



ISSUANCE DATE: December 6, 2019

DEADLINE FOR QUESTIONS: December 16, 2019

PRE-APPLICATION CONFERENCE: December 19, 2019

CLOSING DATE & TIME: February 4, 2020 at 16:00 hours Hanoi Time

Subject: Notice of Funding Opportunity (NFO) No. 72044020RFA00001

Activity Title: Improving the quality of life of persons with disabilities in provinces sprayed with Agent Orange in Vietnam

Dear Prospective Applicants:

As authorized by the Foreign Assistance Act of 1961, as amended, the United States Agency for International Development (USAID)'s Vietnam Mission invites Summary Applications for funding to manage activities that improve the quality of life of persons with disabilities in provinces heavily sprayed with Agent Orange in Vietnam. The applicable Catalog of Federal Domestic Assistance (CFDA) number is 98.001, USAID Foreign Assistance for Programs Overseas.

USAID hereby requests Summary Applications, which are described in SECTION D: APPLICATION AND SUBMISSION INFORMATION of this NFO. Summary Applications may only be submitted by eligible local Vietnam entities as described in SECTION C.1: ELIGIBILITY INFORMATION.

Summary Applications must be submitted electronically (e-mailed) to the Point of Contact stated in Section D of this NFO by the closing date and time referenced above. **Applicants are strongly recommended to request a receipt confirmation to ensure that the application was received by USAID.** These applications will be reviewed by a Selection Committee in accordance with the evaluation criteria prescribed herein. Following this review, the most highly rated Applicant(s) will be asked to engage in joint program description development and submit a Full Application for USAID consideration. All Applicants will be informed of the results of the evaluation of the Summary Applications as soon as practicable. At no point is USAID obligated to make an award. USAID reserves the right to fund any or none of the applications submitted.

Subject to the availability of funds, USAID anticipates making one or more awards as a result of this NFO.

This award opportunity and any resulting awards will be administered in accordance with U.S. Government regulations including, but not limited to, the USAID Automated Directives System (ADS) and the U.S. Code of Federal Regulations (CFR).

For the purposes of this NFO, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer". Eligible organizations interested in applying are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements, and evaluation process.

This NFO is posted on www.grants.gov, and may be amended at any time. Potential Applicants should regularly check the website to ensure they have the latest information pertaining to this NFO. It is the responsibility of the Applicant to ensure that the NFO has been received from the internet in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes. If you have difficulty registering on www.grants.gov or accessing the NFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

USAID requires that all questions regarding this NFO be submitted in writing via e-mail to the point(s) of contact identified in SECTION D: APPLICATION AND SUBMISSION INFORMATION no later than the date and time stated above. Questions submitted and answers to all questions may be provided through an amendment to the NFO which will be publicly posted on grants.gov. Note Section D.3 Pre-Application Conference of this solicitation to participate in a discussion concerning this program and competitive process.

Issuance of this NFO does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for any costs incurred in the preparation and submission of an application. Further, USAID reserves the right to reject any or all applications received. In addition, final award of any resultant Assistance Award will not be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. Thank you for your interest in USAID Programs.

Sincerely,

s/Gelband

Bruce Gelband
Agreement Officer, USAID/Vietnam

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GLOSSARY

ADS	Automated Directives System
AO	Agreement Officer
AOR	Agreement Officer's Representative
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
MEL	Monitoring, Evaluation and Learning
NFO	Notice of Funding Opportunity
USAID	United States Agency for International Development

SECTION A: FUNDING OPPORTUNITY DESCRIPTION

A.1 OBJECTIVES AND SCOPE

Background

USAID began supporting programs for persons with disabilities in Vietnam in 1989. The United States Congress focuses resources for health and disability programs in Vietnam in areas sprayed with Agent Orange and otherwise contaminated with dioxin. Over the past 30 years, USAID support has focused on providing prosthetic and orthopedic devices for persons with disabilities, providing technical assistance to the development of disability policies and regulations, and strengthening inclusive education, vocational/employment and physical rehabilitation services.

USAID currently funds eight different implementing partners, five of which are Vietnamese entities, to support persons with disabilities in seven priority provinces. Key areas of USAID intervention include:

- Pre-service and continuing education related to physical therapy (PT), occupational therapy (OT), speech therapy (ST), and assistive technology (AT);
- Early identification of impairments in children;
- Provision of rehabilitation services in homes of persons with disabilities or at local hospitals;
- Establishing or equipping multi-disciplinary rehabilitation units within health facilities;
- Provision of mobility devices;
- Expanding public, private financing available for the rehabilitation sector;
- Addressing gender-inequity and gender-based violence; and
- Promoting disability rights.

In 2019, USAID/Vietnam entered into a new partnership with the Government of Vietnam's National Steering Committee for Overcoming the Post-war Unexploded Ordnance and Toxic Chemical Consequences in Vietnam (Committee 701). Both sides committed to supporting persons with disabilities in provinces sprayed with Agent Orange.

The successful Prime Awardees will be responsible for the following:

Sub-Award Making

The Prime Awardees will make sub-awards to various local or international entities to implement elements of this project. The Prime Awardees will carry out risk assessments of sub-awardees, develop objectives, tasks and performance standards with the sub-awardees and monitor performance. Not less than 80% of the total Prime Awardee budget is expected to be provided to sub-awardees.

Financial Management

The Prime Awardees will manage a sound financial management and internal control systems necessary for managing these activities.

Monitoring, Evaluation and Learning (MEL)

The Prime Awardees will be responsible to implement a MEL system that ensures: 1) the project achieves the intended results; 2) proper monitoring of conditions outside the control of the project that may affect implementation; 3) the methods meet USAID requirements; 4) new knowledge and learning is identified and applied during project implementation; 5) sub-awardees comply with USAID rules and regulations.

Quality assurance

Even though the preponderance of the field work will be implemented by sub-awardees, the Prime Awardees are responsible for ensuring that sub-awardees deliver quality services to beneficiaries to achieve the stated goals of the sub-award.

Capacity building

The Prime Awardees will provide local sub-awardees with training that build the capacity of these sub-awardees to ensure sustainability and service continuity for persons with disabilities.

Geographical Coverage

The activities to be implemented under this Program Description will be principally carried out in provinces that were heavily sprayed with Agent Orange during the U.S. - Vietnam War, including but not limited to: Quang Tri, Thua Thien-Hue, Quang Nam, Binh Dinh, Binh Phuoc, Tay Ninh, Dong Nai and Kon Tum. Some activities also will be carried out at the Central level.

