.grants.gov](http://www.grants.gov). Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

Deborah Perlman  
Agreement Officer  
USAID/West Bank and Gaza

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## **SECTION A: PROGRAM DESCRIPTION**

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended.

### **1. Background:**

Congress enacted the Nita M. Lowey Middle East Partnership for Peace Act (MEPPA) in December 2020 to advance peaceful co-existence between Israelis and Palestinians and enable a sustainable two-state solution. MEPPA establishes two funds and authorizes up to \$250 million over five years for programs to be implemented through the United States Agency for International Development (USAID) and the U.S. International Development Finance Corporation (DFC).

Under the auspices of MEPPA, USAID's People-to-People Partnership for Peace Fund supports Israeli-Palestinian partnerships with funding through two initiatives: 1) the People-to-People Partnership for Peace Fund Grants Activity and 2) the Building Regional Economic Bridges (BREB) activity. BREB promotes partnerships and linkages between regional businesses, civil society, and academia; fosters new markets; provides direct assistance to companies to expand trade; and enhances investment in the local economy. For more information on opportunities through BREB, please contact [info@wbgbreb.com](mailto:info@wbgbreb.com). This Annual Program Statement (APS) is USAID's third APS solicitation issued under the parameters of USAID's People-to-People Partnership for Peace Fund Grant Activity.

October 7, 2023 generated a cycle of violence in Israel, Gaza, and the West Bank that has had a profound impact on all lives in the region. It has created a new reality and operating context that requires the peacebuilding sector to rethink and restrategize its engagement with all stakeholders to better address emerging challenges and achieve MEPPA objectives.

As Administrator Samantha Power said regarding MEPPA, "Just as we cannot give up on peace itself, we cannot give up on important work like this." Securing true and enduring peace is not merely a matter of ending this cycle of violence, it requires strong people-to-people connections, shared and mutually reinforcing prosperity, and understanding, empathy and care for all communities. Therefore, the future work in the peacebuilding space will be even more important in the aftermath of this recent outbreak of violence.

This APS seeks to engage people directly affected by the ongoing Israeli-Palestinian conflict and invites applicants to approach peacebuilding with a greater focus on reconciliation, advocacy, dialogue among groups with diverse views, and healing. To this end, USAID encourages applications that:

- Integrate psychosocial support to address trauma resulting from recent events as well as the long-term conflict;
- Grow the diversity of individuals and groups meaningfully engaged in the peacebuilding community;
- Strengthen civil society's capacity and inclination to promote and pursue peacebuilding; and
- Engage youth and women to help renew a shared commitment to peacebuilding within communities and among estranged populations.

USAID is looking for activities that introduce new and innovative approaches that build conflict mitigation and leadership skills. These efforts should aim to create a new generation of leaders and civil society actors who understand the complex and competing narratives related to the Israeli-Palestinian conflict and who can advocate effectively for the conflict's non-violent resolution. Activities should encourage grassroots efforts that can build popular support for negotiations between the representatives of the parties to the Israeli-Palestinian conflict, with an eye toward advancing a sustainable agreement for lasting peace.

USAID is also looking for programs that reach marginalized groups, religious communities, and communities not already served by peacebuilding programming as well as ideas on how to build a broader and more interconnected community of peacebuilders.

To ensure the proposed activities build on and contribute to the MEPPA goal and objectives, there is a need for a clear theory of change. The overall theory of change of MEPPA is that if USAID supports civil society organizations and other institutions in promoting a culture of peace, mutual respect, and trust between Israelis and Palestinians at all levels and if working together across communities yields positive outcomes to shared challenges, then there will be an expanded population supporting a peaceful resolution to the Palestinian-Israeli conflict.

As called for in the MEPPA legislation, USAID will manage the People-to-People Partnership for Peace Fund. USAID will coordinate with the Department of State and the DFC to ensure alignment with the U.S. government's long-term policy objectives in the region.

## **2. Goal:**

The overall goal of MEPPA is to build the foundation for peaceful co-existence between Israelis and Palestinians and enable a sustainable two-state solution. Working toward that vision, this funding opportunity seeks to strengthen people-to-people grassroots linkages to address common challenges and enhance peacebuilding momentum to affect institutional and policy change.

### **3. Objectives:**

This funding opportunity for the MEPPA People-to-People Partnership for Peace Fund Grants Activity aims to achieve the following objectives:

- Increase partnership between Palestinians and Israelis, and Arab and Jewish Israelis, to address issues of common interest or concern.
- Bolster efforts by Palestinians and Israelis to address internal divisions that must be overcome to foster peaceful coexistence.
- Improve the enabling environment for cross-border partnership, particularly in development sectors, such that policies, procedures, and structures allow Palestinians and Israelis to engage in meaningful interactions across sectors without any barriers and fear of intimidation.
- Strengthen the resilience of peacebuilding constituencies and institutions.

### **4. APS Precepts:**

- “People-to-People” initiatives should take advantage of the many creative opportunities that exist for meaningful exchange, relationship-building, and durable impact.
- MEPPA programs will be most successful when they demonstrate an adaptability to existing circumstances, especially the changed dynamics between Israelis and Palestinians, and within the broader region, since October 7.
- USAID encourages new and local partners to apply. In the context of MEPPA, local partners include both Palestinian and Israeli organizations. USAID defines a new partner as an organization that has not received any funding from USAID as a prime partner over the last five years.
- USAID/West Bank and Gaza (WBG) is committed to supporting initiatives that contribute to addressing relevant development needs and promoting areas for cooperation. USAID will prioritize efforts that are coordinated with the development and policy priorities of the U.S. government.
- This APS maintains flexibility to pivot to “calls” for specific concepts targeting priority sectors and/or geographic areas, depending on the guidance of the People-to-People Partnership for Peace Fund Advisory Board, emerging policy opportunities, and U.S. government priorities.

### **5. Approach:**

In developing approaches to program activities, USAID strongly encourages applicants to consider the following cross-cutting themes.

### **People-to-People Definition**

For the purposes of this solicitation, the term “people-to-people” is broadly defined as programming designed to reduce political, social, and economic barriers to peaceful interactions between Israeli and Palestinian societies and to promote sustainable institutions and relationships for peaceful co-existence and a two-state solution. As stated in the MEPPA legislation, USAID will prioritize support to efforts that “seek to build better cooperation between Israelis and Palestinians.” Activities that connect Israelis and Palestinians from the West Bank and Gaza to achieve these goals are strongly encouraged and will be prioritized. Initiatives within societies that contribute to peaceful co-existence, mitigate the impacts of conflict, and set foundations for a two-state solution will also be considered.

### **Local Capacity Strengthening**

Sustainable and prosperous development depends on local actors leading efforts to improve their communities and working inclusively and collectively to see those efforts through. USAID’s 2022 Local Capacity Strengthening Policy represents a mindset and culture shift towards embracing capacity strengthening that supports local actors' ability to achieve sustainable impact.

To the greatest extent possible, USAID seeks to partner with local actors to advance MEPPA’s goals. This solicitation welcomes the engagement of local (Palestinian and Israeli) partners to serve as direct awardees, which includes engaging in co-design, setting priorities, driving implementation, and evaluating the impact of MEPPA programs. Within the context of MEPPA, it is important to design programs that take into account the imbalance and asymmetry in the capacities of Palestinian and Israeli civil society organizations and to ensure equitable interaction between the two groups.

Through the Local Capacity Strengthening Policy USAID is committing to a unified cohesive, and systemic approach in which USAID collaborates with local partners to:

- Define their own vision for success;
- Strengthen their ability to be effective and relevant actors within their local communities and contexts; and
- Elevate local ownership in sustaining development results.

### **Gender Equality and Women’s Empowerment**

Successful programs examine the relationship between conflict, power, and gender, which enables implementing partners and beneficiaries to obtain greater insight into sources of tension and opportunities for peacebuilding that otherwise might be missed. Successful programs also recognize that gender inequalities and power imbalances can be critical factors driving chronic poverty, food insecurity, poor health, violence against women, and violent conflict itself. Moreover, programs that facilitate women's participation in decision-making and promote their roles in prevention of conflict, can help lead to more effective and responsive investments to the different needs and priorities of women and men.

The USAID Gender Equality and Women's Empowerment 2023 Policy, consistent with the WEEE Act (Public Law 115-428), requires that all USAID-funded activities address gender issues and women's challenges to promote active participation and female empowerment. MEPPA is also an opportunity to advance implementation of the United States Strategy on Women, Peace, and Security (WPS) to ensure that women are more prepared and increasingly able to participate in efforts that promote stable and lasting peace. Applicants should integrate gender and social analysis considerations as a cross-cutting theme within the design, implementation, monitoring, evaluation, and learning relevant to all interventions of this activity. Applicants are also encouraged to design activities that are focused on enhancing women's active participation, women leadership, and Gender Based Violence (GBV) mitigation as main outcomes for peacebuilding. The applicant should include methods and tools that measure women's outcomes in the peacebuilding process or initiatives.

## **Youth**

USAID's 2022 updated Youth in Development Policy views young people, in this case those between the ages of 10 and 29, as agents of their own development, emphasizing access, participation, and systems in youth engagement. USAID aims to increase the meaningful participation of youth within their communities, schools, organizations, economies, peer groups, and families, enhancing their skills, providing opportunities, and fostering healthy relationships so they may build on their collective leadership. When applicable, activities should seek to integrate key principles of positive youth development (PYD), which is an evidence-based model of youth development that promotes an assets-based, rather than a problem behavior-based, approach. PYD engages youth along with their families, communities, and/or governments so that youth are empowered to reach their full potential. PYD approaches build skills, assets, and competencies; foster healthy relationships; strengthen the environment; and transform systems. Through MEPPA, skill-building for youth in the areas of peacebuilding, empathy, and conflict resolution can help young people feel more prepared to engage effectively in joint activities and



help mitigate possible conflicts and misunderstandings between participants from different communities.

### **Building Linkages**

Activities under this APS cannot occur in a vacuum and must be accompanied by efforts to address conditions for peace at other levels. For example, engaging community leaders provides vital linkages between the grassroots and the policy or political level. Key actors who can influence policy and/or institutional change at the local or national level may include traditional and religious leaders, community leaders, prominent civil society organization representatives, and others. USAID welcomes activities that link grassroots interventions with policy-level work by engaging key actors. In addition, horizontal linkages between different people-to-people programs can strengthen organizations' abilities to engage in peacebuilding activities and advance common interests at the community or structural levels. This APS encourages consortia and joint efforts connecting local organizations for greater impact, but it is neither required nor expected that organizations belong to any particular consortium or association to receive an award.

### **Integrate Conflict Sensitivity and Do No Harm**

As part of a conflict-sensitive approach, applicants must ensure that activities undertaken do not worsen social conflict dynamics, but rather that activities support constructive collaboration between communities in conflict to the greatest degree possible. Activity design should incorporate conflict management and negotiation skills strengthening for staff and participants if appropriate to advance key objectives. In order to help build a foundation for peaceful coexistence, the activity design should also reflect an awareness of impacts of trauma on local staff, beneficiaries, and communities, and incorporate strategies to strengthen trauma resilience as needed.

The Do No Harm principle dictates that peacebuilding interventions must not put those living in violent contexts at greater risk than they would otherwise face without the intervention. Using the 'Do No Harm' approach, efforts must be gender-sensitive, highly inclusive, and participatory to the extent possible in order to ensure true community ownership of their demand-driven challenges, priorities, and solutions. Even as communities seek to improve their opportunities, efforts must also be dedicated to helping communities heal. Special attention should be afforded to women, youth, and marginalized groups.

## **6. Programmatic Focus Areas:**

Activities under this solicitation should advance the APS goal of conflict transformation by building and expanding popular support for peaceful coexistence between Israelis and Palestinians through a people-to-people approach. New partners are encouraged as well as partnership arrangements between organizations that will build the capacity of local sub-partners, in order to increase the potential for impact and sustainability while building the peacebuilding field. Activities may implement new and creative solutions or build upon proven techniques to address development challenges.

Competitive applications will integrate a people-to-people approach through joint activities that advance overarching MEPPA objectives, regardless of the sector. The list below provides possible focus areas for cooperation, but many other types of interventions could be considered under this APS.

- Working within Israeli and Palestinian societies to mitigate the effects of the conflict and to increase understanding of the other, in preparation for joint work supporting peacebuilding.
- Engaging faith leaders to build trust, understanding, and deepened cooperation across religious communities.
- Engaging community leaders, key figures, issue-based groups, or others to encourage structured dialogues to advance core issues of the conflict, as well as “citizen diplomacy” or the ability of citizenry to influence government policy or societal discourse.
- Approaching peacebuilding with a greater focus on reconciliation, dialogue and healing, and integrating psychosocial support that addresses trauma resulting from recent events and the long-term conflict.
- Empowering women and youth and building their leadership skills to actively take part in peacebuilding efforts beyond equal participation in interventions. Activities that focus on promoting women’s rights and meaningful participation in society and peacebuilding efforts will be prioritized,
- Leveraging non-governmental institutional relationships to lead advocacy efforts in an attempt to influence public opinion as well as negotiating parties in favor of a peaceful two-state solution.
- Supporting youth innovation or entrepreneurship, especially in disadvantaged communities.
- Engaging youth creatively and innovatively with viable alternatives to radical interests and to [counter violent extremism](#).
- Promoting greater understanding of different lived experiences and narratives, as a way of engendering basic respect.

USAID will prioritize applications that increase accountability and evidence-based development, build local capacity, foster innovation, and maximize development impact. Successful concepts are those that demonstrate measurable results. USAID will promote activities that offer a positive return on investment – not only in the interest of peacebuilding but also in furtherance of development outcomes.

Each activity under the People-to-People Partnership for Peace Fund is part of a multi-activity framework and learning agenda. Thus, all applicants will be asked to track indicators measuring collective progress. These indicators may include:

- Number of people participating in USG-supported events, trainings, or activities designed to build mass support for peace and reconciliation (disaggregated by sex and national identity). (PS.6.2-4)
- Number of USG-funded events, trainings, or activities designed to build support for peace or reconciliation on a mass scale. (PS.6.2-2)
- Percentage of targeted participants who agree that they have an improved understanding of members of other communities and willingness to engage those communities in the future due to programming created through USG assistance.
- Number of local women participating in a substantive role or position in a peacebuilding process supported with USG assistance. (Gender indicator)

A list of additional activity-specific outcome indicators will be defined in the co-design phase. USAID will work with applicants to select, test, and refine the indicators, and, if needed, add new indicators. Performance Indicators Reference Sheets (PIRS) will be developed for the finalized indicators.

### **A Special Note Regarding USAID Programs in the West Bank and Gaza**

Proposed programs must comply with, and take into consideration, the limitation on the use of funds in the "Taylor Force Act" (See 22 USC 2378c-1(a)(1)). The Taylor Force Act, signed into law as part of FY 2018 Appropriations Act, limits USAID's ability to provide assistance that confers a "direct benefit" to the Palestinian Authority (PA). Proposed programs must also take into consideration U.S. restrictions on contact with Designated Terrorist Organizations, including the parameters of existing Office of Foreign Assets Control (OFAC) licenses, particularly with regard to proposed activities in Gaza. Vetting will be required for key individuals, sub-awardees, and beneficiaries as described further in this APS and Mission Order No. 21.

In addition to the above, Applicants are reminded that awards through this APS will be performed in an extremely politically sensitive environment, and may include certain requirements that are specific to the operating environment in Israel, West Bank and Gaza. These may include the submission of: management plans, branding and marking plans, grant manuals, and other administrative requirements. Such materials must reflect the programmatic objectives of the recipient's strategic communications plan.

To achieve the foregoing objectives and requirements, recipients will be expected to take reasonable measures to ensure, consistent with applicable law, that public communication by, or on behalf of, their organization and its staff be consistent with, the strategic communication objectives stated in this APS, the award-specific strategic communication objectives, and the development and policy priorities of the U.S. Government.

