ISSUANCE DATE:	March 14, 2023
DEADLINE FOR QUESTIONS:	March 24, 2023 (10:00 am, Hanoi Time)
APPLICATION CLOSING DATE & TIME:	May 4, 2023 (10:00 am, Hanoi Time)
Subject:	Notice of Funding Opportunity (NOFO) No. 72044023RFA00001
Activity Title:	Inclusion III-b
Total Estimated Amount:	$16,200,000
Duration:	September 1, 2023 - December 31, 2026
Location:	Tay Ninh, Binh Phuoc, and Dong Nai provinces, Vietnam. Limited capacity building activities will be implemented at national level.

Dear Prospective Applicants:

The United States Agency for International Development (USAID) in Vietnam (USAID/Vietnam) is seeking applications for a Cooperative Agreement from qualified entities to implement the "Inclusion III-b" program. Eligibility for this award is not restricted.

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

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity and to ensure that the NOFO 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 or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D.7. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process. Newer applicants may find the SAM.gov registration guidance on this page helpful.

Please send any questions to the point(s) of contact identified in Section G. 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.

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.

A full project document for a five-year activity implemented from 2021-2026, entitled "INCLUSION," has been developed and the Prime Minister approved its investment project document in July, 2021 and subsequently the project document was approved by the Minister of National Defense in October 2021. A successful application will align with and achieve the expected results of the GVN's previously approved project document for the Southern Cluster (Tay Ninh, Binh Phuoc, and Dong Nai provinces).

Thank you for your interest in USAID programs.

Sincerely,

/s/

Patrick Kollars
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
Committee 701	National Steering Committee for Overcoming the Post-war Unexploded Ordnance and Toxic Chemical Consequences in Vietnam
GVN	Government of Vietnam
MEL	Monitoring, Evaluation and Learning
MND	Ministry of National Defense
NACCET	National Action Center for Toxic Chemical and Environment Treatment
USAID	United States Agency for International Development

SECTION A: PROGRAM DESCRIPTION

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. The resulting award will be subject to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID's supplement, 2 CFR 700, as well as the additional requirements found in Section F.

A.1 OVERVIEW

USAID/Vietnam anticipates awarding a 40-month Cooperative Agreement, subject to the availability of funding. INCLUSION III-b aims to improve the quality of life of persons with disabilities, including persons with severe physical mobility, cognitive, or developmental disabilities that may be related to the use of Agent Orange and exposure to dioxin in the three provinces: Binh Phuoc, Tay Ninh, Dong Nai.

A.2 BACKGROUND

USAID began supporting programs for persons with disabilities in Vietnam in 1989. 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.

In 2019, to support continued disabilities programs, USAID/Vietnam entered into a new partnership with the Government of Vietnam's (GVN) National Steering Committee for Overcoming the Post-war Unexploded Ordnance and Toxic Chemical Consequences in Vietnam (Committee 701) and National Action Center for Toxic Chemical and Environment Treatment (NACCET). USAID and NACCET developed a full project document for a five-year activity implemented from 2021-2026, entitled "INCLUSION." INCLUSION was approved by the Prime Minister in July 2021 and subsequently by the Minister of National Defense in October 2021.

A.3 ACTIVITY DESCRIPTION

The goal of the USAID-NACCET INCLUSION project is to improve the quality of life of persons with disabilities, by assisting persons with severe physical mobility, cognitive, or developmental disabilities: provided that such funds shall be prioritized to assist persons whose disabilities may be related to the use of Agent Orange and exposure to dioxin, or are the result of unexploded ordnance accidents. INCLUSION III-b will prioritize the three provinces: Binh Phuoc, Tay Ninh, Dong Nai.

INCLUSION III-b will contribute to the INCLUSION project goal via four objectives detailed in the project results framework:

1. Rehabilitation services expanded;
2. Social services expanded;
3. Disability policies improved; and
4. Partners' capacity in disability service management improved.

Intended results for INCLUSION III-b under each objective are detailed below. The Applicant is encouraged to propose additional intended results, especially if they will exceed the below quantified results.

Objective 1 - Rehabilitation services expanded

1. Direct multidisciplinary rehabilitation services provided to about 7,875 persons with disabilities in the target provinces, of which 75% (5,906) have improved basic daily living functions.
2. Improved capacity for delivering multi-disciplinary services in 23 rehabilitation units in three target provinces.
3. Treatment skills improved about 577 rehabilitation practitioners with at least 40% complete a medium or long-term training (from six months).
4. Provincial rehabilitation resource centers/hospitals identified with improved capacities for mentoring and supervision.
5. Increased quality and availability of assistive products/technologies provided to persons with disabilities in target provinces. The distribution channel for assistive products/technologies developed for each province.
6. Increased the engagement of local private service providers in expanding service provision in the target provinces.
7. At least 10 rehabilitation service packages (with priority given to service for persons with disabilities) developed, priced and institutionalized at national or provincial and district levels.
8. Rehabilitation action plans developed and implemented.
9. Quality of the provincial rehabilitation information management system improved and effectively informed treatment.
10. Improved governance of rehabilitations service system in Vietnam by supporting initiatives that promote:
    i. The development of rehabilitation sector policies and frameworks;

ii. Promote treatment outcomes measurement in rehabilitations;

Objective 2 - Social services expanded

1. Institutional care, home care and psychological support/mental health care provided to about 7,875 persons with disabilities resulted in improved outcomes. [This group of beneficiaries might or might not be the same as the group that benefited from rehabilitation services depending on the beneficiaries' need].
2. Care skills improved for about 10,000 family members and caregivers in communities, centers, and/or hospitals (including psychological support).
3. Care systems developed/piloted.
4. Improved independent living skills of persons with disabilities.
5. A provincial responding mechanism is in place to address GBV issues.