A.2 GUIDING PRINCIPLES**Funding mechanism to the Prime Awardee(s)**

USAID/Vietnam will use a renewal grant approach for this program. USAID will provide funding for an initial period of thirty months of implementation, with the intention to provide additional support for the activity(ies) for an additional 30-month period based on awardee(s)' achievement of results. To make this determination, the awardee(s)' performance will be reviewed after twenty-four (24) months of implementation.

Beneficiaries

The award(s) targets people with severe disabilities according to the Vietnamese disability severity classification. Since many victims of Agent Orange determined and classified by the Government of Vietnam have severe disabilities, this group and the Association(s) of Victims of Agent Orange (VAVA), national or subnational levels, are included as beneficiaries under this award(s).

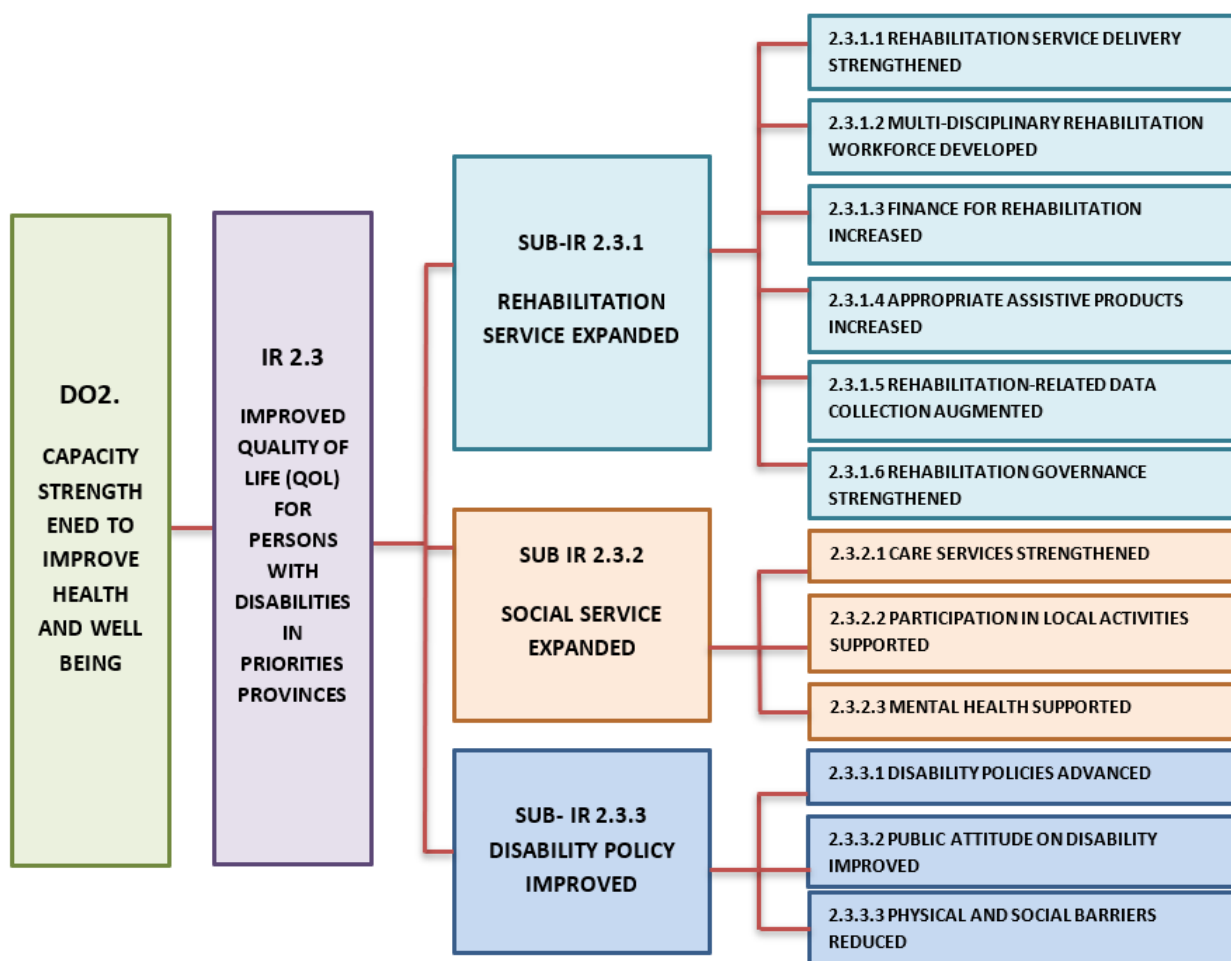
USAID's Disability Project Goal and Objectives:

Goal

Improved Quality of Life of Persons with Disabilities in USAID's priority provinces

Objectives

- 1) Rehabilitation services expanded
- 2) Social services expanded
- 3) Disability policies improved



USAID disability project's overarching illustrative expected results by 2024 include but are not limited to the following:

- 75% of beneficiaries reporting of improvement in their quality of life as defined by WHO's quality of life assessment tool;
- 100,000 persons with disabilities receiving USAID assistance, including physical therapy, occupational therapy, speech and language therapy, assistive products, home modification without construction, home-based palliative care (relief from pain, physical stress, depression, hygiene, bathing, social activities support, legal counseling etc.);
- 10 multi-disciplinary rehabilitation units established in each priority province;
- Well-trained rehabilitation practitioners/population ratio is 0.5-1/10,000 in each priority province;
- Increased number of rehabilitation services/techniques/assistive products are covered by health insurance;
- Increased percentage of new buildings in intervention areas meeting physical access standards; and
- Increased number of people trained in countering gender-based violence toward persons with disabilities.

Funding portion of direct assistance to persons with disabilities

It is anticipated that the new award(s) will bring benefits to not only the persons with disabilities, but other relevant groups such as families, communities, service providers (health, rehabilitation or social service practitioners, government officials, universities, etc.). However, the percentage of direct assistance to persons with disabilities and their families is expected to account for at least 50% of the total budget of the Sub Awards. Direct assistance means any type of support/services provided to individual persons with disabilities and their families, including but not limited to: hospital-based/home-based rehabilitation, palliative care, home modifications, training, personal assistance services, and assistive products (prosthetics, orthotics, assistive devices, household equipment supporting daily life activities of persons with disabilities, etc.). In addition to the cost of direct service delivery, the remaining budget will cover capacity building of local service providers and service delivery system strengthening which includes but not limited to workforce development, improved financing, data management, assistive product development, service governance strengthening, coordination, and policy advocacy.

Participatory approach

USAID values collaboration and collective actions in our development projects. Therefore, the awardees will maximize the participation of persons with disabilities, their families and their organizations, as key stakeholders and consumers, into the project planning, execution, and monitoring/evaluation, not only as beneficiaries but as customers and advisors of/to the program. Additionally, it is expected that the Prime Awardees will ensure that their sub-awardees will adopt the same approach in the whole process of activity planning and implementation.