Recipients will be expected to apply their internal procedures and personnel policies, consistent with applicable law, to manage risks posed by public statements or other public expressions (including on social media) made by, or found on, any source that is the manageable control of select program staff or subrecipients that are inconsistent with the ability of the organization or its personnel to deliver on the objectives of the award and/or to be a credible messenger in support of peacebuilding. Risks include adverse consequences to the efficacy or mission of this Program, and/or achievement of the strategic communication objectives described above.

**END OF SECTION A**

## **SECTION B: FEDERAL AWARD INFORMATION**

### **1. Estimate of Funds Available and Number of Awards Contemplated**

Subject to funding availability, USAID anticipates executing multiple awards up to a total USAID funding amount of no more than \$15 - \$20M.

It is expected that awards provided through this APS will fall into two (2) categories of potential awards as follows:

- 1) Cooperative Agreements: These have a range from a minimum USAID-funded amount of \$750,000 to a maximum USAID-funded amount of \$5,000,000, excluding any cost share or matching funds, if applicable.
- 2) Fixed Amount Award (FAA): These have a range from a minimum USAID-funded amount of \$250,000 to a maximum USAID-funded amount of \$750,000 excluding any cost share or matching funds, if applicable.

USAID reserves the right to issue awards in excess of this limit, or through any type of assistance instrument it chooses. USAID reserves the right to fund any one or none of the applications submitted.

### **2. Start Date and Period of Performance for Federal Awards**

The period of performance for the awards is estimated to range from 12 months to three years. The estimated start date will be upon the signature of the awards.

#### **Renewal Awards:**

After the initial three-year period of performance, USAID/WBG may choose to extend the activity through a renewal award. Should USAID pursue a renewal award, it will conduct a programmatic review in the final year of the initial period of award performance. Following the programmatic review, USAID will request a renewal application including a technical and cost application. The total period of performance covered by both the initial award period and the renewal award period may be up to five years.

Any renewal periods or expansion of activities is contingent on the following: availability of funds; satisfactory progress towards meeting the award objectives; submission of required

reports; and compliance with the terms and conditions of the award, including the conditions for renewal (see ADS 303.3.24(a)).

### **3. Accountability**

The Recipient will be fully responsible for all funds disbursed to it under the award. USAID/WBG Recipients and significant sub-recipients are subject to the audit requirements as mandated under the annual appropriation law and in accordance with the regulations. In addition, all awards for U.S. and non-U.S. recipients will be subject to annual financial audits (see section F.7.9). Sub-recipients will also be subject to annual financial audits should the sub-recipients incur expenditures of federal funds totaling \$1,000,000 or more during its fiscal year. USAID/WBG has the discretion to audit sub-recipients at a lower threshold if deemed necessary.

The Recipient must comply with all applicable U.S. laws and regulations. Failure to comply with applicable U.S. law and regulations may result in unallowed costs and/or termination of award

### **4. Expected Implementing Mechanism**

Awards resulting from this APS may take the form of any assistance mechanism, but primarily a fixed amount award or a cooperative agreement as stated above. Please see Section F for more information on each type of potential assistance mechanism. An acquisition mechanism will not be awarded under this APS.

### **5. Title to Property**

Property title under the resultant award will vest with the Recipient.

### **6. Authorized Geographic Code**

The authorized geographic code for this activity is "937". "937" is defined as the United States, the Cooperative Country (West Bank and Gaza, Israel), and developing countries other than advanced developing countries, and excluding prohibited sources.

### **7. Nature of the Relationship between USAID and the Recipient**

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the **USAID/West Bank People-to-People Partnership for Peace Fund Grants Activity** which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the

program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

**Extensive Partnership: Co-Creation and Shared Responsibility**

To foster inclusive, sustainable, and locally led development impact in unstable or post- recovery countries, USAID/WBG/MEPPA awards shall entail extensive partnering and collaboration between USAID and the Applicant from design to implementation.

USAID/WBG will identify and define jointly with the Applicant the development problems to tackle in the program, and then collaborate to determine whether and how to solve those problems and achieve the greatest degree of measurable, sustainable impact through co-creation. USAID shares risks and responsibilities with the Applicant, and both work together to mobilize, leverage, and apply more effectively each other's respective assets, expertise, and resources. Awards will be co-created and co-developed. This means that, rather than telling Applicants how USAID wants to solve a problem, the Agency presents a challenge and solicits the best ideas for how to address it and works from concept to issuance and then management of awards in an iterative, participatory, and collaborative process.

**END OF SECTION B**

## **SECTION C: ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

Qualified U.S. or non-U.S. organizations, non-profit, or for-profit entities may apply for funding under this APS. To be eligible, all entities must be legally registered entities under applicable law and eligible under the relevant laws to receive funding from USAID. Individuals, unregistered, or informal organizations are not considered eligible applicants.

#### **New Partners**

USAID encourages applications from new partners. USAID defines a new partner as an organization that has not received any funding from USAID as a prime partner over the last five years. Resultant awards to these organizations oblige USAID to undertake necessary pre-award reviews of these organizations to determine their “responsibility” in regards to fiduciary and other oversight responsibilities of the grant/cooperative agreement. In order for an award to be made, a USAID Agreement Officer must evaluate the risks in making the award; a positive risk assessment means that the applicant possesses or has the ability to obtain the necessary management competence to plan and carry out the assistance program to be funded, and that the applicant will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID, as discussed in [ADS 303.3.9](#) (see below).

Prior to making an award under this competition, USAID may perform a pre-award survey for organizations that are new to working with USAID or for organizations with outstanding audit findings. Accounting systems, audit issues and management capability questions may be reviewed as part of this process. If notified by USAID that a pre-award survey is necessary, applicants must prepare in advance the required information and documents. A pre-award survey does not commit USAID to make an award to any organization.

### **2. Transition Awards**

In addition to traditional cooperative agreements and fixed amount awards, USAID may choose to use the transition award mechanism. Applicants may propose this type of mechanism or it may be discussed during the co-creation process.

#### Transition Awards:

##### **A. Guidance for Transition Awards**



can be found in ADS 303. Transition awards must meet the following three criteria:

1. The recipient of the transition award is a local subrecipient that has not previously received a direct award from USAID;
2. The initial award requires the recipient to strengthen the capacity of the local subrecipient(s) to become more capable of receiving a direct award from USAID or other donors; and
3. The initial award recipient recommends the local subrecipient for a potential transition award based on explicit criteria contained in the initial award.

B. The transition award process consists of two stages:

1. The Initial Award: The award of an initial assistance award for a distinct development activity with an additional requirement to build the capacity of local subrecipients, and
2. The Transition Award: The award of a subsequent assistance award to a local subrecipient whose capacity has been developed by the initial award recipient.

### **3. Cost Share**

USAID has established that Cost Sharing is **NOT REQUIRED**. For guidance on cost sharing in grants and cooperative agreements see 2 CFR 200.306.

### **4. Risk Assessments**

For an award to be made, the USAID Agreement Officer must evaluate the risks posed by applicants as outlined in 2 CFR 200.205 and ADS 303.3.9. This means that the Applicant must possess, or must have the ability to obtain, the necessary management and technical competence to conduct the proposed activity and must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID.

In evaluating the risks posed by Applicants, USAID uses a risk-based approach and may consider:

- i. Financial stability;
- ii. Quality of management systems and ability to meet the management standards prescribed in this part;
- iii. History of performance. The Applicant's record in managing Federal awards, if it is a prior Recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if

applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

- iv. Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits;
- v. The Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities; and
- vi. That the Applicant is otherwise qualified to receive an award under applicable laws and regulations (e.g., Nondiscrimination, Lobbying, Debarment/Suspension, Terrorist Financing, etc.).

In the absence of a positive risk assessment, an award ordinarily cannot be made. Awards to potential new Recipients may be significantly delayed if USAID must undertake necessary pre-award reviews of these organizations to make an adequate risk assessment. These organizations should take this into account and plan their implementation dates and activities accordingly.

## **5. Number of Applications**

There is no limit to the number of applications any one entity may submit but we encourage organizations to submit their most vital concepts.

**END OF SECTION C**

## SECTION D: APPLICATION AND SUBMISSION INFORMATION

### 1. Agency Point of Contact

E-mail: [wbg-ocm-submissions@usaid.gov](mailto:wbg-ocm-submissions@usaid.gov)

In order to maintain a fair and transparent funding opportunity, USAID maintains strict guidelines on who at USAID may be contacted regarding this APS. Applicants may only contact USAID via the email address provided in this APS. Failure to comply, or contacting individuals at USAID outside this email, may disqualify the applicant's submitted application.

### 2. Questions and Answers

Questions regarding this APS should be submitted in writing to the e-mail address above no later than the date and time indicated on the cover letter, as amended. Questions should be submitted with "**APS 72029425APS00001 Questions**" in the subject line of the e-mail. Any information given to a prospective applicant concerning this APS will be furnished promptly to all other prospective applicants as an amendment to this APS, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

### 3. Concept Paper and Application Process

Applicants are expected to review, understand, and comply with all aspects of this APS.

#### a. OVERALL APPLICATION PROCESS:

**This APS is open for one year, and currently is announcing one round of call for applications. To be considered under this first round, applicants should submit their Concept Paper no later than March 4, 2025 at 5:00 PM EST. Amendments to this APS will announce any changes to USAID review timelines.**

The overall application process is the same in all cases; however co-creation, and therefore the timing of each step, will be tailored depending on the type of award and the proposed program. Therefore timing of final considerations and decisions may vary across applicants.

**Phase 1: Concept Paper Submission** - All concept papers received will be evaluated by a USAID Merit Review Committee (MRC) for responsiveness to the merit review/evaluation criteria outlined in Section E.

**Phase 2: Co-Creation Phase** - After the concept papers are evaluated, successful applicants may be invited to continue the co-creation and collaboration process to identify and jointly define with USAID the development challenges to tackle in the proposed program, and then collaborate to determine how to solve those problems to achieve the greatest degree of measurable, sustainable impact.

**Phase 3: Program Description Development and Award** - The apparently successful applicants will be requested to submit a full application and finalize the Program Description (with inputs from USAID/WBG) and submit a full budget application to inform the resulting Fixed Amount Award or Cooperative Agreement. No funding will be made available prior to award. Applicants, including the organization selected to develop the Program Description, are responsible for all costs incurred prior to award, including travel and all other related costs. Costs incurred in the application phase will not be reimbursed unless explicit written authorization is provided by the Agreement Officer.

**b. SPECIFIC DETAILED PHASED PROCESS:**

**PHASE 1: CONCEPT PAPER SUBMISSION**

Interested Applicants are invited to submit a Concept Paper based on Section A of this APS. Concept Papers should be prepared and submitted according to the specific instructions in this APS. Applicants should not submit any alternative document or narrative as a substitute for a Concept Paper. Application materials in any other format than that described in Section D.4 and D.5 will not be accepted or reviewed. All Concept Papers must be in English and submitted electronically according to the instructions in this APS. Concept Papers must be submitted to the point of contact indicated in Section D.1. Concept Papers sent by any other means (including on [www.grants.gov](http://www.grants.gov)) will not be considered.

A Concept Paper is a short document of up to seven (7) pages (including cover letter) where the applicant provides an overview of their idea. Concept papers that are submitted late or are incomplete may not be considered. Additional information in the concept paper not requested under this APS may be removed and may adversely affect an applicant's evaluation/review.

**CONCEPT PAPER REVIEW**

Concept Papers will be evaluated according to the criteria and considerations set forth in Section E.

**USAID/WBG anticipates two (2) possible results from the Concept Paper merit review process:**

**Conditional Acceptance** - Invited for Phase 2: Co-Creation: The Concept Paper generally meets objectives and receives a PASS when evaluated against the Concept Paper merit

review criteria. At this stage, additional clarity may be needed and USAID may invite the Applicant to engage in co-creation and/or to submit a Full Application if co-creation is determined to not be necessary. Applicants will be notified in writing with instructions for the next phase.

Note that a decision to engage in more in-depth and/or specific co-creation discussions is **not** a commitment to funding, nor is it a commitment that USAID will request a Full Application. If an Applicant is invited to engage in co-creation and further discussions, additional guidance with respect to expectations during the co-creation process will be provided to the Applicant. There is no guarantee that participation in the co-creation phase will lead to an award from USAID. USAID also reserves the right to not conduct a co-creation phase or request full applications from successful applicants at the concept paper stage.

**--OR--**

**Rejection:** The Concept Paper was not identified as one of the highest rated concepts when evaluated against the merit review criteria and as a result has not been selected to move to Phase 2. Not every organization that submits a concept paper will automatically be selected to participate in co-creation. Applicants whose Concept Paper is rejected will be notified by e-mail.

## **PHASE 2: CO-CREATION**

Applicants that receive conditional acceptance may be invited for co-creation. The co-creation process with USAID only builds on a Concept Paper that meets the merit review criteria and has strength and potential; it is not intended to develop new concepts from the ground up. During this phase, applicants will work with USAID technical teams to address issues.

After concept papers have been submitted and evaluated, USAID personnel can have highly specific, detailed activity design discussions with the Applicants throughout the remainder of the process, e.g., up to and through any award that might be issued under this APS.

The goals of the co-creation phase would likely be to explore and validate key challenges and problems, and then jointly develop promising solutions or adapt and expand upon existing solutions. Ideas described within the Concept Papers may be discussed and further developed during co-creation through a meeting or series of meetings and technical exchanges. Co-creation thinking, and possible eventual full applications, may address the ideas presented within the Concept Papers but will not be limited to these ideas. Co-creation is also intended to help identify potential consortia and partnerships to support relevant activities.

**NOTE:** None of USAID's communication during the co-creation process under this APS should be interpreted as a commitment to making an award of USAID funding. Regardless of the co-creation approach, USAID envisages a product of the co-creation process to be a strong draft program description from each selected Applicant/Consortium for the full application phase, as well as quantitative and/or qualitative indicators or performance milestones.

**Note on additional partners/resources:** Until full applications are submitted, both the Applicant and USAID may identify and include potential additional technical partners and/or potential resource partners. All additional sub-partners may be included as part of a subsequent full application if there is an agreement to do so between the potential sub-partner, the original Concept Paper Applicant, and USAID, but this is not guaranteed.

If an applicant does not succeed at the co-creation phase, the process ends for that applicant. USAID reserves the right to remove any co-creation participant from award consideration should the parties fail to reach agreement on activity concept, design, award terms, conditions, or cost/price within a reasonable time, if the participant fails to provide requested additional information in a timely manner, or if the U.S. Government believes it is in its best interest.

Concept papers that are submitted late or are incomplete may not be considered under Phase 2 and Phase 3.

Additional information in the concept paper not requested under this APS may be removed and may adversely affect an applicant's evaluation/review. USAID also reserves the right to not conduct a co-creation phase or request full applications from successful applicants at the concept paper stage.

### **PHASE 3: APPARENTLY SUCCESSFUL APPLICANTS/ PROGRAM DESCRIPTION DEVELOPMENT AND AWARD**

After the co-creation phase, USAID determines if a full application(s) is warranted, and full application instructions will be provided to the selected applicant(s) or groups of applicants that are proposing to work together. USAID/WBG will provide complete instructions for submission of a full application. The full application will detail and expand upon the concept(s) developed through co-creation. The full application also requires the applicant to complete specific U.S. Government forms and to provide additional information that USAID will need to move forward with an appropriate implementing instrument. USAID will continue to have robust communication with applicants, potential partners, and other key stakeholders regarding the technical substance of the evolving approach, as well as the identity and roles of proposed or additional partners.

During this stage, the Apparently Successful Applicant(s) and USAID can further design the technical approach, and clarify general resource requirements, additional partner involvement, and

management control of the project under the guidance of the Agreement Officer. The Apparently Successful Applicant(s) may also be asked to provide additional information about its technical approach, capacity, management and organization, proposed cost and budget application, responsibility, and representations and certifications in line with sub-section 6 below **‘Potential Request for Additional Documentation.’**

The Agreement Officer will engage in final review, negotiation, and determinations of award responsibility, and cost reasonableness, and will draft an assistance mechanism, to be reviewed by the Apparently Successful Applicant. Information regarding possible award provisions will be offered to the applicant, as well as the final award provisions when the award is drafted. USAID reserves the right to accept applications in their entirety or to select only portions of the application to award.