Multi-disciplinary approach in rehabilitation

USAID/Vietnam aims to build a system for priority provinces that provides multi-disciplinary services including but not limited to physical medicine and rehabilitation, physical therapy, occupational therapy, speech and language therapies, and assistive products. To the extent possible, mental health services and psychological support may be made available for persons with disabilities and families/caregivers. Services should be well-coordinated and can be provided in formal institutions or at home.

Government of Vietnam's project approval

It is anticipated that the Government of Vietnam's project approval for prime-award(s) and sub-awards will be time consuming. The applicant(s) need to develop a practical plan to get project approval(s) from relevant government authorities. This is critical as the project approval process will impact the award(s) implementation timelines and subsequent outcomes.

Local Systems and Capacity Building

USAID seeks to support awards that focus on local solutions, sustainability and social inclusion. To ensure sustainable development, building capacity of local service providers at all levels is necessary. By focusing on local capacity development, emphasis will be placed on sustainable development with a recognition that a local system exists. Awardees will improve the capacity of the existing local system and maintain the ability to analyze the current state of local systems in terms of human resources, operational context, internal institutional organizational structures, and cross-institution linkages. The capacity building plan for system strengthening should be tailored to the specific needs of the existing system, and/or stakeholders.

Private Sector Engagement

As the private sector plays an increasingly critical role in providing services in Vietnam, the Prime Awardees will engage corporations, local businesses, financial institutions, investment firms, private foundations and others as partners in joint efforts to increase the capacity of the rehabilitation and social service sectors to improve the quality of life for persons with disabilities. These efforts should include the provision of services such as home-based care, personal assistance, training, assistive products, and/or development/application of new technologies that support persons with disabilities' daily life function. The Awardee's overall strategic approach should be guided by a commitment to forge partnerships that leverage the expertise, technologies, networks and resources of the private sector to achieve greater development impact, continuity and sustainability.

Strategic Partnerships, Coordination and Collaboration

The awardees may choose to engage with a broad range of public and private actors across Vietnam, including but not limited to government entities, NGOs, international organizations and donors, civil society, academia, and the private sector, to tackle the challenges associated with service provision for persons with disabilities. By coordinating and working closely with potential partners, the project will work to improve the delivery, impact, and sustainability of

development assistance, thereby maximizing results.

The key GVN counterpart for these activities will be the National Action Center for Chemical and Environmental Treatment (NACCET) as assigned by the National Steering Committee for Overcoming the Post-War Unexploded Ordnance and Toxic Chemical Consequences in Vietnam (Committee 701). To the extent practicable, the Awardees should collaborate with their GVN project counterparts to ensure effective communication and coordination between stakeholders.

Adaptive Approach

The needs of persons with disabilities are complex and individual-based. Service systems for persons with disabilities in Vietnam are at a nascent stage and neither in existence nor accessible by persons with disabilities at sub-national levels. The Awardees will take a learning and adaptive approach to identify needs, design service programs, and collaborate with local communities/organizations to mobilize resources as well as monitor activity performance. By utilizing an adaptive approach, activities can shift focus from one intervention to another or be modified in response to changes in the operating environment to more effectively achieve activity goals. Prime Awardee(s) should generate a platform for sub-awardees, local partners and other stakeholders to learn from each other and standardize the technical approaches.

Gender Equality and Social Inclusion

There are high rates of violence against women and girls with disabilities, as well as violence against men and boys with disabilities. As a result, this program will help families, caregivers and government institutions, particularly health institutions, to better cope with, and address the inequality as well as the stigma and discrimination toward persons with disabilities within communities. Activities should focus on greater participation of male family members in the care for persons with disabilities, empowerment of family members to increase the demand for support services that they are entitled to by law. The literature review also recommended that USAID conduct group-based empowerment trainings to prevent domestic abuse among women with intellectual impairments. Training will empower disabled women by providing the knowledge to protect them and prevent domestic abuse. The Prime Award(s) will ensure this type of training to the targeted communities is provided.

Environmental Protection and 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 includes environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations ([22 CFR 216](#)) and in USAID's Automated Directives System (ADS) Chapter [204](#), which, in part, requires 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.

A.3 PUBLICITY, COMMUNICATIONS AND MEDIA RELEASES

Throughout the life of the award, USAID will disseminate information through publications, social media, and other communications on objectives, activities, outcomes and successes. Information conveyed will include, but is not limited to, details on the prime Recipient as well as beneficiaries and the target audience of the activity. USAID will make every effort to notify the selected Applicant of the content of the information before actual public release. The selected Applicant must make any concerns regarding publicity or press coverage known to USAID in writing.

In addition, dissemination of any press releases or success stories issued by the Recipient pertaining to the award is subject to USAID's prior review and concurrence.

A.4 PROPER COMMUNICATION CHANNELS

In order to maintain a fair and transparent funding opportunity, USAID maintains strict guidelines on who within USAID may be contacted regarding applications or questions about the opportunity. Applicants may only contact USAID via the email address provided in this NFO. Failure to comply with this guidance may disqualify an Applicant.

A.5 BRANDING STRATEGY AND MARKING PLAN

Applicants are NOT required to submit a Branding and Marking plan with their Summary Applications. However, Applicants are requested to note that in accordance with [2 CFR 700.16](#), USAID requires the submission of a Branding Strategy and a Marking Plan by the prospective successful Applicant 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](#).

A.6 PRE-AWARD RESPONSIBILITY DETERMINATION AND RISK ASSESSMENT

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

IMPORTANT NOTE

Applicants should **not** submit the information below with their Summary Applications. The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the AO before award in order to make the responsibility determination:

These documents may include, but are not limited to:

1. Audited financial statements for the past three (3) years that have been audited by a certified public accountant or other auditor satisfactory to USAID;
2. Bylaws, constitution, and articles of incorporation, if applicable;
3. Copies of organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., and indicate whether such policies and procedures have been reviewed and approved by any agency of the Federal Government. If so, provide the name, address, and phone number of the cognizant reviewing official;
4. Other documentation, as required by the Agreement Officer, to substantiate that the Applicant:
 - Has adequate financial resources or the ability to obtain such resources as required during the performance of the Cooperative Agreement;
 - Has the ability to comply with the award's terms and conditions, taking into account all existing and currently prospective commitments of the Applicant, non-governmental and governmental;
 - Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
 - Has a satisfactory record of integrity and business ethics;
 - Is otherwise qualified and eligible to receive a Cooperative Agreement/Grant under applicable laws and regulations (e.g., Equal Employment Opportunity Laws).

An award may be made only by the Agreement Officer upon his/her signature only after she/he makes a positive responsibility determination that the Applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs, and specifically the proposed activity, and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID.

For organizations that are new to working with USAID or for organizations with outstanding audit findings, or otherwise at USAID's discretion, USAID may perform a pre-award survey to assess the Applicant's management and financial capabilities. If notified by USAID that a pre-award survey is necessary, Applicants must prepare, in advance, the required information and documents. See ADS 303.3.9.1 at <https://www.usaid.gov/sites/default/files/documents/1868/303.pdf> for more information on pre-award surveys. Please note that a pre-award survey does not commit USAID to make any award.

A.7 PRE-AWARD SCHEDULE

In order to provide an overview to Applicants of the typical timeline of the pre-award schedule, ATTACHMENT G: PLANNED PRE-AWARD SCHEDULE, has been included as part of this NFO.

A.8 ENGLISH LANGUAGE REQUIREMENTS

Applications must be submitted in English. All deliverables and correspondence after award must be produced and conducted in English.

[END OF SECTION A: FUNDING OPPORTUNITY DESCRIPTION]

SECTION B: FEDERAL AWARD INFORMATION

B.1 ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

Subject to funding availability, USAID intends initially to provide up to US \$19 million in total for this award(s).

USAID intends to award one (1) or more Cooperative Agreements pursuant to this NFO.

USAID reserves the right to fund any one or none of the applications submitted.

B.2 START DATE AND PERIOD OF PERFORMANCE FOR FEDERAL AWARDS

The start date will be upon the signature of the Agreement Officer. The initial period of performance anticipated herein is not expected to exceed 30 months for the initial implementation phase. USAID/Vietnam will use a renewal grant approach for the new award(s). As such, the awardee's performance will be reviewed after twenty-four (24) months. After the initial 30 month phase, based on satisfactory progress in meeting program objectives and compliance with award terms and conditions, the award may be renewed, for a total period of performance, including the initial performance period, not to exceed five years from the initial date of award.

B.3 REPORTS

In accordance with the CFR 2, parts 200.327 and 200.328, the Prime Recipient must submit performance and financial reports on a quarterly basis (covering in detail all activities) to the designated Mission staff.

The Prime Recipient will consult with USAID on the format and expected content of reports prior to submission. The following is a listing of the Reporting Requirements for Standard Assistance Awards:

1. Financial Reporting
2. Program Reporting
 - a. Work Plan/ Annual Implementation Plan
 - b. Monitoring, Evaluation and Learning Plan
 - c. Quarterly Performance Reports
 - d. Annual Performance Reports
 - e. Close Out Plan
 - f. Final Report

B.4 MONITORING, EVALUATION, AND LEARNING

Awardees will develop dynamic monitoring, evaluation, and learning (MEL) practices which provide opportunities for periods of intensive analysis, reflection, and evaluation alongside regular activity monitoring through adaptive management. Adaptive management shifts the focus from outputs to outcomes.

Per ADS 201, the selected Applicant(s) will develop an individual activity MEL plan. Each plan will build its results framework in order to measure achievements specific to the chosen subject; however, they should be designed to contribute to measuring the progress towards the Disability Project's results framework as provided in the Guiding Principle of Section A. Funding Opportunity Description. All planned results must be realistically achievable.

The selected Applicant will be responsible for developing and tracking activity targets, outputs and impact, and overall activity indicators which gauge individual program activities and program effectiveness. Within 60 days following award, the selected Applicant must submit the first Annual Implementation Plan. Attached to the initial implementation plan, the selected Applicant will develop a MEL Plan (previously known as the Performance Management Plan). The MEL Plan must adequately track and document progress against activity components. The MEL Plan also reflects the award progress over the life of the program and is a critical tool for planning, managing, documenting, and evaluating performance.

B.5 SUBSTANTIAL INVOLVEMENT

Consistent with ADS 303.3.11, USAID/Vietnam anticipates a close working partnership with the selected Applicant(s) for this activity. USAID/Vietnam, through the delegated AOR will exercise substantial involvement under this Cooperative Agreement in the following ways:

1. Approval of the Prime Recipient's Annual Implementation Plans;
2. Approval of specified Key Personnel: Key Personnel positions (which is suggested to include Chief of Party, Grant/Procurement Officer, Chief of MEL, Chief of Finance, and Disability Specialist) will be identified and stated in the award. The Prime Recipient shall request prior approval from the USAID Agreement Officer for the replacement of key personnel or changes in key personnel positions;
3. Agency and Prime Recipient Collaboration or Joint Participation: USAID will participate as determined by the AOR on selection committees for the review and selection of sub-awards, if any.

Concurrence on the substantive provisions of sub-awards by AO or AOR depending on threshold.

Approval of the Prime Recipient's activity MEL Plan by the AOR.

4. Approval of the construction implementation plan (if any) by the AO

B.6 TITLE TO PROPERTY

Property title under the resultant cooperative agreement shall vest with the Recipient in accordance with the requirements of 2 CFR 200.310 and 2 CFR 200.316 regarding use, accountability, and disposition of such property.

B.7 AUTHORIZED GEOGRAPHIC CODE

The geographic code for this activity is 937, which includes the United States, the Recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

For more information on authorized geographic code, please see ADS 310:

<https://www.usaid.gov/sites/default/files/documents/1876/310.pdf>.

B.8 PURPOSE OF THE AWARD

The principal purpose of the relationship with the Prime Recipient and under the subject activity is to transfer funds to accomplish a public purpose of improving the quality of life of persons with disabilities in priority Vietnam provinces, which is authorized by Federal statute.

The Prime Recipient will be responsible for ensuring the achievement of the activity objectives and the efficient and effective administration of the award through the application of sound management practices. The Prime Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, activity objectives, and the terms and conditions of the Federal award. The Prime Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

B.9 AUDITS

The requirements of Audits will be provided in more detail as a Standard Provision of the award, basically:

a) Audits for the Prime Recipient:

- (i) The recipient must have an annual audit conducted in accordance with the "Guidelines for Financial Audits Contracted by Foreign Recipients" issued by the USAID Inspector General, for any recipient fiscal year in which the recipient expends a combined total of \$750,000 or more in all USAID awards, either directly or through another USAID contractor or recipient, excluding fixed price contracts and fixed obligation grants.
- (ii) The audit report must be submitted to USAID within 30 days after receipt of the auditor's report, but no later than nine months after the end of the period audited.
- (iii) The USAID Inspector General will review this report to determine whether it complies with the audit requirements of this award. USAID will only pay for the cost of audits conducted in accordance with the terms of this award.
- (iv) In cases of continued inability or unwillingness to have an audit performed in accordance with the terms of this provision, USAID will consider appropriate sanctions which may include suspension of all, or a percentage of disbursements until the audit is satisfactorily completed.
- (v) The recipient is not required to have an annual audit for any recipient fiscal year in which the recipient expends a combined total of less than \$750,000 in all USAID awards, either directly or through a prime contractor or recipient, excluding fixed price contracts and fixed obligation grants. However, the recipient must make records pertaining to this award for that fiscal year available for review by USAID officials or their designees upon request.
- (vi) USAID retains the right to conduct a financial review, require an audit, or otherwise ensure adequate accountability of organizations expending USAID funds, regardless of the audit requirement.