**USAID reserves the right to make no award under this APS.**

If requested to submit a full application, the applicant(s) (unless the applicant is a Federal awarding agency that is excepted 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)), is required to:

- 1) Be registered in SAM (System for Award Management) before submitting its application;
- 2) Provide a valid UEI (Unique Entity ID) number in its application; and
- 3) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

USAID will not make a Federal award to an applicant until the applicant has complied with all applicable UEI 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 a Federal award and use that determination as a basis for making a Federal award to another applicant.

#### **4. Application Submission Procedures**

Applications in response to this APS must be submitted no later than the closing date and time indicated on the cover letter, or as amended and subject to the availability of funds. Late applications may be considered at the discretion of the Agreement Officer.

Applicants should retain for their records one (1) copy of the application and all enclosures which accompany it.

Concept Papers must be written in English and submitted electronically via e-mail in Word and Adobe PDF formats. The concept paper must be written in Calibri 12-point font, on standard 8.5" x 11" paper, and be single spaced with no less than one-inch margins and consecutively numbered pages. The concept paper must not exceed seven (7) pages, including the Cover Page. **Applications more than seven (7) pages in total will not be evaluated.** Figures, graphics, and tables may have less than Calibri 12-point font and are included within the seven page limit. **Any additional reference material pages will be removed prior to evaluation.**

**Applications must be submitted with the name of the Applicant and the APS number in the subject line of the email submission, to the following mailbox ONLY:**

[wbg-ocm-submissions@usaid.gov](mailto:wbg-ocm-submissions@usaid.gov). No additions or modifications to submitted applications will be accepted after the initial closing date.

USAID/WBG requires that all applications be submitted electronically (emailed) in line with the above instructions. Applications submitted via [www.grants.gov](http://www.grants.gov) will not be considered.

In addition to the aforementioned guidelines, Applicants are requested to take note of the following:

- a. After you have sent your applications electronically, please immediately check your own email 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 email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Please do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.
- b. Applicants must consolidate the various parts of the application into a single document or file before sending them.
- c. Applicants must request a receipt confirmation to be sent from USAID to ensure that the application was received to the correct e-mail address.

Applicants are reminded that e-mail is NOT instantaneous, and in some cases delays of several hours occur from transmission to receipt. Therefore, applicants are requested to send the application in sufficient time ahead of the deadline. For this APS, the initial point of entry to the government infrastructure is the USAID mail server.

## **5. Concept Paper Application Format (Limited to Seven (7) Pages Total)**

The technical application should be specific, complete, and presented concisely. The application must demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and merit review criteria found in this APS.



**I. Cover Page – (Limited to one (1) page)**

- i. Name of the organization(s) submitting the application;
- ii. Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and e-mail address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and e-mail address);
- iii. Notice of Funding Opportunity/APS number
- iv. Period of Performance;
- v. Total Program Amount (in USD)
- vi. Total amount of funding requested from USAID;
- vii. Award Category: Fixed Amount Award (\$250K-750K) or Cooperative Agreement (\$750,000 to \$5M)
- viii. Type of applicant organization (e.g., public, private, nonprofit, for-profit, multilateral, etc.)
- ix. Location of registration (e.g., United States, Israel, West Bank/Gaza, Other) and indication of whether applying as a 'local entity' per USAID's definition under ADS 303.
- x. Program name
- xi. Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303.)
- xii. Location(s) of proposed program activities
- xiii. Location(s) of targeted participants
- xiv. Number of joint hours participants will be engaged in.
- xv. Brief description (one summary paragraph) of proposed program, including target beneficiaries

**II. Technical Section**

In this section, the Applicant should present an overall strategic approach, with proposed activity components, and specific interventions, that will effectively and efficiently contribute to achieving the activity goal and anticipated results.

**a. Concept Introduction:**

Identify the problem your organization will address and identify how it relates to the broader Israeli-Palestinian conflict. Highlight impediments to peaceful coexistence, windows of opportunity for constructive engagement, and important trends relevant to

your proposed activities. Incorporate gender, youth, and key stakeholder considerations that will shape a practical, inclusive approach.

**b. Program Hypothesis (approximately 1/2 page):**

Explain the theory of change at the activity level that underlies the programmatic approach taken in the application. The program hypothesis will describe the anticipated causal link between the proposed activities and their intended impact on the problems identified in the context introduction. Program hypotheses are generally articulated as “if-then” statements, e.g., “*If* young people from opposing sides work together, *then* they will be less vulnerable to violent political rhetoric and be inspired to work for peace.” Programs are generally stronger when they have a single, clear, and focused theory of change that guides their overall implementation and that addresses specific elements of the conflict dynamics.

**c. People-to-People Approach and Implementation Plan:**

Building on the introduction, propose a people-to-people approach and activities that will advance MEPPA’s goal and objectives. Be sure to include information describing your approach and provide evidence for why it is likely to succeed. Note whether it builds on proven techniques, is creative or innovative, and to what extent it is potentially scalable. Consider how it will be sustained for lasting impact.

**d. Intervention Expected Results:**

As specifically as possible, describe the anticipated outputs, outcomes, results and/or impact(s) of the proposed program. What are the key, quantifiable metrics related to your program’s performance? What is the timeframe and geographic scale needed to achieve results sufficient to address the identified problem? What programs are already providing such or (similar) interventions, and how will your proposed intervention complement, contribute to, or build on the results of these other efforts? How will your proposed interventions avoid duplicating other efforts?

**e. Risks/Assumptions:**

Clearly state any assumptions regarding the conditions, behaviors, or critical events outside the control of the program that must hold true for results to be achieved, as well as risks in the program context that could have negative consequences on the achievement of results, which may include those that may result by bringing together

conflicting parties. Explain the risk mitigation measures you will take, including appropriate safeguards to avoid intensifying the conflict or creating harmful situations for participants and staff.

**f. Beneficiaries:**

Describe the types of benefits the intervention will produce and the types and range of people who will benefit from this intervention. To the degree possible, include demographic information for anticipated program participants. This may include nationality, gender breakdown, age range, socioeconomic status, disability status, place of residence (e.g., center or periphery), or other relevant information.

**III. Institutional Capability**

In this section, the applicant must provide a table that includes the below information regarding its recent history of performance involving similar or related programs, not to exceed 3 programs, as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity (1-2 sentences);
- Period of Performance;
- Award Amount;
- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

If your organization is newly established and does not have a history of implementing similar or related programs, please describe the past experience and efforts that resulted in its formation. Additionally, if newly established, please describe the experience and capabilities of the team and individual experts assembled to implement the proposed activity.

**6. Potential Request for Additional Documentation**

**IMPORTANT NOTE**

Applicants should **not** submit the information below with their applications! The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the Agreement Officer in Phase 3:

Upon consideration for award or during the negotiations leading to an award, the successful Applicant may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility.

- (1) "Certifications, Assurances, Representations, and Other Statements of the Recipient" ADS 303mav document found at <https://www.usaid.gov/sites/default/files/2022-12/303mav.pdf>
- (2) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).
- (3) Anti Terrorism Certification in accordance with USAID/WBG Mission Order No. 21

### **Business (Cost) Application Format –**

The Business (Cost) Application must be submitted separately from the Technical Application. While no page limit exists for the full cost application, applicants are encouraged to be as concise as possible while still providing the necessary details. The business (cost) application must illustrate the entire period of performance, using the budget format shown in the SF-424A.

Prior to award, applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the applicant's risk in accordance with 2 CFR 200.206. Applicants should not submit any additional information with their initial application.

The Cost Application must contain the following sections (which are further elaborated below this listing with the letters for each requirement):

#### **a) Cover Page**

- i. Name of the organization(s) submitting the application;
- ii. Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and e-mail address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and e-mail address);
- iii. Notice of Funding Opportunity/APS number
- iv. Period of Performance;
- v. Total Program Amount (in USD)
- vi. Total amount of funding requested from USAID;
- vii. Award Category: Fixed Amount Award (\$250K-750K) or Cooperative Agreement (\$750,000 to \$5M)
- viii. Type of organization (e.g., public, private, nonprofit, for-profit, multilateral, etc.)

- ix. Location of registration (e.g., United States, Israel, West Bank/Gaza, Other) and indication of whether applying as a 'local entity' per USAID's definition under ADS 303.
- x. Program name
- xi. Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303.
- xii. Location(s) of proposed program activities
- xiii. Location(s) of targeted participants
- xiv. Number of joint hours participants will be engaged in.
- xv. Brief description of proposed program, including target beneficiaries.

**b) SF 424 Form(s)**

The applicant must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at [www.grants.gov](http://www.grants.gov) at the following direct link:

<https://www.grants.gov/forms/forms-repository/sf-424-mandatory-family>

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

**c) Required Certifications and Assurances**

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

- (1) "Certifications, Assurances, Representations, and Other Statements of the Recipient" ADS 303mav document found at <https://www.usaid.gov/sites/default/files/2022-12/303mav.pdf>
- (2) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).
- (3) Anti Terrorism Certification in accordance with USAID/WBG Mission Order No. 21

**d) Budget and Budget Narrative**

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make award, and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including

sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

The Budget must include the following worksheets or tabs, and contents, at a minimum:

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program.
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project.

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

- 1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.
- 2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.
- 3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.

- 4) Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.
- 5) Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant’s budget, including those related to fringe and indirect costs.
- 6) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.
- 7) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct Charge Only

Eligibility: Any applicant

Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

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

Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency’s discretion, a provisional rate may be set forth in the award subject to audit and finalization.

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

Eligibility: Any applicant that does not have a current NICRA

Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as

a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200 for further information.

Method 4 - Indirect Costs Charged As A Fixed Amount

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

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

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

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

- 8) Cost Sharing (NOT REQUIRED) – If proposed, the applicant should estimate the amount of cost-sharing resources to be provided over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting award.

**e) Prior Approvals in accordance with 2 CFR 200.407**

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

**f) Approval of Subawards**



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

- Name of organization
- UEI Number
- Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
- Confirmation that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.332(b)
- Any negative findings as a result of the risk assessment and the applicant's plan for mitigation.

**g) UEI and SAM Requirements**

USAID may not award to an applicant unless the applicant has obtained a Unique Entity ID (UEI number) and has a valid System for Award Management (SAM) registration. Each applicant (unless the applicant is a Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

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

**h) Branding Strategy & Marking Plan**

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

**i) Funding Restrictions**

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.331 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

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

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.6 of this APS and must meet the source and nationality requirements set forth in 22 CFR 228.

**j) Conflict of Interest Pre-Award Term (August 2018)**

**a. Personal Conflict of Interest**

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.

2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

**b. Organizational Conflict of Interest**

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

**END OF SECTION D**

## **SECTION E: APPLICATION REVIEW INFORMATION**

### **1. Criteria**

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

Technical and other factors will be evaluated relative to each other, as described here and prescribed by the Technical Application Format. The Technical Application will be scored by a Merit Review Committee (MRC) using the criteria described in this section.

### **2. Review and Selection Process**

#### **a) Merit Review**

USAID will conduct a merit review of all applications received that comply with the submission instructions in this APS. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance (i.e., Criterion #1 is more important than Criterion # 2).

#### **Selection Criterion # 1: Technical Approach**

The extent to which the Applicant's proposed technical approach comprehensively describes convincing, sound, realistic, and sustainable approaches which will achieve the goal and objective(s) specified in the Program Description.

#### **Selection Criterion # 2: Institutional Capacity**

The extent to which the applicant demonstrates experience in implementing similar activities in terms of scope, magnitude, and complexity OR has a clear approach and potential to successfully implement the proposed technical approach with appropriate resources.

#### **b) Business Review**

**A budget/business application will only be requested from the Apparently Successful Applicant(s).**

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

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

The AO will perform a risk assessment (2 CFR 200.206). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific conditions” (2 CFR 200.208).

**END OF SECTION E**

## SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

### 1. Federal Award Notices

Award of the agreement contemplated by this APS 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.

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.

### 2. Types of Award

USAID has a number of assistance award types to choose from when providing funds to Apparently Successful Applicants. The type of award and terms and conditions included therein will be based upon the recipient organization type, programmatic factors, and other due diligence matters (including a pre-award risk assessment) determined by the AO. USAID/WBG anticipates that the majority of awards be either Fixed Amount Awards (FAAs) or Cooperative Agreement, however, other grant mechanisms are also a possible type of assistance award resulting from this APS. The following is a matrix of commonly used awards, their general prescription for use and key characteristics:

Award Type:	Generally used when:	Characterized by:
Fixed Amount Award (FAA)	Milestones can be defined; Adequate pricing information is available; Recipient has limited financial and management capacity.	Program milestones tied to fixed payments. Advantages for both USAID and the recipient (when used appropriately). Milestones with fixed amounts assigned to each. Focus is on outputs and results, limits risk for both parties. Grantee is paid when USAID concurs the milestone is completed. Minimizes administrative burden on

		<p>USAID and the grantee since payment is not cost-reimbursement. Assists in building institutional capacity of new grantees. More information:</p> <p><a href="https://www.usaid.gov/ads/policy/300/303saj">https://www.usaid.gov/ads/policy/300/303saj</a></p>
Cooperative Agreement	<p>Recipient has adequate financial and management capacity to operate on a cost-reimbursement basis with the USG.</p>	<p>Recipient is free to pursue its sponsored program with USAID AOR and AO involved in defined technical areas (referred to as “substantial involvement”). Such involvement may include but is not limited to: approval of annual work plans, approval of key personnel, authority to halt a construction project, and joint collaboration and participation (defined in the award and specific to the project).</p>
Grant	<p>Recipient has adequate financial and management capacity to operate on a cost-reimbursement basis with the USG and USAID will not be “substantially involved” in selected programmatic elements.</p>	<p>A grant is a legal instrument used when the principal purpose is to transfer anything of value (i.e. money, property, or services) to a recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute. Grants are appropriate when substantial involvement by USAID is not anticipated. More information:</p> <p><a href="https://www.usaid.gov/ads/policy/300/303">https://www.usaid.gov/ads/policy/300/303</a></p>

### 3. Administrative & National Policy Requirements

The resulting award from this APS will be administered in accordance with the following policies and regulations.

For US organizations: [ADS 303](#), [2 CFR 700](#), [2 CFR 200](#), and [Standard Provisions for U.S. Non-governmental organizations](#).

For Non US organizations: [Standard Provisions for Non-U.S. Non-governmental Organizations](#).

## **4. Reporting Requirements**

### **4.1 Financial Reporting**

Financial Reports must be submitted in accordance with 2 CFR 200.327 for U.S. organizations, and for Non-U.S. organizations financial reports will be required at a frequency depending on method of payment, but at least quarterly. Reporting requirements, such as the format, information to be included, due dates and distribution will be included in the final award document.

### **4.2 Program Reporting**

Reporting requirements will be determined based on the type of assistance award selected and the nature of the proposed program.

## **5. Branding and Marking Requirements**

Applicants are not required to submit a Branding and Marking plan with their applications. Detailed instructions will be provided at the point of the Full Application Request.

However, Applicants are requested to note that in accordance with **2 CFR 700.16** USAID will require the submission of a Branding Strategy and a Marking Plan prior to award. The Marking Plan may include a request for approval of one or more exceptions to the marking requirements in **2 CFR 700.16** The AO evaluates the Branding Strategy and Marking Plan (including any requests for exceptions) for approval consistent with the regulations contained in **ADS 320**.

## **6. Environmental Compliance:**

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 (ADS 204) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/who-we-are/agency-policy/series-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.

## **7. USAID/WEST BANK AND GAZA SPECIAL PROVISIONS**

All applicable Standard Provisions specified in Annex 4 of this APS will be incorporated into the resultant award. The Provisions indicated below in full text should be specially noted by the prospective Applicants.

### **7.1 SUBCONTRACTING WITH GOVERNMENT OR QUASI-GOVERNMENT ENTITIES**

No subcontracting with any government or quasi-government entity shall be conducted under this Agreement unless a specific waiver is approved for this purpose.

### **7.2 CAPITAL ASSISTANCE (611e REQUIREMENTS)**

Prior to committing any USAID funds for capital assistance projects proposed under this Agreement, including mechanical items and other equipment that will be purchased for use by local partners, the Recipient will provide USAID with sufficient information to determine that Palestinian counterpart institutions and communities have the capacity to maintain and utilize the assistance effectively. Upon review and analysis of information provided, USAID/WBG will advise the Recipient when and if all AID regulations for proceeding with capital assistance have been met.

### **7.3 PROHIBITION AGAINST SUPPORT FOR TERRORISM**

- (a) The Recipient is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws.
- (b) One of the applicable orders is Executive Order 13224, dated September 24, 2001. The website of the Office of Foreign Assets Control (OFAC) of the Department of Treasury contains the text of that order and a list of the individuals and entities designated thereunder. It also contains lists of individuals and entities designated under other anti-terrorism statutes, regulations and Executive Orders. See <http://www.treasury.gov/offices/enforcement/ofac/sdn/>.
- (c) USAID reserves the right to review, and either approve or reject, the following subawards if proposed under this agreement: (i) any contract or subcontract in excess



of \$25,000 with a non-U.S. organization or individual; and (ii) any grant or subgrant to a non-U.S. organization or individual, regardless of the dollar value. Furthermore, the written consent of USAID is required before certain other forms of assistance may be provided to a non-U.S. organization or individual. These include in-kind assistance such as renovation of an NGO's facilities, repair or replacement of a company's equipment, and certain training activities. The details of these requirements are described in notices issued by USAID/West Bank & Gaza from time to time. No approval (or failure to disapprove) by USAID shall relieve the Recipient of its legal obligation to comply with applicable Executive Orders and laws.

- (d) USAID reserves the right to rescind approval for a subaward in the event that USAID subsequently becomes aware of information indicating that the subaward is contrary to U.S. law or policy prohibiting support for terrorism. In such cases, USAID's Contracting Officer will provide written instructions to the Recipient to terminate the subaward.
- (e) USAID reserves the right to terminate this agreement if USAID determines that the Recipient is involved in or advocates terrorist activity or has failed to comply with any of the requirements of this provision.
- (f) This provision, including this paragraph (f), shall be included in all contracts, subcontracts, grants and subgrants issued under this agreement. Upon request, the Recipient shall promptly provide to USAID's Agreement Officer a copy of the pages from each subaward that contain this provision
- (g) The Recipient agrees to promptly notify USAID's Agreement Officer Representative (AOR) in the event of any change in the identity of its "key individuals" or in the identity of "key individuals" of any Recipient of a subaward described in paragraph (c). For purposes of this requirement, "key individuals" means (i) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) the program manager or chief of party for the USAID-financed program; and (iv) any other person with significant responsibilities for administration of USAID-financed activities or resources. Note that this definition differs from the definition of "key personnel" under contracts and cooperative agreements.
- (h) Before awarding any grant or similar instrument providing [cash or in-kind assistance under this contract][cash assistance under this agreement], the Recipient shall (1) obtain from the proposed subawardee the certification required under USAID's

Acquisition and Assistance Policy Determination 04-14 (AAPD 04-14), “Certification Regarding Terrorist Financing Implementation E.O. 13224 (Revision 2),” and (2) provide a copy of the certification to USAID’s Agreement/Contracting Officer.

#### **7.4 PROHIBITION AGAINST CASH ASSISTANCE TO THE PALESTINIAN AUTHORITY**

U.S. legislation provides that none of the funding under this Award may be “obligated or expended with respect to providing funds to the Palestinian Authority.” In accordance with that prohibition, the Recipient shall not provide any cash to the Palestinian Authority (PA); to any ministry, agency or instrumentality of the PA; to any municipality or other local government unit; or to any full-time or part-time employee or official of any of the foregoing entities. This restriction applies to payments of any kind, including salaries, stipends, fees, honoraria, per diem, and so forth.

This restriction does not prohibit the provision of in-kind assistance, such as technical assistance, training, equipment, supplies, or the construction of public works to the extent it is not otherwise prohibited by U.S. law or the terms of this Agreement.

This provision shall be included in all contracts, subcontracts, grants and subgrants or any other instruments or awards issued under this Agreement. The Recipient shall promptly provide to USAID’s Agreement Officer a copy of the pages from each subaward that contains this provision.

#### **7.5 RESTRICTION ON FACILITY NAMES**

- (a) No assistance shall be provided under this Agreement for any school, community center or other facility that is named after any person or group of persons that has advocated, sponsored or committed acts of terrorism. This includes any facility that has “shuhada” or “shaheed” (“martyr” or “martyrs”) in its name, unless an exception is approved by the USAID Mission Director. In any case where assistance is proposed for a facility that is named after, or is planned to be named after, a person or group of persons, the Recipient shall provide to USAID’s Agreement Officer Representative (AOR) written information about the person(s) or group and shall not proceed with the assistance unless or until the AOR has provided written approval therefore. This restriction applies to all forms of cash or in-kind assistance, including construction services, equipment, supplies, technical assistance, and training.
- (b) In case of any failure to comply with this restriction, USAID may disallow any or all costs incurred by the Recipient with respect to the facility and, if necessary, issue a bill for collection for the amount owed. This is in addition to any other remedies that may be available to USAID for such noncompliance.
- (c) This provision, including this paragraph (c), shall be included in all contracts, subcontracts, grants and subgrants issued under this agreement. Upon request, the Recipient shall

promptly provide to USAID's Agreement Officer a copy of the pages from each subaward that contains this provision.

## **7.6 VALUE ADDED TAX AND CUSTOMS DUTIES**

### **Offshore Grantees/Recipient:**

Pursuant to agreements with the Palestinian Authority (PA) and the Government of Israel (GOI), all imports and expenditures under this award by the Recipient and by non-local sub-grantees and subcontractors (as defined below) are exempt from PA Value-Added Tax (VAT) and customs duties imposed by the PA and by the GOI.

Therefore, in accordance with Section 200.470 of 2 CFR 200, Subpart E, such VAT and customs duties shall not constitute allowable costs under this award. No exemption from VAT imposed by the GOI is available through USAID. Therefore, Israeli VAT is an allowable cost under this award, except for VAT from which exemptions are available to the Recipient directly.

The Recipient and any non-local sub-grantees or subcontractors shall make reasonable efforts to avoid Palestinian VAT at the point of sale by utilizing the VAT exemption. USAID will assist the Recipient to obtain a VAT exemption status from the PA. The Recipient shall use this exemption to avoid paying any PA VAT to local subcontractors and vendors by obtaining approval from the PA VAT Department for suppliers to issue 0% VAT invoices.

In cases where Israeli and Palestinian VAT cannot be avoided at the point of sale, the Recipient shall obtain original VAT receipts from the vendors. Receipts must be submitted to USAID's Financial Management Office on a monthly basis to enable USAID to process refund claims with VAT authorities. The Recipient is responsible for ensuring that sub-grantees or subcontractors comply with this requirement. All VAT claims for the sub-grantees and subcontractors shall be submitted to USAID through Recipient. *(Please refer to VAT Guidance dated April 2, 2003 issued to USAID WBG Contractors and Grantees attached as Annex 5).* Receipts for sub-grantees and subcontractors must be addressed to the program name /Recipient to enable USAID to claim refunds.

Recipients that already have exemption mechanisms in place with the GOI and/or the PA should continue to follow those procedures. Any refund of taxes received directly by the Recipients which were allowed as award costs, should be credited either as a cost reduction or cash refund, as appropriate, to USAID.

"Non-local sub-grantees and subcontractors" means sub-grantees and subcontractors that are present in the West Bank or Gaza solely for the purpose of performing work financed by USAID or other tax-exempt foreign donors."

### **Local Recipients:**

#### VAT to the PA:

As local recipients are not exempt from paying VAT to the PA, the recipient shall obtain original VAT receipts from vendors at the point of sale, and submit such receipts to USAID to enable the Mission to obtain VAT refunds from the PA VAT authorities. (Please refer to VAT Guidance dated April 2, 2003 issued to the USAID WBG Contractors and Grantees as Annex- 5). Receipts must be addressed to the project name / USAID to enable USAID to claim refunds.

#### Israeli VAT:

As local Israeli non-profit organizations are not exempt from paying Value Added Tax (VAT) to the Government of Israel (GoI), VAT is considered an allowable cost under this award. Effective April 15, 2012, the GoI Ministry of Finance (MoF) has stopped refunding to USAID/West Bank and Gaza (USAID/WBG) VAT paid/incurred by USAID/WBG's Israeli implementing partners and their sub-awardees associated with activities implemented in Israel.

Therefore, Grantees/Recipients implementing programs in Israel are no longer required to submit the monthly VAT worksheet along with their invoices to USAID/WBG. However, Grantees/Recipients must obtain and retain for their records original proper Israeli VAT/Tax invoices in the name of the "project/USAID" for any VAT incurred on purchases/procurements under this award in order for USAID to consider the allowability of such costs.

Grantees/Recipients who already have exemption mechanisms in place with the GoI should continue to follow those procedures. Any refund of taxes received directly by the Grantee/Recipient which were allowed as award costs (i.e., paid/reimbursed by USAID/WBG), should be credited either as a cost reduction (in program/project invoices/vouchers submitted to USAID/WBG) or a cash refund, as appropriate, to USAID/WBG.

## **7.7 REPORTING OF FOREIGN TAXES**

- a) The awardee must annually submit one report by April 6 of the next year. The reporting period will cover from October 1 to September 30.

b) Contents of Report. The reports must contain:

1. Recipient name.
2. Contact name with phone, fax and e-mail.
3. Award number(s); separate report needs to be provided for each award.
4. Amount of foreign taxes assessed by the PA on commodity purchase transactions valued at \$500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year.
5. Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance are to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if an assistance program for the PA involves the purchase of commodities in Israel using foreign assistance funds, any taxes imposed by Israel would not be reported.
6. Any reimbursements on the taxes reported in (iv) received by the Recipient through March 31. Any refund from the PA that is received directly by the awardee should be reflected. For refunds processed by USAID, we will fill in the VAT refunded amount. If a VAT refund receipt was provided to USAID for refund processing the awardee will need to provide the month under which the claim was submitted to USAID and the serial number of the invoice as included in the claim.
7. Reports are required even if the Recipient did not pay any taxes during the report period.
8. Cumulative reports may be provided if the Recipient is implementing more than one program in a foreign country.

c) Definitions. For purposes of this clause:

1. "Agreement" includes USAID direct and country contracts, grants, cooperative agreements and interagency agreements.
2. "Commodity" means any material, article, supply, goods, or equipment.
3. "Foreign government" includes only a PA entity.
4. "Foreign taxes" means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes

d) Where. Submit the reports by either of the following means:

E-mail attachment (preferred): [579vat@usaid.gov](mailto:579vat@usaid.gov) or fax to 972-3-511-4888, attention Issa Hanna.

e) Subagreements. The awardee must include this reporting requirement in all applicable subcontracts, subgrants and other subagreements.

f) For further information see <http://www.state.gov/m/rm/c10443.htm>.

## **7.8 PROHIBITION ON ASSISTANCE TO THE PALESTINIAN BROADCASTING CORPORATION**

- a) U.S. legislation provides that none of USAID's funding "may be used to provide equipment, technical support, consulting services, or any other form of assistance to the

Palestinian Broadcasting Corporation.” In accordance with this prohibition, the Recipient shall not provide any assistance to the Palestinian Broadcasting Corporation.

- b) This provision, including this paragraph (b), shall be included in all contracts, subcontracts, grants and subgrants issued under this grant.

## **7.9 USAID/WEST BANK AND GAZA AGENCY CONTRACTED AUDITS (ACA)**

Since Fiscal Year 2003, the U.S. Congress has mandated in its annual appropriations laws that USAID will ensure that Federal and non-Federal audits of all Contractors and grantees, and significant sub-Contractors and sub-grantees, under the West Bank and Gaza (WBG) Program are conducted at least on an annual basis.

The Contractor and significant subawardees under this award are thus required to adhere to this requirement and are subject to audit at least annually under the WBG Agency Contracted Audit (ACA) program. The USAID/WBG/Office of Financial Management (OFM) is responsible for managing the Mission’s ACA program. USAID/WBG/OFM will annually solicit information from Contractors with regard to their program implementing subawards to identify those subawardees which are subject to audit.

To fulfill the annual audit requirements, USAID/WBG will contract with an independent audit firm that has been approved by the Regional Inspector General/Frankfurt to perform these audits and will issue an audit notification letter to the Contractor outlining the process, period of audit and time frame. The financial audit will be conducted within generally accepted government auditing standards (GAGAS) and will focus on the program activities contained within this award.

By signing this award, the Contractor affirms it will comply with Mission audit guidelines and requirements and will cooperate fully with the audit firm selected by USAID. Failure to comply with the Mission audit procedures or respond to an initiation of an audit, or failure to cooperate with the Mission financial management staff or selected audit firm on the annual audit may be cause for action by the Mission. The Contractor and all sub-awardees must maintain complete records and proper documentation pertaining to their awards for auditing purposes.

## **7.10 USAID/WEST BANK AND GAZA MISSION ORDER NO. 21**

The Contractor must comply with the Mission’s updated anti-terrorism policies and procedures as stated under the revised Mission Order No. 21 (Mission Notice No. 2007-WBG-26), Addendum No. 1 and any amendments thereafter. The Mission Order No. 21 and Addendum No. 1 is provided under Annex 6.

### **7.11 USAID/WEST BANK AND GAZA MISSION ORDER 21 COMPLIANCE REVIEWS**

Implementing partners are responsible for ensuring the effectiveness and efficiency of their own internal control systems over compliance with Mission Order 21 (MO21) requirements.

Contingent upon available resources, USAID/West Bank and Gaza will be conducting MO21 compliance reviews of prime awardees and their subawards within the first 18 months of implementation.

The conducted compliance view will verify the following:

1. Verify that partners had in fact obtained the necessary vetting approvals prior to executing their sub-awards as well as reviewing trainees and beneficiaries that are subject to vetting per MO No. 21;
2. Verify whether partners have incorporated the required special mandatory provisions in their written sub-awards and have obtained the Anti-Terrorism Certification (if required) in accordance with Mission Order No. 21; and
3. Verify whether all sub-awards executed under each award have been promptly reported to USAID on the monthly sub-award report.

### **7.12 22 USC 2378c-1(a)(1) TAYLOR FORCE ACT**

During performance of this agreement the Contractor/Recipient shall comply with the limitation on use of funds in the "Taylor Force Act" (See 22 USC 2378c-1(a)(1)). This provision flows down to all subcontractors or subgrantees.

## **8. FUNDING RESTRICTIONS**

Pursuant to 2 CFR 200.400(g) and 2 CFR 700.13, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allowable and allocable expenses, both direct and indirect, which are related to the Agreement program and are in accordance with applicable cost standards (2 CFR 200, 2 CFR 700, Relevant OMB Circulars, and the Federal Acquisition Regulation (FAR) Part 31 for for-profit organizations), may be paid under the Agreement.

## **9. AWARD DISCRETION**

USAID reserves the right to make or not to make awards under this APS. The actual number of assistance awards, if any, under this APS is subject to the availability of funds, the viability of concept papers received and the interests of the USG.

## **10. PROGRAM INCOME**

Program income may be generated under awards resulting from this APS. Program Income for all award(s) resulting from this APS may be used for cost-sharing or matching in accordance with 2 CFR 200.307 (e) for US NGOs and the Required as Applicable Provision “Program Income” (December 2014) in ADS 303 for non-US NGOs.

#### **11. INITIAL ENVIRONMENTAL EXAMINATION**

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 (ADS 204) and in USAID’s Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/who-we-are/agency-policy/series-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.

No activity funded hereunder will be implemented unless an environmental threshold determination, as defined ADS 204, 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). Subsequently, over the Life of the Activity (LOA), these environmental mitigation measures are to be a standard component of program management. Successful applicants will be advised by USAID how to satisfy these requirements.