b) Audit for the Sub-awardees

- (i) If the recipient provides USAID resources to other organizations to carry out the USAID-financed program and activities, the recipient is responsible for monitoring such subrecipients or contractors. The costs for subrecipient audits for organizations that meet the threshold in paragraph b. are allowable. The costs for subrecipient audits for organizations that do not meet the threshold in paragraph b. are allowable only for the following types of compliance audits: activities allowed or unallowed; allowable costs/cost principles; eligibility; cost share; level of effort; earmarking; and reporting.
- (ii) This provision must be incorporated in its entirety into all subawards and contracts with non-U.S. organizations that are for more than \$10,000. Subawards of grants and cooperative agreements made to U.S. organizations must state that the U.S. organization is subject to the audit requirements contained in 2 CFR 200, subpart F.

[END OF SECTION B: FEDERAL AWARD INFORMATION]

SECTION C: ELIGIBILITY INFORMATION

C.1 ELIGIBLE APPLICANTS

Organizations eligible to apply under this NFO is limited to local Vietnam entities including non-profit or for-profit non-governmental organizations (NGOs), private voluntary organizations, foundations, colleges and universities, civic groups, faith-based and community institutions, private businesses and associations, Vietnamese philanthropic organizations, and advocacy groups. USAID encourages applications from potential new partners. For-profit Applicants should note that USAID policy prohibits the payment of fee/profit to the prime Recipient under grants and cooperative agreements.

The definition of “local Vietnam entity” means an individual, a corporation, a nonprofit organization, or another body of persons that: (1) Is legally organized under the laws of; (2) Has as its principal place of business or operations in; (3) Is majority owned by individuals who are citizens or lawful permanent residents of; and (4) Is managed by a governing body the majority of who are citizens or lawful permanent residents of the country of Vietnam. For purposes of this section, ‘majority owned’ and ‘managed by’ include, without limitation, beneficiary interests and the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means.

C.2 FINANCIAL PARTNERSHIP/COST SHARING

Cost share is defined by USAID as “*contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives and which are verifiable from the Recipient’s records.*” USAID encourages cost-sharing. Such funds may be mobilized from the Prime Recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. This may include contribution of staff level of effort, office space, equipment, other facilities or use of unrecovered indirect costs which may be used for the activity, provided by the partner. For guidance on cost sharing in grants and cooperative agreements see [2 CFR 200.306](#).

If a cost share application is accepted and made part of an award, contributions must be supported by adequate documentation, be allowable under the applicable cost principles and meet the criteria set forth in [2 CFR 200.306](#).

Funds that are paid by the U.S. Federal Government through another source may **not** be used by an organization in cost share calculations. Cost share contributions must be reported on a periodic basis on payment forms, and USAID has the right to reduce its share of funding if the cost share reported is less than the agreed upon percentage or amount contained in the award.

Recipients/Grantees should be prepared to distinguish in their reporting the outputs and outcomes that result from cost share contributions versus USAID monies. If a difference remains after an award has expired, the Recipient may be required to refund the difference.

USAID does not apply its source and nationality requirements, or the restricted goods provision established in the Standard Provision "USAID Eligibility Rules for Goods and Services" to cost sharing contributions. The Agreement Officer may authorize the Recipient to attribute cost sharing contributions from sub-recipients to the prime award. Cost sharing may be also demonstrated either through direct funding, beneficiary contributions, in-kind assistance, or a combination thereof. USAID shall make the final determination and assess whether the Applicants cost share contributions (e.g. categories or items) meet the standards set in 2 CFR 200.

Furthermore, USAID urges Applicants to actively pursue opportunities for Public Private Partnerships. Public Private Partnerships augment the activity(ies) through additional resources (i.e., leverage) brought to the activity(ies) without necessarily providing them to the Recipient of the USAID assistance award. These parties may include private foundations, businesses, or individuals.

C.3 PROJECT APPROVAL

Within 15 days from the date of award, the Prime Recipient(s) under this NFO is required to initiate efforts toward obtaining the Vietnamese Government's approval of its full operation and implementation of the activity.

C.4 OTHER INFORMATION

An organization may submit only one Summary Application package in response to this NFO.

[END OF SECTION C: ELIGIBILITY INFORMATION]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1 AGENCY POINT(S) OF CONTACT

Mr. Bruce Gelband
Agreement Officer
USAID/Vietnam

Ms. Van Trinh
Acquisition & Assistance Specialist
USAID/Vietnam
Email: vantrinh@usaid.gov

D.2 QUESTIONS AND ANSWERS

Questions regarding this NFO should be submitted **in writing** to Ms. Van Trinh no later than the date specified on the cover page of the NFO. Answers and all questions received by such time will be posted publicly on the listing for this opportunity on grants.gov, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicants.

Oral explanations or instructions given before award of a Cooperative Agreement will not be binding.

D.3 PRE-APPLICATION CONFERENCE

The details of the pre-application conference are below. If there is a change to the time, date or location provided below, those that confirm attendance will be notified and the change will be announced on Grants.gov as an amendment to this solicitation.

Venue:

The Hanoi Club, Hotel & Lake Palais Residences
76 Yen Phu Str., Tay Ho Dist., Hanoi, Vietnam

Date: December 19th, 2019

Time: 9:30- 12:00

RSVP: Participants must register in advance, not later than December 17th, by completing the following form:

https://docs.google.com/forms/d/e/1FAIpQLSdKUKrThQ4zE7j48A-GA5MOvAyRQ91DH_ooIYU23kfCfDdUzw/viewform

We would request that not more than two individuals from a single organization attend due to potential space constraints. If there is a change in the conference logistics, those registered participants will be notified as soon as practicable.

D.4 APPLICANTS RESPONSIVENESS

All applications received by the closing date and time will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Applications not conforming to the instructions may not be evaluated. **SECTION E: APPLICATION REVIEW INFORMATION** addresses technical evaluation application criteria.

It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time.