#### **12. ADDITIONAL ROUNDS UNDER THIS APS**

USAID/WBG reserves the right to issue additional rounds under this APS targeting priority sectors and/or geographic areas, depending on guidance of the future Partnership for Peace Fund Advisory Board, emerging policy opportunities, and USG priorities, that fit within the overall goal of this APS. Additional and specific requirements (if applicable) will be issued under the respective call as an amendment to the APS.

**[END OF SECTION F]**



**SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)**

Any prospective applicant desiring an explanation or interpretation of this APS must request it in writing by the deadline for questions specified in the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Any information given to a prospective applicant concerning this APS will be furnished promptly to all other prospective applicants as an amendment of this APS, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants. Such questions will be considered received if the Subject line begins with **“APS 72029425APS00001 Questions.”**

Any questions or comments concerning this APS must be submitted in writing by e-mail to: [wbg-ocm-submissions@usaid.gov](mailto:wbg-ocm-submissions@usaid.gov)

**END OF SECTION G**

## **SECTION H: OTHER INFORMATION**

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

### Applications with Proprietary Data

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, should mark the cover page with the following:

“This application includes data that must not be disclosed duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers}.”

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

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

**END OF SECTION H**

### **Annex 1: Frequently Asked Questions**

**Question No. 1:** How is this APS different from last year's APS?

**USAID Response:** Each APS is a standalone and separate funding opportunity with a different set of instructions. All applicants are encouraged to thoroughly read the full APS announcement. The following are some changes that are worthwhile to note:

- a. There is currently only one round announced under the APS. To be considered during the first round, applicants should submit their Concept Paper no later than March 4, 2025 at 5:00 PM EST. Please continue to monitor announcements under this APS in [www.grants.gov](http://www.grants.gov) for any changes announced via amendments.
- b. The APS highlights and further defines the opportunity to apply for small grants, which could potentially be structured as Fixed Amount Awards and under this APS ranges between \$250,000 - \$750,000.
- c. Section A: Program Description of the APS has been revised specifically highlighting programmatic areas of focus.
- d. The APS includes options for Renewal Awards (See Section B.2 of the APS) and Transition Awards (See Section C.2 of the APS).
- e. Technical Submission Instructions have been revised. Please refer to Section D.5 of the APS.
- f. Instructions regarding submission of institutional capability information have been revised: a table is now required instead of a narrative description.

**Question No. 2:** Please confirm that as a first step in the process, Applicants should only submit a 7-page Concept Paper. Is a detailed budget required?

**USAID Response:** Yes, that is correct. Applicants should only submit a 7-page Concept Paper. A detailed budget is not required with the concept paper. See Section D in the APS for further instructions.

**Question No. 3:** Is there a minimum or maximum amount?

**USAID Response:** It is expected that awards provided through this APS will be considered for two (2) categories of potential awards as follows:

1) **Cooperative Agreements:** These have a range from a minimum USAID-funded amount of \$750,000 to a maximum USAID-funded amount of \$5,000,000, excluding any cost share or matching funds.

2) **Fixed Amount Award (FAA):** These have a range from a minimum USAID-funded amount of \$250,000 to a maximum USAID-funded amount of \$750,000 excluding any cost share or matching funds.

Based on the above, the minimum amount is \$250,000 while the maximum amount is \$5,000,000.

**Question No. 4:** Please provide an indication of the estimated duration of the three-step process, from the presentation of the Concept Paper up to the award. What is the notification timeline for rejected concept notes?

**USAID Response:** Please refer to Annex 2 'APS Timeline and Communication Expectations' of the APS for an overall anticipated timeline.

**Question No. 5:** Is cost share a requirement?

**USAID Response:** No. Cost share is not a requirement. Please refer to Section C of the APS.

**Question No. 6:** If an organization is a current or past MEPPA award recipient, are they eligible for future funding under MEPPA?

**USAID Response:** Yes.

**Question No. 7:** Does an organization need to be a part of ALLMEP to be eligible to apply?

**USAID Response:** No. No memberships, subscriptions, coalition agreements or other types of exclusivity agreements are required to apply for funding in this APS. Please refer to the eligibility requirements listed in Section C.

**Question No. 8:** Should we have a formal partnership with an Israeli organization as a condition?

**USAID Response:** No. That is not a requirement.

**Question No. 9:** Is construction allowed?

**USAID Response:** Yes, Concept Papers may include minor renovations within the context of the proposed programs. Should that concept be selected to move to the Co-Creation stage, USAID will highlight and explain all the restrictions and requirements associated with renovation activities under USAID awards. During co-creation USAID and the applicant will make a decision regarding the feasibility of the activity taking into consideration capacity, risk and the operating environment.

**Question No. 10:** Does an organization need to have a Unique Entity ID (UEI) and be registered in SAM to apply?

**USAID Response:** No. That is not a requirement for Phase 1, the concept paper submission. However, an organization must obtain a UEI number and be registered in SAM prior to receiving any award from USAID. For your information and reference please refer to Annex 3 ‘Applicant Resources’ for some help documents and guidance on UEI and SAM registration.

**Question No. 11:** Will Shared Society activities be considered?

**USAID Response:** Yes Shared Society activities will be considered. Please refer to the P2P definition in the APS which states the following:

“Initiatives within societies that contribute to peaceful co-existence and mitigate the impacts of conflict will also be considered.”

**Question No. 12:** Is there a specific sector that USAID is looking to fund?

**USAID Response:** Refer to Section A of the APS. The APS does not highlight one specific sector. The list below provides possible focus areas for cooperation, but many other types of interventions could be considered under this APS.

- Working within Israeli and Palestinian societies to mitigate the effects of the conflict and to increase understanding of the other, in preparation for joint work supporting peacebuilding.
- Engaging faith leaders to build trust, understanding, and deepened cooperation across religious communities.
- Engaging community leaders, key figures, issue-based groups, or others to encourage structured dialogues to advance core issues of the conflict, as well as “citizen diplomacy” or the ability of citizenry to influence government policy or societal discourse.

- Approaching peacebuilding with a greater focus on reconciliation, dialogue and healing, and integrating psychosocial support that addresses trauma resulting from recent events and the long-term conflict.
- Empowering women and youth and building their leadership skills to actively take part in peacebuilding efforts beyond equal participation in interventions. Activities that focus on promoting women's rights and meaningful participation in society and peacebuilding efforts will be prioritized,
- Leveraging non-governmental institutional relationships to lead advocacy efforts in an attempt to influence public opinion as well as negotiating parties in favor of a peaceful two-state solution.
- Supporting youth innovation or entrepreneurship, especially in disadvantaged communities.
- Engaging youth creatively and innovatively with viable alternatives to radical interests and to counter violent extremism.
- Promoting greater understanding of different lived experiences and narratives, as a way of engendering basic respect.

**Question No. 13:** If our application is not selected, will we receive information about why it was not selected?

**USAID Response:** Yes. Applicants who receive an unsuccessful notification from USAID may request feedback regarding the strengths and weaknesses of their application. Once applicants receive a decision from USAID, they can request a feedback session by sending a request to [wbg-ocm-submissions@usaid.gov](mailto:wbg-ocm-submissions@usaid.gov).

**Question No. 14:** Can an organization submit more than one application under the same round?

**USAID Response:** Yes. Please refer to Section C.4 which states the following: "There is no limit to the number of applications any one entity may submit but we encourage organizations to submit their most vital concepts."

**Question No. 15:** Can you please give a better idea of the types of programs USAID is looking to fund, and what has not worked with the applications USAID have received so far?

**USAID Response:** See the answer to Question No. 12. The APS provides room for Applicants to demonstrate flexibility and creativity. As long as your concept meets the objectives of the APS, it will be considered in accordance with the APS instructions and merit review criteria. Applicants need to make a convincing argument that a proposed activity will help build the foundation for peaceful co-existence between Israelis and Palestinians and enable a sustainable two-state

solution. The main feedback provided to unsuccessful applicants to date has been the fact that they have not convincingly demonstrated how their proposed program is going to achieve the goals and objectives of the APS.

**Question No. 17:** Is forming a consortium or partnership required?

**USAID Response:** This APS encourages consortia and joint efforts connecting local organizations for greater impact, as needed and appropriate. However, a consortium or partnership is not required if it does not benefit the proposed program or add value to the applicant's concept.

**Question No. 18:** Part of the reason why local organizations are not considering applying is due to the management burden and extensive USAID award requirements.

**USAID Response:** USAID seeks to partner with local actors to advance MEPPA's goals and encourages all local organizations to apply. USAID/WBG has streamlined the submission requirements and process to the maximum extent possible to allow local organizations and small organizations to apply.

While not required, all applicants are strongly encouraged to attend the pre-application conferences. All relevant information shared during the pre-application conferences will be also available thereafter on [www.grants.gov](http://www.grants.gov) via an amendment issued under the APS. The website [www.workwithusaid.gov](http://www.workwithusaid.gov) also includes many resources to guide local organizations on how to apply for USAID funding.

This APS highlights the option to submit an application under various categories, one of which targets smaller valued awards ranging between \$250,000 - \$750,00. Fixed Amount Awards, as highlighted in the APS, are primarily targeted to non-US NGOs with limited or no previous USAID/donor experience due to its focus on outputs/results while requiring only limited financial and management capacity.

Additionally, USAID provides capacity and full application support during Phases 2 and 3. Capacity building technical assistance and training is provided post award to support organizations achieve results and meet USG requirements.

All applicants are encouraged to review Annex 3 'Applicant Resources' of the APS which provides additional reference guides and tools for organization on how to work with USAID.

## **Annex 2: APS Timeline and Communication Expectations**

<b>APS TIMELINE</b>	
<b>Milestone</b>	<b>Anticipated Timeline</b>
<b>APS Issuance</b>	January 6, 2025
<b>ROUND ONE</b>	
<b>Deadline for Initial Questions under Round 1</b>	January 30, 2025
<b>Pre-Application Conference(s)</b>	TBD (Date and details will be issued via amendment)
<b>Round 1: Deadline for receipt of Applications</b>	March 4, 2025 (5PM, EST)
<b>Decision Notifications to Applicants under Round 1</b>	April 2025
<b>Co-Creation</b>	May - June 2025
<b>Awards resulting from Round 1</b>	August - September 2025
<b>APS Closing Date</b>	January 5, 2026

### **COMMUNICATION EXPECTATIONS**

ALL communications/questions/submissions/concerns should be sent to [wbg-ocm-submissions@usaid.gov](mailto:wbg-ocm-submissions@usaid.gov).

In order to maintain a fair and transparent funding opportunity, USAID maintains strict guidelines on who at USAID may be contacted regarding this APS. Applicants may only contact USAID via the email address provided in this APS. Failure to comply, or contacting individuals at USAID outside this email, may disqualify the applicant's submitted application.

#### **Questions Related to APS:**

The deadline for questions to be submitted for Round 1 is January 30, 2025.

Questions regarding this APS should be submitted in writing to the e-mail address above no later than the date and time indicated on the cover letter, as amended. Such questions will be considered received if the subject line begins with **"APS 72029425APS00001 Questions."**

#### **Responses to Questions:**

**Please note that individual responses to questions will not be provided.** All questions will be officially responded to via an amendment to the APS and posted on [www.grants.gov](http://www.grants.gov). If your organizations' questions were not addressed, please contact the email above.



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**Submission of Applications:**

Detailed submission instructions are included under Section D of the APS. Applications should be submitted to [wbg-ocm-submissions@usaid.gov](mailto:wbg-ocm-submissions@usaid.gov). Applicants should ensure that they have a confirmation of receipt from USAID on file.

**Status updates on applications under review:**

Please refer to the above timeline. Any updates to this anticipated timeline will be issued via amendments to the APS and posted on [www.grants.gov](http://www.grants.gov). Given the anticipated number of applications, USAID will not be responding and providing updates to organizations on an individual basis.

**Feedback requests after receipt of an unsuccessful notification:**

Applicants who receive an unsuccessful notification from USAID may request feedback regarding the strengths and weaknesses of their application. Once applicants receive a decision from USAID, they can request a feedback session by sending an email to: [wbg-ocm-submissions@usaid.gov](mailto:wbg-ocm-submissions@usaid.gov).

### ANNEX 3: APPLICANT RESOURCES

#### **A. MEPPA Resources:**

For information on USAID's efforts under the Nita M. Lowey Middle East Partnership for Peace Act (MEPPA), please refer to the following website:

<https://www.usaid.gov/west-bank-and-gaza/meppa>

#### **B. How to work with USAID:**

For many organizations, working with USAID can be a daunting process. One of the best resources to learn how to work with USAID is the [Work with USAID](#) section of USAID.gov. The website is broken down into three key sections:

1. [How to Work with USAID](#): Content on this section of the website is focused on information for new and potential partners.
2. [Partnership Opportunities](#): Information here is specifically focused on funding opportunities within the Agency. It includes the [Business Forecast](#), links to available funding opportunities on [SAM.gov](#) and [Grants.gov](#), information about the Agency's [grant programs](#), and information on how to submit an [unsolicited proposal](#).
3. [Resources for Partners](#): This section of the site has information that is relevant to organizations that are currently working with USAID.

Outlined below is some of the basic information that is helpful to know about working with USAID.

**Training and Resources Available:** Within the How to Work with USAID section of the Agency's website, there are a variety of additional helpful resources.

- [Organizations that Work with USAID](#): Provides an overview of the types of organizations with which USAID works and provides examples of the types of activities that we undertake in partnership with the organization.
- [Training Series on How to Work with USAID](#): USAID has developed a series of online trainings for how to work with USAID. These trainings help provide foundational information to organizations wanting to work with USAID. Currently, there are 10 training modules available. Additional ones will be coming online soon.
- [Grant and Contract Process](#): This page outlines the acquisition and assistance process. For new organizations, it provides a helpful step-by-step picture of how we operate.

The [www.workwithusaid.gov](http://www.workwithusaid.gov) website also provides extensive resources for potential applicants.

### **C. UEI and SAM Resources:**

In April 2022, the new [System for Award Management \(SAM\)](#) Unique Entity Identifier (UEI) replaced the Data Universal Numbering System (DUNS) number as the official government-wide identifier used for federal awards.

#### **Key facts:**

- The entire registration process is free for all entities. If you are asked for payment during registration, you are not on an official U.S. Government website.
- You will need to use identical spelling, spacing, and punctuation for each system in the process.
- You can complete these registrations at your own pace. You will be able to save a section in the registration process and come back later to complete subsequent sections.
- The overall registration process differs slightly depending on where your organization is based.

#### **Registration components:**

- The [System for Award Management \(SAM\)](#) is the U.S. Government portal you will use to apply for USAID grants and cooperative agreements listed on [Grants.gov](#) and search and apply for USAID contracts on [SAM.gov](#). You will need to create a [Login.gov](#) account to navigate SAM.
- [Login.gov](#) enables the public to simply, securely, and privately log in to applications from participating U.S. Government agencies, including USAID, with a single account and password.
- The [Unique Entity Identifier \(UEI\)](#) is a number used across the U.S. Government to identify organizations. The 12-character alphanumeric identification is assigned to an organization as part of its registration on SAM.gov.
- The [Commercial and Government Entity \(CAGE\)](#) code is a five-character code used in a variety of U.S. Government and procurement processes. A CAGE code will be automatically assigned to U.S.-based partners once they submit their registration for SAM.
- The [NATO Commercial and Government Entity \(NCAGE\)](#) code is used in a variety of U.S. Government processes. Foreign organizations must obtain an NCAGE code before completing their registration in SAM.

### **SAM Registration:**

Please visit USAID's blog, "[Navigating the SAM.gov Unique Entity Identifier Process](#)." This blog provides an overview for both U.S. and non-U.S.-based entities and direct partners to a host of resources we have available on WorkwithUSAID.gov, such as:

- Training module on [Registering to Work with USAID](#) ([Arabic](#)) ([French](#)) ([Spanish](#))
  - o Step-by-step guide on [navigating Login.gov](#) ([Arabic](#)) ([French](#)) ([Spanish](#))
  - o Step-by-step guide on [navigating SAM.gov](#) ([Arabic](#)) ([French](#)) ([Spanish](#))
  - o Step-by-step guide on [obtaining an NCAGE code](#) ([Arabic](#)) ([French](#)) ([Spanish](#))
- Quick reference guides for [non-U.S.-based organizations](#) ([Arabic](#)) ([French](#)) ([Spanish](#))
- A [key information log](#) that outlines all of the information organizations need to collect for registration.