D.5 APPLICATION PROCESS

The Government intends to award one (1) or more Cooperative Agreement(s) using the following stages:

a. Summary Applications:

In order to help expedite the review process and alleviate the burden on Applicants, USAID/Vietnam requests the submittal of **Summary Applications** limited to **ten (10) pages**. The highest rated application(s) will be invited to participate in the process described hereunder and may be invited to submit a Full Application for further review and evaluation (See ATTACHMENT A: FULL APPLICATION FORMAT of the NFO for guidance on Full Application format).

b. Joint Program Description Development:

Following the evaluation of the Summary Applications, the highest rated Applicant(s) will be invited to engage in a process of joint program description development with USAID, and other stakeholders. The duration of this process is expected to be approximately two (2) weeks. During this time, the Applicant and any potential resource and technical partners will join USG and other stakeholders both in person and remotely to jointly develop a full Program Description and ensure the Applicant has the capability to implement the program. See more specific dates below in ATTACHMENT G: PLANNED PRE-AWARD SCHEDULE. Travel at the Applicant's expense will be required for in-person joint program description development, likely in Hanoi. Thereafter, the selected Applicant(s) will have additional time (approx. two (2) additional weeks) to prepare a final technical and cost application (the Full Application) for USAID consideration.

D.6 APPLICATION SUBMISSION GUIDELINE

a. Electronic submissions:

The Applicants must ensure that the applications are received at USAID/Vietnam in their entirety and by the closing date on the cover page of this solicitation. Summary Applications must be sent to Ms. Van Trinh no later than the closing date specified on the cover page of the NFO. E-mail attachments must be compatible with Microsoft (MS) Office in a MS Windows environment and/or Adobe Acrobat (.pdf). USAID **cannot** accept zip files, as they will be blocked by USAID's firewall.

After submitting Summary Applications electronically, the Applicants are required to check their own email to confirm that the attachments they intended to send were indeed sent. If the Applicants discover an error in their transmission, then 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. 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. Preparation of Summary Applications:

Each Applicant shall furnish the information required by this NFO. To facilitate the competitive review of the Summary Applications, USAID will only consider Summary Applications conforming to the format prescribed below.

Order	Required Item	Page Limit	Required Item Instructions
SUMMARY APPLICATION			
1	Cover Page	1	See ATTACHMENT C
2	Organizational Qualifications	8	See SECTION D.7.1 Below
3	Summary Budget	1	See ATTACHMENT D

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

“This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, a grant is awarded to this Applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is

obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers} and, mark each sheet of data it wished to restrict with the following legend:

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

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

D.7 SUMMARY APPLICATION FORMAT

SUMMARY TECHNICAL APPLICATION PAGE LIMIT. **Summary Technical Applications** must be in English and are limited to **ten (10) pages as described above**. USAID may not evaluate information submitted above this page limit.

Applications must be written in English. Number each page consecutively.

D.7.1 ORGANIZATIONAL QUALIFICATIONS

Applicants must provide a clear description of the organizational qualifications that merit the Applicant’s consideration for selection. There are two (2) necessary sections to be included therein:

A. Organizational Commitment and Prior Success

This section will describe the Applicant’s prior experience, if any, and degree of success achieved in the following areas as described in this solicitation:

- a. Delivering/Administering social services
- b. Delivering/Administering rehabilitation services
- c. Providing grants/sub-awards (Grantor)
- d. Monitoring and evaluating project performance
- e. Capacity building
- f. Implementing activities in targeted provinces
- g. Working collaboratively with the private sector to further social sector goals
- h. Working with the central government on policy issues

B. Organizational Capability

This section will describe the Applicant’s capability to successfully implement the activities described herein by demonstrating the Applicant’s management systems necessary to implement a multi-million-dollar activity and ensure compliance with the terms and conditions of the award. Specifically, Applicants should address:

- a. The Applicant’s registration status

- b. The Applicant's organizational structure and governance
- c. The Applicant's control environment
- d. The Applicant's management and staff expertise
- e. The Applicant's sub-award management practices
- f. A summary of past audit results.

D.7.2 SUMMARY BUDGET FORMAT

As part of the Summary Application, Applicants will be required to submit a Summary Budget (ATTACHMENT D: SUMMARY BUDGET TEMPLATE). A detailed budget will not be requested until an Applicant moves forward to the Full Application stage and submits the budget information described in ATTACHMENT A: FULL APPLICATION FORMAT.

D.8 UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (SAM)

USAID may not award to an Applicant until the Applicant has complied with all applicable unique entity identifier and SAM requirements. Each Applicant is required to:

- (i) 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;
- (ii) Provide a valid DUNS number in its application; and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

SAM registration will be required for any Applicant selected. Failure to comply with this requirement may jeopardize further review and evaluation of the application. Instructions on how to register in DUNS and SAM are described in ATTACHMENT F: INSTRUCTIONS FOR REGISTRATION IN DUNS AND SAM.GOV.

D.9 CONSTRUCTION

Small-scale constructions may be authorized under this award to allow necessary home modification activities that support persons with disabilities to perform their daily life activities and their independent living.

[END OF SECTION D: APPLICATION AND SUBMISSION INFORMATION]

SECTION E: APPLICATION REVIEW INFORMATION

E.1 OVERVIEW

The criteria presented below have been tailored to the requirements of this particular NFO. Applicants should note that these criteria serve to (a) identify the significant matters which Applicants should address in their Summary Applications, and (b) set the standard against which each Summary Application will be evaluated.

The technical portion of the Summary Application (Organizational Qualifications) should be specific, complete, and concise. Applicants should review all information in this NFO prior to preparing Summary Applications.

The Summary Application must be directly responsive to the terms, conditions, guidelines and provisions of this NFO to be assured of consideration.

In the event that applications are evaluated to be of equal quality, preference will be given to Summary Applications that include partnerships with resource partners¹ (bringing cost share/leverage to the activity) and Applicants that demonstrate long term commitment to the targeted provinces.

E.2 COST EVALUATION CRITERIA

If an Applicant proceeds to the Full Application stage their proposed full budget will be evaluated. This will consist of a review of the costs proposed relative to the work to be performed, to determine whether the costs reflect an understanding of the requirements of the NFO, and whether the costs are consistent with the program description.

¹ Examples of resource partners include: private for-profit entities such as a business, corporation, or private firm; private investment firms, or financial institutions; private business or industry associations, including but not limited to chambers of commerce and related types of entities; and private grant-making foundations or philanthropic entities; non-governmental and civil society organizations, public international and regional organizations, bilateral and multilateral donors, U.S. and non-U.S. colleges and universities, pension funds, civic groups, diaspora communities.

E.3. MERIT REVIEW CRITERIA

Summary Applications will be evaluated using the evaluation criteria described below.

A. Organizational Commitment and Prior Success
The extent to which organizational experiences and demonstrated successes in implementing activities described in this solicitation reflect both organizational commitment and prior success indicative of the ability to successfully achieve program objectives; and
B. Organizational Capability
The extent to which the applicant demonstrates the organizational systems, financial and internal controls, organizational structure, ethics and personnel leadership to ensure sound internal management and subgrant management critical to compliance with USAID award terms and conditions.

[END OF SECTION E: APPLICATION REVIEW INFORMATION]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 FEDERAL AWARD ADMINISTRATION

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

F.2 PROGRAM INCOME

Any program income generated under the award(s) will be added to USAID funding (and any cost-sharing that may be provided) and used for program purposes. Program income will be subject to applicable USAID Standard Provisions.

[END OF SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION]

ATTACHMENT A: FULL APPLICATION FORMAT

NOTE: USAID IS NOT REQUESTING THIS INFORMATION AT THIS TIME. THE MOST HIGHLY RATED APPLICANT(S) WILL BE REQUESTED BY USAID TO SUBMIT A FULL APPLICATION FOLLOWING THE EVALUATION OF SUMMARY APPLICATIONS.

Following the evaluation of Summary Applications, the most highly rated Applicant(s) shall be requested to submit a Full Application to provide greater detail of the proposed activity. This Attachment provides an overview of the Full Application Format to provide interested organizations with a preview of what information may be requested by USAID as part of the Full Application stage, but this list is not exhaustive. Full Applications must address the comments and instructions provided by USAID in the Full Application Request Letter.

Full Applications will have the following sections, which expand on the information provided in the Summary Applications.

- Cover Page (must use template provided in ATTACHMENT C: SUMMARY APPLICATION COVER PAGE.);
- Program Description;
- Management Plan;
- Résumés of proposed key personnel;
- Budget;
- Budget Narrative;
- Branding and Marking Plan;
- Certifications and Representations;
- **SF 424, 424A and 424B:** The budget and budget summary must be submitted using the Face Sheet-Cost Volume of Application (OMB Standard Form 424), the budget summary (OMB Standard Form 424A) and SF-424B for Assurances - Nonconstruction Programs. These forms are available at: <http://www.grants.gov/web/grants/forms/sf-424-family.html>

A.1. TECHNICAL APPLICATION

The Executive Summary must provide a high-level overview of key elements of the Technical Application.

A.1.1 COMPETITIVE PROCESS

This is a two stage application:

- 1) Stage 1: Applicants is expected to submit a summary application to demonstrate organizational qualifications as required under the RFA's merit review criteria.
- 2) Stage 2: Applicants successful in Stage 1 are invited to co-create with USAID/Vietnam to finalize a program description and negotiate the terms and conditions of an award. The pre-award survey may be initiated during this phase to further consider the organizational capacity of the Applicant.

A.1.2. STAGE II: FULL APPLICATION

After the co-creation phase is complete, the Applicant may be requested to submit a full application. The full application will include:

- i. **Program Description:** A detailed description of how the Applicant intends on achieving the objectives described in this solicitation.
- ii. **Management Plan:** Applicants will clearly present the management and administrative arrangements to oversee execution of the proposed activities; organizational structure; logistical support; functions and responsibilities of key personnel and other staff, including any sub-awards; and management of USAID award compliance.
- iii. **Key Personnel:** The Full Application should clearly identify the proposed key personnel (those whose participation in the proposed activities is considered essential) by name and position. Résumés for each key person must not exceed two pages in length. Each résumé must be accompanied by a SIGNED letter of commitment from the individual indicating his/her (a) availability to serve in the stated position and for the stated term of service; and (b) agreement to the compensation levels as set forth in the Cost application.
- iv. **Cost Application:** The Applicant must submit a cost application as described below.

A.2. COST APPLICATION - BUDGET AND BUDGET NARRATIVE FORMAT

The Cost Application must contain the following sections:

- a) Cover Page
- b) SF 424 Forms
- c) Budget and Budget Narrative
- e) Duns and Bradstreet and SAM Registration
- h) Certifications, Assurances and Other Statements of the Recipient

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 200.205

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

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

While there is no page limit for this portion, Applicants are encouraged to be as clear and concise as possible, but still provide the necessary detail to address the following:

- The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the Applicant's discretion, however, the official cost application submission is the unlocked Excel version.
- The breakdown of all costs associated with the activity(ies) according to costs of, if applicable, headquarters, regional and/or country offices.
- The breakdown of all costs according to each partner organization involved in the activity(ies).
- The costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance.
- The breakdown of the financial and in-kind (cost share) contributions of all organizations involved in implementing this activity(ies).
- Potential cost-share and/or contributions of non-USAID donors or other entities to this activity(ies).

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

- i. 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 activity(ies).
- ii. 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 activity(ies) and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

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

- 1) Salary and Allowances– Direct salaries and wages must be proposed in accordance with the applicant's personnel policies and must include position title, salary rate, level of effort, and salary escalation factors. Allowances, when proposed, should be broken down by specific type and by person. Allowances should be in accordance with the applicant's policies and the applicable regulations and policies. Explain assumptions in the Budget Narrative. If the organization has standing policies across all projects for annual salary escalations that exceed current inflation rates, those policies and the effective date of those policies must be provided with the application. The Applicant must also confirm that the policy applies to all staff across all projects.
- 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 activity to be passed through to any subrecipients. See 2 CFR 200.330 for assistance in determining whether the sub-tier entity is a sub-recipient 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 activity 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 activity, along with estimates of costs. Otherwise, the narrative should be minimal.

8) Indirect Costs –

Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. The application must identify which approach they are requesting and provide the applicable supporting information:

<u>Method</u>	<u>Eligibility</u>	<u>Initial application requirements</u>
Direct Charge Only	Any applicant	See above on direct costs
Existing Negotiated Indirect Cost Rate Agreement (NICRA)	Any applicant with an approved NICRA	Submit your approved NICRA and the associated disclosed practices.
De minimis rate of 10% of modified total direct costs (MTDC)	Any applicant that has never received a NICRA	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 for a 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.

Indirect Costs Charged As A Fixed Amount	Certain U.S. educational institutions & non U.S. non-profit organizations may request, but approval is at the discretion of the AO	Provide the proposed fixed amount and a worksheet that includes the following (For Education institutions, see 2 CFR 200 App III): • Total costs incurred by the organization for 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(ies), 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(ies) to which the cost applies.
No current NICRA, but applicant has an indirect rate other than the de minimis	Any applicant may request but approval is at the discretion of the Agency	A NICRA may be negotiated after award at the discretion of the Agency. Provisional rates may be set forth in the contract subject to audit and finalization. The applicant must identify the indirect cost rate and base it is proposing. See USAID's Indirect Cost Rate Guide for Non Profit Organizations for further guidance.