#### **ANNEX 4 - STANDARD PROVISIONS**

USAID will administer awards in accordance with Parts 700 and 200 of Title 2 of the CFR, and Standard Provisions for U.S./non-U.S. organizations.

The full text of these provisions may be found at:

<https://www.usaid.gov/ads/policy/300/303maa> and  
<https://www.usaid.gov/ads/policy/300/303mab>).

The actual Standard Provisions included in the award will be dependent on the organization that is selected. The award will include the latest Mandatory Provisions for either U.S. or non-U.S. Nongovernmental organizations.

**Please note that the resulting award will include all standard provisions (both mandatory and required as applicable) in full text.**

## ANNEX 5 - VAT GUIDANCE



APRIL 2, 2003

### NOTICE FOR USAID CONTRACTORS AND GRANTEES

#### **SUBJECT: VAT GUIDANCE**

As per the guidance provided to all contractors and grantees in our letter of July 30<sup>th</sup>, 2002, VAT is an extremely sensitive and important issue for our Mission. Careful attention must be paid to avoiding VAT whenever possible and, failing that, obtaining valid VAT receipts so that USAID may seek VAT refunds from tax authorities. Failure to do so could put the Mission's programs in jeopardy and possibly lead to a USAID determination that VAT costs are unallowable.

USAID will reimburse contractors and grantees for Israeli and Palestinian VAT if and only if the following procedures are followed:

1. For Grantees, reasonable efforts must be made to avoid Israeli and Palestinian VAT at the point of sale whenever possible. This includes taking all reasonable steps to obtain a 0% VAT exemption from the Palestinian Authority before making any further purchases. Grantees that already have exemption mechanisms in place with Israel and/or the PA should continue to follow those procedures.
2. For grantees that recently received a 0% VAT exemption from the Palestinian VAT department, they are required to pass these exemptions to their partners (i.e. suppliers, vendors, and contractors), by sending a letter to the VAT Department notifying it about the partner, description of the transaction and the amount of the transaction before the purchase is completed.
3. For both Contractors and Grantees, in cases where Israeli or Palestinian VAT cannot be avoided at the point of sale, original VAT receipts must be obtained from all vendors that are legally authorized to issue such receipts. To be considered valid and acceptable, receipts must conform to the requirements stated in the checklist attached to this notice. Receipts shall be submitted to USAID's Financial Management Office on a monthly basis, no later than the fifteenth day after the end of the month. This will enable USAID to process refund claims with VAT authorities on a timely basis.

Financial Management Office  
Att. VAT Coordinator, USAID  
c/o American Embassy  
71 Hayarkon Street,  
Tel Aviv 63903

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c/o American Embassy  
71 Hayarkon Street,  
Tel Aviv 63903

Failure to comply with both of these requirements may result in a determination that the VAT costs in question are unallowable under your contract or grant, in which case those costs would be financed from your organization's own funds.

Given that USAID will be reimbursing VAT expenses in contractor and grantee billings that are charged as disbursement to the contracts/grants, the refunds, once received, will be recorded as off-sets to the applicable contract or grant by USAID.

Please note that separate procedures will be provided for processing refunds for contractors and grantees under Letter of Credit (LOC) method of payment.

Please submit the original VAT receipts and one copy to USAID. In addition, contractors and grantees must retain on file copies of receipts and related documentation reflecting their VAT submissions to USAID. This is needed to avoid the risk that VAT costs may be questioned during an audit and possibly disallowed.

In addition, we have attached for your use 2 matrixes, one for the Israeli and one for Palestinian VAT submissions. Please keep the following guidance in mind when submitting this document to USAID:

1. Report the VAT invoices in the correct chronological order, i.e. start from the first of the month through to the 30<sup>th</sup>.
2. Provide a hard and electronic copy of the form with the respective receipts attached to each one in order to avoid confusion.
3. The electronic copy has to be sent to [ilpavat@usaid.gov](mailto:ilpavat@usaid.gov).
4. Attach all related supporting documents to each receipt with that invoice.
5. Submit this form, receipts and supporting documents no later than the 15<sup>th</sup> of the following month.
6. You will notice that we have entered some figures already on the matrix. This is just to provide you with an example and to activate the formulas. Kindly replace those with your own figures.
7. For any specific issues with regards to the VAT, please contact Ms. Abeer Odeh, our Supervisor Financial Analyst, at 03-511-4806, 050 259407, and 059 246777 or at e-mail [aodeh@usaid.gov](mailto:aodeh@usaid.gov).

The requirements discussed in this notice apply to not just prime contracts and grants, but also subcontracts and sub-grants with non-local entities – that is, entities that are present in the West Bank or Gaza solely for the purpose of performing work financed by USAID or other tax-exempt donors.

USAID provided some guidance with regards to this issue in July 2002. However, some partners have failed to report their VAT in a timely manner. Therefore, we hereby request that all Contractors and Grantees report to us by COB noon April 21<sup>st</sup>, 2003, all pending invoices from January 1<sup>st</sup>, 2002 until the present.

We thank you for your cooperation in this matter.

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People-to-People Partnership for Peace Fund Grants Activity

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Attachments:

1. VAT Invoices Required Attributes
2. VAT Refund Sheet – Includes 2 documents for the Israeli and the Palestinian VAT respectively.



No.	Invoice Date	Invoice No.	Supplier Name	Registration No.	Invoice Description	Total Invoice Amount (NIS), including VAT	VAT Amount (NIS)	Total Invoice Amount (\$), including VAT	VAT Amount (\$)	\$ Rate	Voucher number of SF 1034 of VAT claim submitted to USAID
						90	13.08	\$ 18.75	\$ 2.72	4.8	
						150	21.79	\$ 31.25	\$ 4.54	4.8	
						120	17.44	\$ 25.00	\$ 3.63	4.8	
						80	11.62	\$ 16.67	\$ 2.42	4.8	
						-	-	\$ -	\$ -	4.8	
						-	-	\$ -	\$ -	4.8	
						-	-	\$ -	\$ -	4.8	
						-	-	\$ -	\$ -	4.8	
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						-	-	\$ -	\$ -	4.8	
						-	-	\$ -	\$ -	4.8	
						-	-	\$ -	\$ -	4.8	
					TOTAL			\$ -	\$ -	4.8	

Israeli VAT Refund Sheet  
 Organization Name:  
 Contract / Agreement Number:  
 Period Covered:

No.	Invoice Date	Invoice No.	Supplier Name	Registration No.	Invoice Description	Total Invoice Amount (NIS), Including VAT	VAT Amount (NIS)	Total Invoice Amount (\$), Including VAT	VAT Amount (\$) \$ Rate	Voucher number of SF 1034 of VAT claim submitted to USAID
						100	15.25	\$ 20.93	\$ 3.18 4.8	
						150	22.68	\$ 31.25	\$ 4.77 4.8	
							0.00	\$ -	\$ - 4.8	
							0.00	\$ -	\$ - 4.8	
							0.00	\$ -	\$ - 4.8	
							0.00	\$ -	\$ - 4.8	
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							0.00	\$ -	\$ - 4.8	
							0.00	\$ -	\$ - 4.8	
							0.00	\$ -	\$ - 4.8	
							0.00	\$ -	\$ - 4.8	
							0.00	\$ -	\$ - 4.8	
							0.00	\$ -	\$ - 4.8	
					TOTAL		0.00	\$ -	\$ - 4.8	

**ANNEX 6 - MISSION ORDER NO. 21**



# **USAID | WEST BANK/GAZA**

FROM THE AMERICAN PEOPLE

## **AMENDED AND RESTATED MISSION ORDER NO. 21**

**Subject:** Anti-Terrorism Procedures

**References:** Executive Order 13224 (September 24, 2001)  
Section 559 of the FY 06 Foreign Operations Appropriations Act  
Section 3 of P.L. 109-446  
18 U.S.C. §§ 2339A and 2339B  
AAPD 04-14 (September 24, 2004)  
AAPD 02-04 (March 20, 2002)

**Effective Date:** October 3, 2007

### **I. PURPOSE**

The purpose of this Mission Order is to describe and update procedures to ensure that the Mission's assistance program does not inadvertently provide support to entities or individuals associated with terrorism.

### **II. LEGAL AUTHORITIES**

On September 24, 2001, shortly after the terrorist attacks of September 11th, President Bush issued Executive Order 13224, which blocks property and interests in property of individuals and entities that are designated as committing or posing a significant risk of committing terrorist acts. The Order prohibits all transactions and dealings in blocked property or interests in the U.S. or by U.S. persons. It also prohibits transactions with, and provision of support for, individuals or entities designated in or subject to the Order.

Initially, 28 individuals and entities were designated under E.O. 13224. The Order authorized the Secretary of State to make additional designations. It also authorized the Secretary of Treasury to designate additional individuals and entities that provide support or services to, are owned or controlled by, act for or on behalf of, or are "otherwise associated with," an individual or entity that has been designated in or under the Order.

E.O. 13224 is just one of several statutes, regulations and Executive Orders pertaining to terrorism. Others include Sections 2339A and 2339B of Title 18 of the U.S. Code, which prohibit the provision of material support or resources for terrorist acts or to designated foreign terrorist organizations, and Executive Orders 12947 (January 23, 1995) and 13099 (August 20, 1998), which prohibit transactions with terrorists who threaten to disrupt the Middle East peace process.

Hundreds of individuals and entities have been designated under these and other statutes, regulations and Executive Orders. A complete list of designated parties can be found online at <http://www.treas.gov/offices/eotfco/fac/sdn/t11sdn.pdf>. The list includes several Palestinian

U.S. Agency for International Development  
American Embassy  
71 Hayarkon St.  
Tel Aviv, Israel 63903  
Tel. 972-3-511-4848  
Fax. 972-3-511-4888

organizations that have been designated as terrorist entities, including Hamas, the Popular Front for the Liberation of Palestine (PFLP), Palestinian Islamic Jihad (PIJ), and the Democratic Front for the Liberation of Palestine (DFLP).

A statutory provision of special relevance to USAID/WBG is Section 559 of the FY 06 Foreign Operations Appropriations Act, which is entitled "West Bank and Gaza Program". Paragraphs (b) and (c) of Section 559 provide as follows:

(b) VETTING – Prior to the obligation of funds appropriated by this Act under the heading "Economic Support Fund" for assistance for the West Bank and Gaza, the Secretary of State shall take all appropriate steps to ensure that such assistance is not provided to or through any individual, private or government entity, or educational institution that the Secretary knows or has reason to believe advocates, plans, sponsors, engages in, or has engaged in, terrorist activity. The Secretary of State shall, as appropriate, establish procedures specifying the steps to be taken in carrying out this subsection and shall terminate assistance to any individual, entity, or educational institution which he has determined to be involved in or advocating terrorist activity.

(c) PROHIBITION – None of the funds appropriated by this Act for assistance under the West Bank and Gaza program may be made available for the purpose of recognizing or otherwise honoring individuals who commit, or have committed, acts of terrorism.

A provision similar to paragraph (b) has appeared in each Foreign Operations Appropriations Act since FY 2003. Paragraph (c) was added in FY 2005. Provisions similar to paragraphs (b) and (c) were included in the Palestinian Anti-Terrorism Act of 2006 (P.L. 109-446), extending the requirements through fiscal years 2007 and 2008.

### III. ADDITIONAL BACKGROUND INFORMATION

The vetting procedures described in Section V are the culmination of an evolutionary process that began in July 2001, following consultations on Capitol Hill, and gathered momentum after the terrorist attacks of September 11, 2001. Draft review procedures were developed in the fall of 2001, based on consultations with the ANE Bureau, USAID's anti-terrorism task force, the Office of the General Counsel, the U.S. Embassy/Tel Aviv, USAID Mission staff, U.S. implementing partners, and Palestinian non-governmental organizations (NGOs). Since then, the review procedures have been further refined to take into account concerns raised by these and other parties. The most recent update occurred after discussions with the Government Accountability Office, USAID's Regional Inspector General, USAID's General Counsel's Office and Office of Security, Mission staff, and after a multi-agency review led by the U.S. Consulate General in Jerusalem as part of an effort to establish standard operating procedures for vetting across all U.S. Government agencies providing assistance for the West Bank and Gaza.

In addition to vetting, the Mission implements three other formal anti-terrorism measures: (1) the anti-terrorism certification (ATC) (see Section VI below), (2) mandatory clauses reminding contractors and grantees of their legal duty to comply with applicable anti-terrorism laws and regulations (see Section VII below), and (3) a clause implementing the restriction imposed by Section 559(c) of the FY 06 Appropriations Act (see Section VIII below).

There are also several less formal means by which support for terrorist organizations is avoided. First, in order to ensure compliance with E.O. 13224 and related requirements, U.S. contractors and grantees are expected to conduct their own review of proposed non-U.S. awardees.

- (3) Trainees: Non-US individuals for whom USAID finances (a) training, study tours, or invitational travel in the U.S. or third countries, regardless of the duration; or (b) training in West Bank/Gaza lasting more than five consecutive work days (regardless of the number of hours of training on each day).
- (4) Other direct recipients of cash or in-kind assistance: Except as provided in paragraph (5) below, vetting is required when other forms of cash or in-kind assistance (including technical assistance) are provided directly to one or more specifically identified persons or entities. For example, vetting generally would be required for a hospital that will receive pharmaceuticals, a company whose manufacturing equipment will be repaired or replaced, or an NGO whose recreational facilities will be renovated. Vetting is not required, however, for persons or entities that benefit from assistance indirectly. In the prior examples, no vetting would be required for patients of the hospital, customers of the manufacturer, or users of the recreational facilities. When assistance is to be provided directly to a government entity, the procedures outlined in part IX below, "Cooperation with Government and Government Officials" apply.
- (5) Exceptions: Except as provided in paragraph (6) below, vetting required under paragraph (4) above does not apply in the following cases:
  - (a) Individuals who receive jobs under employment generation activities, including incidental job training.
  - (b) Ultimate beneficiaries of cash or in-kind assistance, such as food, water, medical care, micro-enterprise loans, shelter, etc.; provided that the total value of assistance per occasion does not exceed the following amounts:
    - (i) \$1,000, for assistance to an individual (other than loans),
    - (ii) \$2,500, for assistance to an organization (other than loans), or
    - (iii) \$5,000, for micro-enterprise loans or assistance to a household (e.g., repair of housing units).
  - (c) Vendors of goods or services acquired by USAID contractors and grantees in the ordinary course of business for their own use – for example, utilities (water, electricity, gas, and trash collection); communications (telephone, fax, postal and courier services); office supplies, equipment and furniture; services for moving to new homes and offices; vehicles (purchase or lease) and fuel, spare parts, and repair or maintenance services for vehicles; and books, newspapers and periodicals. This exception also applies to paragraph A(1) above. Vetting is required, however, before leasing housing or office space if the total amount of rent under the lease exceeds the limit stated in A(1) above.
- (6) Even if vetting would not otherwise be required under these rules, vetting will be conducted whenever there is reason to believe that the beneficiary of assistance or the vendor of goods or services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has done so in the past.

**B. Further Rules on Applicability:**

- (1) The \$25,000 threshold for contracts and subcontracts is cumulative for multiple awards to the same firm or individual within a 12-month period. For example, if a firm receives a subcontract for \$20,000 and later is selected to receive another one for \$10,000, the second award would trigger vetting if fewer than 12 months have passed since the first award. To track this threshold, the Office of Contracts Management will provide the PSU, on a monthly basis, with a list of first tier contracts and second tier subcontracts under \$25,000 awarded to non-U.S. organizations or individuals for a program purpose in the prior month, or not previously reported, including the name of the contractor,

amount and start and end dates of the award. When the same firm or individual exceeds the \$25,000 cumulative amount, the PSU will notify the Cognizant Technical Officer responsible for the awardee that exceeded the threshold that vetting is required. Amendments, however, will be treated differently. If an amendment would increase the amount of a contract or subcontract above \$25,000, vetting would be required no matter how many months have passed since the original award was made.

- (2) With respect to vetting required under Sections V.A(1) and (2) above, vetting applies only to first-tier and second-tier recipients. If, for example, a U.S. prime contractor (first tier) awards a grant to a Palestinian NGO (second tier), which in turn awards a subgrant to another Palestinian NGO (third tier), the second-tier grantee would be vetted, but the third-tier subgrantee would not be.
- (3) Palestinian government officials, including Palestinian Legislative Council members and municipal officials, are subject to vetting to the same extent as other individuals. They must be vetted, for example, before participating in training or invitational travel outside of the West Bank and Gaza. They need not be vetted, however, with respect to USAID-financed public works that benefit broad segments of the general public – for example, the construction of schools, development of parks, or repair of roads. However, screening may be required under the circumstances described in part IX below, “Cooperation with Government and Government Officials.”
- (4) Vetting applies to colleges, universities and other educational institutions to the same extent as other types of organizations.
- (5) Although PIOs are not themselves subject to vetting, organizations and individuals to whom PIOs make awards or otherwise provide assistance are subject to vetting by USAID in accordance with these rules.
- (6) No one under age 16 will be vetted. Where vetting is required for a household (e.g., for housing assistance that exceeds \$5,000), only members of the household who are 16 years of age or older will be vetted.
- (7) If an organization has been previously vetted, whether subsequent vetting will be required for each of its branches that receive assistance will be decided by the Deputy Mission Director on a case by case basis. This decision will depend largely on the extent to which the organization's headquarters oversees and controls the activities of its branches.
- (8) For contracts and grants under interagency agreements pursuant to Section 632(a) or (b) of the Foreign Assistance Act, it will be incumbent upon the recipient agency to implement appropriate review procedures to ensure compliance with E.O. 13224 and related requirements. A provision to this effect will be included in all interagency agreements pertaining to the West Bank and Gaza.

**C. Vetting of “Key Individuals”:** Whenever an organization must be vetted, each of the organization's “key individuals” must also be vetted. “Key individuals” means:

- (1) Principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer or secretary of the board of directors or board of trustees);
- (2) The principal officer and deputy principal officer of the organization (e.g., executive director, deputy director; president, vice president);

- (3) The program manager or chief of party for the USAID-financed program; and
- (4) Any other person with significant responsibilities for administration of USAID-financed activities or resources.

Note that the definition of "key individuals" differs from the definition of "key personnel" under a contract or cooperative agreement.

- D. Obtaining Data Needed for Review:** Before USAID awards a contract, grant or cooperative agreement to any organization described in A(1) or (2) above, the proposed awardee must submit to USAID data needed to vet the organization and its "key individuals." Similarly, before an implementing partner makes a subaward of the type described in A(1) or (2) above, or provides assistance of the type described in A(3) or (4) above, the implementing partner must submit to USAID data needed to vet the proposed recipient of the subaward or other assistance.

To vet an individual, USAID needs the person's full name as it appears in a government-issued photo ID. If the individual holds an ID with a full four-part name, that ID must be used before an ID without the full four-part name. To vet an organization, USAID needs the full name and address of the organization and the full name of each "key individual" of the organization, once again, as it appears in a government-issued photo ID. In addition, for each individual or key individual USAID needs (1) the government-issued photo ID number (e.g. passport number), (2) type of such ID and country of issuance, and (3) date and place of birth. Provision of additional information such as citizenship(s), gender, occupation, current employer (if applicable), and address of residence should be submitted when available. Such additional information can expedite and improve the quality of the vetting process. Any vetting requests that do not include all required data will not be processed.

The Cognizant Technical Officer will be responsible for gathering the information described above from prime awardees, using the form shown in Attachment A. This information will be forwarded to USAID's Program Support Unit ("PSU") for submission to USAID/Washington for transfer to the appropriate U.S. vetting center in Washington for review (the "Vetting Center"). Before initiating a vetting request, however, the CTO should consult with PSU to see whether a vetting approval is already in effect for the individual or organization in question. (See "Duration of Approval," below.)

Vetting should be initiated as early as possible during the process of selecting recipients. Selection decisions should not be disclosed to the proposed recipient or any other outside party until the vetting process has been completed and USAID has determined that the recipient is eligible.

- E. Review by the Vetting Center, U.S. Consulate General and USAID:** After submission of the data described above, the Vetting Center will review the data and notify USAID/Washington in writing of the results of its review, including whether any derogatory information has been located – that is, whether any of the vetted organizations or individuals appear to be, or to have affiliations with, problematic organizations or individuals. Notification will be sent to PSU, which in turn will notify the CTO.

In cases where no derogatory information is located from Washington, USAID will submit organizations that require vetting under A(2) or A(4) above to the U.S. Consulate General in Jerusalem for an additional review. The Consulate General will review the data and notify USAID in writing of the results of its review, including whether any derogatory information

has been located. Notification will be sent by the Consulate General to the PSU which will in turn notify the CTO. This procedure will apply only to organizations and not to individuals.

In cases where no derogatory information is located from either the Vetting Center or the Consulate General, USAID will proceed with the proposed award, or notify the contractor, grantee or recipient that it may proceed with the proposed subaward, as the case may be. See Attachment B for suggested notification language.

In cases where derogatory information about a proposed awardee or a key individual is located, the Deputy Mission Director and the CTO will decide whether to request additional information about the organization or individual(s) in question – for example, an individual's occupation or address of residence, if not already provided. This information may enable USAID and the Vetting Center or the U.S. Consulate General to determine that a "false positive" has occurred, or it may confirm that suspected affiliations truly exist. When additional identifying information is needed, the request will be made to more than one person whenever possible – for example, to all "key individuals" of an organization – to avoid disclosing which individual(s) triggered the request.

In cases where additional information does not dispel derogatory information, USAID will either (1) disapprove the award or subaward to the proposed recipient, or (2) submit the matter to the U.S. Consulate General/Jerusalem for further review, in consultation with Washington as appropriate.

- F. Notification of Final Decision:** Once a final decision has been made, the Cognizant Technical Officer will promptly send written notice of the decision to (1) USAID's Contracting Officer, in the case of a proposed award by USAID; or (2) the proponent of the subaward, in the case of a subaward proposed by a party other than USAID. Notices to outside parties must conform to the language shown in Attachment B. A copy of the final decision will be retained in PSU's files.

- G. Duration of Approval:** Once an awardee has been approved pursuant to these procedures and received an award, the approval generally will remain in effect for that particular award for three years. However, new vetting will be required if there is any change in the awardee's "key individuals." For an organization, when there is a change in the "key individuals" only the new individual(s) must be vetted, but the approved vetting date for purposes of calculating the three-year period of approval for an award will remain the last date when all key individuals of the organization were vetted simultaneously. Vetting approval may be rescinded if USAID obtains information indicating that the awardee or any of its "key individuals" is or has been involved in terrorist activity. When such information arises, the Cognizant Technical Officer will consult with the Deputy Mission Director, the Regional Legal Advisor, and the Contracting Officer.

For any new awards or extensions of existing awards, the awardee must be vetted if more than 12 months have passed since the awardee was last approved pursuant to these procedures. If fewer than 12 months have passed, vetting is not required for that award or extension. For any award or extension that does not require vetting because fewer than 12 months have passed since the awardee was last approved, the Office of Contracts Management will provide the PSU on a monthly basis with a list of such awards or extensions, including the name of the awardee, amount and start and end date of the award. This will allow the PSU to track when the three-year vetting approval will expire for any given award.



As provided in the mandatory clause shown in Attachment D, awardees are required to keep USAID apprised of changes in the "key individuals" of the awardee and of all subawardees that were vetted by USAID. The clause reserves the right of USAID to rescind its approval of subawards at any time. If vetting approval is rescinded for a subaward, USAID's Contracting Officer will provide written instructions to the prime awardee to terminate the subaward. The clause also reserves the right of USAID to terminate the prime award if USAID determines that the awardee is involved in or advocates terrorist activity or has failed to comply with the requirements of the clause.

- H. Database:** PSU will maintain a database showing all organizations and individuals that have been submitted for review and the status of each case. Due to the sensitivity of information in the database, it will be made available only to those with an official need for access, as determined by PSU and/or the Deputy Mission Director.

#### **VI. ANTI-TERRORISM CERTIFICATION (ATC)**

On September 24, 2004, USAID/Washington's Office of Acquisition and Assistance issued AAPD 04-14, "Certification Regarding Terrorist Financing Implementation E.O. 13224 (Revision 2)". The AAPD requires that all U.S. and non-U.S. organizations certify, before being awarded a grant or cooperative agreement by USAID, that the organization does not provide material support or resources for terrorism. The text of the certification is shown as Attachment C. (This version supersedes earlier versions that were issued in AAPD 02-19 on December 31, 2002, and AAPD 04-07 on March 24, 2004.)

The ATC requirement applies to the prime recipients of grants and cooperative agreements and the recipients of Grants Under Contracts (GUCs). The requirement for prime recipients and recipients of GUCs also includes assistance instruments in any form (such as memoranda or letters of understanding, for example) to the extent such instruments are used as obligating documents to provide assistance. In addition, USAID/WBG has extended USAID's policy to apply the requirement to the first level of subgrantees receiving cash assistance under grants and cooperative agreements (Grants Under Grants, or GUGs) or any other assistance instrument regardless of its form. Thus, the ATC applies to all first-tier and GUC assistance recipients and all second-tier assistance recipients of cash assistance, but it does not apply to lower-tier recipients.

The ATC applies only to the non-governmental organizations that receive awards of cash or in-kind assistance. It does not apply to (1) individuals, (2) public international organizations, (3) the host government (including local government units), (4) contractors, or (5) subcontractors. Note that because municipalities are not NGOs, they need not sign the ATC when they receive in-kind assistance (e.g., technical assistance, training, supplies, equipment, or construction services).

The Office of Contracts Management (OCM) is responsible for obtaining ATCs before making awards to prime awardees. USAID's implementing partners are responsible for obtaining ATCs before making subawards to subawardees, in accordance with this section, and providing copies of them to OCM.

#### **VII. MANDATORY CLAUSES**

On March 20, 2002, the Office of Procurement issued AAPD 02-04, "Implementation of E.O. 13224 – Executive Order on Terrorist Financing." The AAPD prescribes a mandatory provision for inclusion in all solicitations and awards for contracts, grants and cooperative agreements.

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

The Mission has revised this clause to meet the statutory requirements relating specifically to the West Bank/Gaza program in consultation with USAID's Office of the General Counsel in Washington. The revised clause is shown as Attachment D. Paragraph (a) is identical to language stated in the AAPD. The other paragraphs are unique to the Mission and serve to implement the statutory requirements on the Mission's program.

For grants to the United Nations or UN agencies, the clause shown as Attachment E is used to supplement the standard provision entitled "Terrorist Financing Clause (UN Grants) (May 2003)". (See ADS 308, Mandatory References, Standard Provisions for Grants to Public International Organizations, Required as Applicable Standard Provisions.)

#### **VIII. RESTRICTION ON FACILITY NAMES**

Section 559(c) of the FY 06 Foreign Operations Appropriations Act, provides as follows: "None of the funds appropriated by this Act for assistance under the West Bank and Gaza program may be made available for the purpose of recognizing or otherwise honoring individuals who commit, or have committed, acts of terrorism." To implement this restriction, all contracts, subcontracts, grants, cooperative agreements, and subgrants must contain the clause set forth in Attachment F, "Restriction on Facility Names."

When, in accordance with this clause, an implementing partner submits information concerning a facility's name, the CTO will review the information to determine whether it might be problematic. If there is any possibility that the proposed name will be controversial, the CTO will consult with the Deputy Mission Director for guidance. The CTO will document this review in a memorandum to the project file.

The use of "shuhada" or "shaheed" ("martyr" or "martyrs") in a facility's name may be approved by the Mission Director if he determines (i) that assistance to the facility does not have the purpose of honoring or recognizing any individual who has advocated, sponsored or committed acts of terrorism and (ii) that it is unlikely that a reasonable person aware of the relevant facts and circumstances would perceive the assistance as having the effect of honoring or recognizing such an individual. When making this determination, the Mission Director may consult with the U.S. Ambassador or the U.S. Consul General, as appropriate.

#### **IX. COOPERATION WITH GOVERNMENT AND GOVERNMENT OFFICIALS**

Additional vetting may be required in cases where certain government officials – i.e., members of the Palestinian Legislative Council, officials of the Palestinian Authority, or elected municipal officials – will sign a memorandum of understanding, grant agreement or project agreement, or will otherwise be involved in project implementation or publicity for a project. Likewise, prior to providing assistance directly to or that directly benefits a government entity, additional screening may be required. In all such cases, the Deputy Mission Director should be contacted for guidance.

**X. APPROVAL**

This Mission Order will go into effect on the date signed by the Mission Director below.

  
Howard J. Sumka  
Mission Director

10-03-2007  
Date

Attachments:

- A. Vetting Form
- B. Sample Notification Language
- C. Anti-Terrorism Certification
- D. Mandatory Clause
- E. Mandatory Clause (UN Grants)
- F. Restriction on Facility Names

MO #21 Drafted by: RLA, P.Sullivan, 09/14/05, revised 12/28/05, 02/17/06, 03/03/06 & 3/13/06.  
Approved by: MD, Jim Bever, 3/13/06;

Amendment No. 1 revisions drafted by: RLA, J.Lifur, 11/06/06, revised 2/7/07, 6/11/07, 8/8/07,  
9/30/07.

## PARTNER INFORMATION FORM

## ATTACHMENT A

<b>Part I: Information About Proposed Activities</b>		
1. Name of the prime contractor, grantee or recipient proposing the award or other assistance:		
2. Type of proposed award or other assistance (check one): <input type="checkbox"/> contract or subcontract <input type="checkbox"/> grant or subgrant <input type="checkbox"/> training <input type="checkbox"/> equipment <input type="checkbox"/> other		
3. US\$ amount & estimated start/end date of proposed award or assistance: \$      Start:      End:		
4. Purpose of proposed award or assistance:		
5. Organization proposed to receive award or other assistance:		
a. Name:		
b. Address:		
c. Telephone:	d. Fax:	e. Email:
6. Information on each individual to receive training, equipment, or other direct benefits or who is a key individual of the organization named in 5 above. Use continuation sheets as necessary. ** = mandatory information.		
A. Name (As in passport or other government-issued photo ID)**		Government-issued photo ID number, type of ID and country of issuance:**
Place of birth:**	Date of birth:** (mm/dd/yyyy)	Rank or title in organization listed in #5 (if "key individual"):**
Other names used (may include nicknames, pseudonyms not listed under "Name"):		Gender:
Current employer and job title:		Occupation:
Address of residence:		Citizenship(s):
Email:	Is the individual a U.S. citizen or legal permanent resident?** Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Part II: Contractor/Grantee/Recipient Certification:</b>		
Contractor/Grantee/Recipient certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor/Grantee/Recipient understands that the U.S. Government may rely on the accuracy of such information in processing this vetting request.		
Name:		Signature:
Title/Organization:		Date:
<b>Part III: Submission details (to be completed by USC official)</b>		
Request number:		
Staff member who initiated request:		
Project name:		
Date submitted for screening:	1.	2.