- 9) Cost Sharing: The Applicant should estimate the amount of cost-sharing resources to be mobilized 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.

A.3. CERTIFICATIONS AND REPRESENTATIONS

Note that in accordance with ADS 303.3.8, USAID will require the submission of the following certifications by successful Applicant:

- a. A signed copy of [Certifications and Assurances](#), which includes:
 1. **Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs** (This assurance applies to Non-U.S. organizations, if any part of the activity(ies) will be undertaken in the U.S.);
 2. **Restrictions on Lobbying (2 CFR 200.450);**

3. **Prohibition on Assistance to Drug Traffickers (ADS 206); and**
 4. **Certification Regarding Terrorist Funding (AAPD 04-14).**
- b. Other certifications and statements found in **Certifications, Assurances, and Other Statements of the Recipient:**
1. The **Survey on Ensuring Equal Opportunity for Applicants;**
 2. A Data Universal Numbering System (DUNS) number (See **Use of a Universal Identifier by Grant Applicants** for background information.);
 3. A signed copy of **Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10)** when applicable;
 4. A signed copy of **Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10)** when applicable; and
 5. Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements- Representation.

[END OF ATTACHMENT A]

ATTACHMENT B: REFERENCES

APPLICABLE REGULATIONS & REFERENCES

1. STANDARD PROVISIONS FOR U.S., NONGOVERNMENTAL RECIPIENTS
<http://www.usaid.gov/ads/policy/300/303maa>
2. MANDATORY STANDARD PROVISIONS FOR NON U.S NON-GOVERNMENTAL RECIPIENTS
<http://www.usaid.gov/ads/policy/300/303mab>
3. 2 CFR 700
<https://www.ecfr.gov/cgi-bin/text-idx?SID=2d1b5d9221b2dd0c0fe7ad5a5a9b98fd&mc=true&node=pt2.1.700&rgn=div5>
4. 2 CFR 200
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
5. ADS SERIES 300 ACQUISITION AND ASSISTANCE
<http://www.usaid.gov/pubs/ads/>
6. SF-424 DOWNLOADS
<http://www.grants.gov/web/grants/forms/sf-424-family.html>
7. <http://www.usaid.gov/work-usaid/aapds-cibs/aapd-15-01>
8. **Disability Whole of Project Evaluation report**
https://dec.usaid.gov/dec/content/Detail_Presto.aspx?ctID=ODVhZjk4NWQtM2YyMi00YjRmLTkxNjktZTcxMjM2NDNmY2Uy&rID=NTEyMzQx&inr=VHJ1ZQ
9. **Speech and Language Therapy Assessment in Vietnam**
https://pdf.usaid.gov/pdf_docs/PA00MJHP.pdf

[END OF ATTACHMENT B: REFERENCES]

ATTACHMENT C: SUMMARY APPLICATION COVER PAGE

General Characteristics
Activity Title:
Applicant's organization information - Name of Organization - Point of Contact for Application - Email and Mailing Address - Main point of Contact - DUNS Number
Sub-Partner's Name and Place of Origin, if applicable
Total Amount of sub-partner awards under proposed activity:
Total Amount of USAID Funds Requested
Total Cost-Share Amount
Statement of Eligibility as a local Vietnamese Organization and Organizations legal status or registry (including expiration thereof)
Brief overview of the Applicant's qualifications to implement this Activity

ATTACHMENT D: SUMMARY BUDGET TEMPLATE

The budget is the financial expression of the activity. The following template may be used by Applicants.

NFO No. 72044020RFA00001

Improve the Quality of Life for Persons with Disability in Priority Provinces

Line Item	Year 1	Year 2	Final 6 Months	Total Amount (USD)
Personnel				
Fringe Benefits				
Travel and Transportation				
Equipment				
Supplies				
Contractual				
Other Direct Costs				
Subawards				
Total Direct Charges				
Indirect Charges, if any				
Total Costs				
Cost Share				
Total Costs plus Cost Share				
Leveraged funds, if any				
Total Activity Costs Plus Leveraged funds				

ATTACHMENT E: SAMPLE BUDGET NARRATIVE FOR FULL APPLICATION

1. Examples of cost breakdown:

- Office rent (\$X): Since the activity(ies) exhausts about 25%-30% of the Applicant's staff, work hours and office space a direct cost of 25% will be charged to the activity(ies).
- Workshops (\$360): Nine meetings at a rate of \$1 per participant per meeting for 40 participants.
- Travel (\$2,400): This line item includes the costs associated with local travel for four staff members. The estimate of \$10 per month is based on an estimated travel distance of 2Km per month to be reimbursed at a rate of \$5 per one Km. Total for two years is: \$2,400. (\$10*24).

[END OF ATTACHMENT E]

ATTACHMENT F: INSTRUCTIONS FOR REGISTRATION IN DUNS AND SAM.GOV

D-U-N-S Numbers

What is a DUNS Number and why do I need to obtain one?

The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website: <http://fedgov.dnb.com/webform/displayHomePage.do>.

How long should it take?

If requested over the phone, DUNS is provided immediately. Web form requests take 1 to 2 business days.

List of Information you will need to obtain a DUNS number (if your organization does not already have one):

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge.

How do I get my D-U-N-S Number?

Visit [D-U-N-S Request Service](#) to obtain more detailed instructions on applying for your DUNS Number. Also, visit the [System for Award Management \(SAM\)](#).

SAM

What is SAM?

The System for Award Management (SAM) is combining federal procurement systems and the Catalog of Federal Domestic Assistance into one new system.

Register/Update Entity

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account. Visit <https://www.sam.gov/> for registration.

**[END OF ATTACHMENT F: INSTRUCTIONS FOR REGISTRATION IN DUNS AND
SAM.GOV]**

ATTACHMENT G: PLANNED PRE-AWARD SCHEDULE

Pre-Award Milestone	Anticipated Date
RFA Posted on grants.gov	Dec 6, 2019
Due date for Receipt of Q&A	Dec 16, 2019
Pre-Application Conference	Dec 19, 2019
Due Date for Summary Applications	February 4, 2020
USAID Reviews Summary Applications	February 14, 2020
Co-Creation with Selected Applicants	Mar 2-14, 2020
USAID Requests Full Application	Mar 14, 2020
Due date for receipt of Full Application	April 1, 2020
Discussions with Finalist completed	April 30, 2020
Anticipated Award Date	May 5, 2020

[END OF ATTACHMENT G: PLANNED PRE-AWARD SCHEDULE]

[END OF THE NOTICE OF FUNDING OPPORTUNITY]