**Partner Information Form Continuation sheet for Part 1, section 6, list of individuals (use additional continuation sheets as necessary):**

<b>B. Name (As in passport or other government-issued photo ID)**</b>		Government-issued photo ID number, type of ID and country of issuance:**
Place of birth:**	Date of birth:** (mm/dd/yyyy)	Rank or title in organization listed in #5 (if "key individual").**
Other names used (may include nicknames, pseudonyms not listed under "Name"):		Gender:
Current employer and job title:		Occupation:
Address of residence:		Citizenship(s):
Email:	Is the individual a U.S. citizen or legal permanent resident?** Yes ____ No ____	
<b>C. Name (As in passport or other government-issued photo ID)**</b>		Government-issued photo ID number, type of ID and country of issuance:**
Place of birth:**	Date of birth:** (mm/dd/yyyy)	Rank or title in organization listed in #5 (if "key individual").**
Other names used (may include nicknames, pseudonyms not listed under "Name"):		Gender:
Current employer and job title:		Occupation:
Address of residence:		Citizenship(s):
Email:	Is the individual a U.S. citizen or legal permanent resident?** Yes ____ No ____	
<b>D. Name (As in passport or other government-issued photo ID)**</b>		Government-issued photo ID number, type of ID and country of issuance:**
Place of birth:**	Date of birth:** (mm/dd/yyyy)	Rank or title in organization listed in #5 (if "key individual").**
Other names used (may include nicknames, pseudonyms not listed under "Name"):		Gender:
Current employer and job title:		Occupation:
Address of residence:		Citizenship(s):
Email:	Is the individual a U.S. citizen or legal permanent resident?** Yes ____ No ____	
<b>E. Name (As in passport or other government-issued photo ID)**</b>		Government-issued photo ID number, type of ID and country of issuance:**
Place of birth:**	Date of birth:** (mm/dd/yyyy)	Rank or title in organization listed in #5 (if "key individual").**
Other names used (may include nicknames, pseudonyms not listed under "Name"):		Gender:
Current employer and job title:		Occupation:
Address of residence:		Citizenship(s):
Email:	Is the individual a U.S. citizen or legal permanent resident?** Yes ____ No ____	

## **PARTNER INFORMATION FORM INSTRUCTIONS AND NOTICES**

### **Instructions**

#### **Part I**

Question 1 – Self-explanatory

Question 2- Indicate the proposed type of assistance or mechanism to be utilized by placing a check mark on the line in front of the appropriate term

Question 3 – Enter the estimated amount of award of assistance in U.S. dollars and indicate the start and end date of the program using a mm/dd/yyyy format

Question 4 – Indicate the purpose of the award or assistance. Use additional sheets and attach to page one of the vetting form if necessary

Question 5 a-d – Self-explanatory

Question 6 - "Key individual" means (i) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) the program manager or chief of party for the USG-financed program; and (iv) any other person with significant responsibilities for administration of the USG-financed activities or resources. Note that this definition differs from the definition of "key personnel" under contracts and cooperative agreements. Complete for each of these four categories or indicate "N/A" if a category does not apply.

#### **Part II**

An authorized representative of the Contractor/Grantee/Recipient must read the Certification and print his/her name where indicated, sign where indicated, print his/her title and the name of his/her organization where indicated, and print the date where indicated.

#### **Part III**

This section should be left blank. It will be completed by a USG official.

### **Notices**

#### **Privacy Act Statement**

The following statement is required by the Privacy Act of 1974 (5 U.S.C. 522). Information in this form is used to conduct screening of individuals and entities as required by applicable U.S. laws and implementing procedures to ensure that USAID funds do not inadvertently provide support to entities or individuals associated with terrorism. Public Law 109-446 §3(b)(2), 18 U.S.C. 2339A, 2339B, 2339C, Executive Orders 13224 and 12947, applicable Homeland Security Presidential Directives and other legislative or executive branch prohibitions on providing support or resources to, or engaging in transactions with, individuals or entities associated with terrorism constitute the authority for collecting this information. In addition, the Foreign Assistance Act of 1961 as amended (22 U.S.C. 2151 et seq.) provides USAID with broad discretion in granting foreign assistance and permits USAID to consider a range of foreign policy and national security interests in determining how to provide foreign assistance.

Disclosure of the information provided on this form will be done in accordance with USAID's System of Records Notice concerning the Partner Vetting System (72FR136) which establishes the routine uses and Privacy Act exceptions which apply to this system.

**ATTACHMENT B**

**SUGGESTED NOTICE LANGUAGE**

[The language below is suggested for notices to prime award recipients about proposed subawards. Notices to prime awardees about themselves should be modified as appropriate.]

**Notice of Eligibility**

I am writing with regard to \_\_\_\_\_, which your organization has proposed to receive an award of USAID assistance. USAID has determined that \_\_\_\_\_ is eligible to receive such assistance. This determination will remain in effect for three years to \_\_\_\_\_.<sup>1</sup> However, USAID reserves the right to rescind this approval in the event that USAID becomes aware of information indicating that the award is contrary to U.S. law or policy prohibiting support for terrorism. Furthermore, a new request for approval will be required if your organization wishes to extend this award or make a new award to \_\_\_\_\_ more than 12 months after [INSERT DATE OF FINAL VETTING RESULT].

This approval does not relieve your organization of its legal obligation to comply with U.S. Executive Orders and U.S. law prohibiting transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism.

As required by the terms of your contract/agreement with USAID, please promptly notify me in the event of any change in the identity of \_\_\_\_\_'s "key individuals." I request that you also notify me if there is a material change in the program or operations of \_\_\_\_\_, or any development that might cause USAID to reconsider \_\_\_\_\_'s eligibility.

**Notice of Ineligibility**

I am writing with regard to \_\_\_\_\_, which your organization has proposed to receive USAID assistance. After careful consideration, USAID has determined that \_\_\_\_\_ is not eligible to receive assistance funded by USAID. We encourage you to identify another candidate to receive the proposed assistance.

---

<sup>1</sup> This sentence can be removed if notice applies to direct beneficiaries vetted under Section V.A(4) of the Mission Order.

ATTACHMENT C

CERTIFICATION

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

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
  - (a) Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
  - (b) Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security Council (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
  - (c) Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
  - (d) The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification –
  - (a) "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
  - (b) "Terrorist act" means –
    - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or



- (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
  - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- (c) "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- (d) References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- (e) The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

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

Signed: \_\_\_\_\_  
(Typed Name and Title)  
(Name of Organization)

\_\_\_\_\_  
Date

**ATTACHMENT D**

**MANDATORY CLAUSE**

**Prohibition against Support for Terrorism**

- (a) The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws.
- (b) One of the applicable orders is Executive Order 13224, dated September 24, 2001. The website of the Office of Foreign Assets Control (OFAC) of the Department of Treasury contains the text of that order and a list of the individuals and entities designated thereunder. It also contains lists of individuals and entities designated under other anti-terrorism statutes, regulations and Executive Orders. See <http://www.treasury.gov/offices/enforcement/ofac/sdn/>.
- (c) USAID reserves the right to review, and either approve or reject, the following subawards if proposed under this contract/agreement: (i) any contract or subcontract in excess of \$25,000 with a non-U.S. organization or individual; and (ii) any grant or subgrant to a non-U.S. organization or individual, regardless of the dollar value. Furthermore, the written consent of USAID is required before certain other forms of assistance may be provided to a non-U.S. organization or individual. These include in-kind assistance such as renovation of an NGO's facilities, repair or replacement of a company's equipment, and certain training activities. The details of these requirements are described in notices issued by USAID/West Bank & Gaza from time to time. No approval (or failure to disapprove) by USAID shall relieve the Contractor/Recipient of its legal obligation to comply with applicable Executive Orders and laws.
- (d) USAID reserves the right to rescind approval for a subaward in the event that USAID subsequently becomes aware of information indicating that the subaward is contrary to U.S. law or policy prohibiting support for terrorism. In such cases, USAID's Contracting Officer will provide written instructions to the Contractor/Recipient to terminate the subaward.
- (e) USAID reserves the right to terminate this contract/agreement if USAID determines that the Contractor/Recipient is involved in or advocates terrorist activity or has failed to comply with any of the requirements of this provision.
- (f) This provision, including this paragraph (f), shall be included in all contracts, subcontracts, grants and subgrants issued under this contract/agreement. The Contractor/Recipient shall promptly provide to USAID's Contracting/Agreement Officer a copy of the pages from each subaward that contain this provision.

[In addition to the clauses set forth above, the following clause shall appear in each award made directly by USAID and each subaward made by a USAID prime contractor or recipient.]

- (g) The Contractor/Recipient agrees to promptly notify USAID's Cognizant Technical Officer (CTO) in the event of any change in the identity of its "key individuals" or in the identity of "key individuals" of any recipient of a subaward described in paragraph (c). For purposes of this requirement, "key individuals" means (i) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of

directors or board of trustees); (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) the program manager or chief of party for the USAID-financed program; and (iv) any other person with significant responsibilities for administration of USAID-financed activities or resources. Note that this definition differs from the definition of "key personnel" under contracts and cooperative agreements.

[In addition to the clauses set forth above, the following clause shall be included in any contract, grant or cooperative agreement awarded by USAID (i.e. USAID prime awards only).]

- (h) Before awarding any grant or similar instrument providing [cash or in-kind assistance under this contract][cash assistance under this agreement], the Contractor/Recipient shall (1) obtain from the proposed subawardee the certification required under USAID's Acquisition and Assistance Policy Determination 04-14 (AAPD 04-14), "Certification Regarding Terrorist Financing Implementation E.O. 13224 (Revision 2)," and (2) provide a copy of the certification to USAID's Agreement/Contracting Officer.

**ATTACHMENT E**

**MANDATORY CLAUSE (UN GRANTS)**

[This provision is applicable to grants to the United Nations or UN agencies. It supplements the standard provision entitled "Terrorist Financing Clause (UN Grants) (May 2003)".]

**Prohibition against Support for Terrorism (UN Grants)**

- (a) USAID reserves the right to review, and either approve or reject, the following subawards if proposed under this agreement: (i) any contract or subcontract in excess of \$25,000 with a non-U.S. organization or individual; and (ii) any grant or subgrant to a non-U.S. organization or individual, regardless of the dollar value. Furthermore, the written consent of USAID is required before certain other forms of assistance may be provided to a non-U.S. organization or individual. These include in-kind assistance such as renovation of an NGO's facilities, repair or replacement of a company's equipment, and certain training activities. The details of these requirements are described in notices issued by USAID/West Bank & Gaza from time to time. No approval (or failure to disapprove) by USAID shall relieve the Recipient of its legal obligation to comply with applicable laws and regulations.
- (b) USAID reserves the right to rescind approval for a subaward in the event that USAID subsequently becomes aware of information indicating that the subaward is contrary to U.S. law or policy prohibiting support for terrorism. In such cases, USAID's Agreement Officer will provide written instructions to the Recipient to terminate the subaward.
- (c) USAID reserves the right to terminate this agreement if USAID determines that the Recipient has failed to comply with any of the requirements of this provision.
- (d) This provision, including this paragraph (d), shall be included in all contracts, subcontracts and subgrants issued under this agreement. The Recipient shall promptly provide to USAID's Agreement Officer a copy of the pages from each subaward that contain this provision.

[In addition to the clauses set forth above, the following clause shall be included only in the UN grant awarded by USAID, and each subaward directly awarded by the UN recipient.]

- (e) The Grantee agrees to promptly notify USAID's Cognizant Technical Officer (CTO) in the event of any change in the identity of "key individuals" of any recipient of a subaward described in paragraph (a). For purposes of this requirement, "key individuals" means (i) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) the program manager or chief of party for the USAID-financed program; and (iv) any other person with significant responsibilities for administration of USAID-financed activities or resources. Note that this definition differs from the definition of "key personnel" under contracts and cooperative agreements.

[In addition to the clauses set forth above, the following clause shall be included only in the UN grant awarded by USAID.]

- (f) Before awarding any grant or similar instrument providing cash assistance under this agreement, the Recipient shall (1) obtain from the proposed subawardee the certification

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required under USAID's Acquisition and Assistance Policy Determination 04-14 (AAPD 04-14), "Certification Regarding Terrorist Financing Implementation E.O. 13224 (Revision 2)," and (2) provide a copy of the certification to USAID's Agreement Officer.

**ATTACHMENT F**

**RESTRICTION ON FACILITY NAMES**

- (a) No assistance shall be provided under this contract/agreement for any school, community center or other facility that is named after any person or group of persons that has advocated, sponsored or committed acts of terrorism. This includes any facility that has "shuhada" or "shaheed" ("martyr" or "martyrs") in its name, unless an exception is approved by the USAID Mission Director. In any case where assistance is proposed for a facility that is named after, or is planned to be named after, a person or group of persons, the Contractor/Recipient shall provide to USAID's cognizant technical officer (CTO) written information about the person(s) or group and shall not proceed with the assistance unless or until the CTO has provided written approval therefor. This restriction applies to all forms of cash or in-kind assistance, including construction services, equipment, supplies, technical assistance, and training.
- (b) In case of any failure to comply with this restriction, USAID may disallow any or all costs incurred by the Contractor/Recipient with respect to the facility and, if necessary, issue a bill for collection for the amount owed. This is in addition to any other remedies that may be available to USAID for such noncompliance.
- (c) This provision, including this paragraph (c), shall be included in all contracts, subcontracts, grants and subgrants issued under this contract/agreement. The Contractor/Recipient shall promptly provide to USAID's Contracting/Agreement Officer a copy of the pages from each subaward that contain this provision.



# USAID | WEST BANK/GAZA

## ADDENDUM #1 TO AMENDED AND RESTATED MISSION ORDER NO. 21

**Subject:** Mission Order No. 21 on Anti-Terrorism Procedures

**References:** USAID/WBG Amended and Restated Mission Order No. 21, dated October 3, 2007 (the "Mission Order") and references contained therein.

**Effective Date:** September 20, 2017

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### I. PURPOSE

Recent events have caused the Mission to reassess current practices involved in protecting USG funds from diversion to terrorist organizations. In consultation with the Consulate in Jerusalem, as well as the ME Bureau and other stakeholders, the Mission has determined that increasing the scope of current vetting procedures would address certain risks that have previously not been adequately identified or addressed. Thus, the purpose of this Addendum is to expand the application of the existing Mission Order to certain U.S. organizations which had previously not been required to be vetted. Terms used but not defined herein have the meanings assigned to them in the Mission Order.

### II. DEFINITIONS

- A. **"Field Based Staff"** means any Key Individual, regardless of nationality, that:
  - (1) Is an employee of a U.S.-Based Organization office in the Local Area; or
  - (2) Is assigned to work in the Local Area for a majority of the life of a relevant award; or
  - (3) Intends to spend more than 6 months of his or her time (cumulatively) during any 12 month period working in the Local Area; or
  - (4) Is a consultant or adviser that is based in the Local Area with regards to the relevant award.
- B. **"Local Area"** means the area within the legal boundaries of the country of Israel, the city of Jerusalem, or the Palestinian territories of the West Bank or Gaza.
- C. **"U.S.-Based Organization(s)"** means an entity that is, or an entity whose parent affiliate is, organized under the laws of the U.S. or any jurisdiction within the U.S., with the exception of Public International Organizations (PIOs) as defined in ADS 308.

### **III.EXPANDED VETTING REQUIREMENTS**

A. The Mission Order's provisions on vetting are hereby expanded such that USAID's review and approval of all awards and subawards, whether cash or in-kind, will now include U.S.-Based Organizations, subject to provisions III.B-D below.

B. The Mission Order's provision on vetting Key Individuals of US-Based Organizations shall only apply to Field Based Staff of such US-Based Organizations.

(1) For the avoidance of doubt, the Mission Order's provisions on vetting shall not apply to U.S. individuals who are recipients of training, invitational travel or other non-contract or grant related awards.

C. This Addendum #1 shall apply to (1) all current and active awards that are not scheduled to expire during fiscal year 2017, and (2) all new awards, as of the date of this Addendum #1.

D. Any exceptions or further rules relating to applicability, minimum award amounts, or other Mission Order terms applicable to non-U.S. organizations shall also apply to U.S.-Based Organizations.

### **VI.APPROVAL**

This Addendum to the amended and restated Mission Order No. 21 was approved by the Deputy Administrator, USAID, in the capacity of Senior Agency Vetting Official.

#### Attachments:

Tab 1 –USAID/WBG Mission Order 21



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**ANNEX 7 – Nita M. Lowey Middle East Partnership For Peace Act of 2020**