Objective 3 - Disability Policies Improved

1. Reduced physical, social and attitudinal barriers that prevent the inclusion and participation of persons with disabilities;
2. Increased proportion of new public buildings and facilities in the targeted provinces meet the accessibility standards for persons with disabilities with support from the project.
3. Evidence of proactive contribution to the revisions of disability law and policies.
4. The number of social organizations, clubs, and associations of persons with disabilities participating in advocacy to support persons with disabilities increased by 20%.

Objective 4 - Partners' capacity in disability service management improved

1. Improved capacity for sub-recipients in service delivery, or managers of programs for persons with disabilities supported by the project;
2. Updated information for 100% of Agent Orange victims in local disability management information systems;
3. Increased the capacity and number of partner local organizations (for-profit and not-for-profit) in providing services for persons with disabilities.

USAID expects the Recipient will achieve the above results through the following efforts:

1) Sub-Award Making

USAID encourages the **Recipient** to make sub-awards to various local and/or international entities to implement elements of this project. The Recipient shall select sub-recipients through multiple competitive procurement actions carried out under the Award in consultation with USAID/Vietnam. The Recipient will carry-out risk assessments of sub-recipients, develop objectives, tasks and performance standards with the sub-recipients and monitor performance. The USAID Agreement Officer must approve all subawards.

During the life of the award, the Recipient shall complete a sub-award management manual/procedure in compliance with USAID terms and conditions of the Award. The Recipient needs to ensure that all INCLUSION III-b staff will be trained with this sub-award management manual/procedure.

2) Direct Implementation

The Recipient may propose to directly implement activities which are closely associated with the Recipient's expertise and experience.

3) Financial Management

The **Recipient** will oversee sound financial management and internal control systems necessary for managing these activities. The Recipient's financial management manual should not only focus on general financial management standards but also be developed based on the actual sub-award management cycle and INCLUSION III-b's operation. All relevant staff should be familiar with this financial management manual.

4) Monitoring, Evaluation and Learning (MEL)

The **Recipient** shall 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 MEL methods meet USAID requirements; 4) new knowledge and learning is identified and applied during project implementation; 5) sub-recipients comply with USAID rules and regulations. The Recipient shall develop or update their existing Monitoring Handbook (if it currently exists) based on INCLUSION III-b's sub-award management operation and ensure that all relevant staff will be familiar with this Handbook.

5) Quality Assurance

Even though the field work may be implemented by sub-recipients, the **Recipient** is accountable for the results produced as a whole and is responsible for ensuring that all sub-recipients deliver quality services to beneficiaries to achieve the stated goals of the sub-award. The illustrative outputs include but are not limited to a brief/outline of quality assurance plan in the application and deliver a full, Agreement Officer Representative (AOR)-accepted plan within 6 months of award. The full plan needs to demonstrate both the scope of services and the resources needed to conduct the service quality assurance (human resources, coordination with provinces).

6) Capacity Building

Capacity building is a critical INCLUSION III-b objective to ensure that the **Recipient**, sub-recipients, and local organizations are well equipped with skills and knowledge to achieve expected results for which they are responsible.

The Recipient shall implement a capacity-building plan for themselves (if it is determined necessary) to improve staff technical skills and organizational policies, manuals, and systems in order to ensure the effective and prudent management of INCLUSION III-b and to serve the organization's long-term disability service delivery objectives. The implementation of the capacity building plan could be done either through the Recipient or a subcontractor. Illustrative outputs include:

- Organizational capacity assessments.
- An internal capacity building plan outlined that includes needs, training scheme and timeline of completion.
- Recipient project staff trained in sub-award management.

- A manual of financial management and internal control systems for INCLUSION III-b, relevant Recipient's policies. Such a manual should: focus on general financial management standards; be developed based on the actual sub-award management cycle and INCLUSION III-b's operation; and, be updated regularly and disseminated to all relevant staff for proper application.

Based on pre-award surveys or risk assessments,, the **Recipient** shall provide any local **sub-recipients** with training that builds the capacity of these sub-recipients to ensure sustainability and service continuity for persons with disabilities. The capacity building for sub-recipients can be done directly by the Recipient or via sub-contracts. Illustrative outputs include:

- A sub-award capacity building assessment and implementation plan.
- Project input, output, results, and MEL guidance and/or training.
- Communication strategies and branding requirements training.
- Financial, procurement, and HR management training.
- Sustainable funding/project model training.

The Recipient should also build capacity for local, non-sub-recipients, including NACCET, the Vietnam Association of Victims of Agent Orange (VAVA), and the Vietnam Federation of Disability (VFD) to improve their capability/skills needed to support persons with disabilities.

A.4 GUIDING PRINCIPLES

In pursuit of the activity goal, objectives, and intended results, USAID expects that INCLUSION III-b implementation will reflect the following guiding principles:

Beneficiaries
INCLUSION III-b targets persons with disability having severe physical mobility, cognitive, or developmental disabilities: provided that such funds shall be prioritized to assist persons whose disabilities may be related to the use of Agent Orange and exposure to dioxin, or are the result of unexploded ordnance accidents. The severity is determined according to the Vietnamese disability severity classification. Some interventions might be provided to reduce or prevent the severity of disabilities.

The target group mentioned above are not only the intended beneficiaries of this Activity, they are also valued consumers of services and key stakeholders to be involved in the planning process. Persons with disabilities must be consulted when developing future actions and should have a clear role in the feedback loop for all service provision.

Portion of funding for direct assistance to persons with disabilities
INCLUSION III-b targets bringing benefits not only to 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 Project Document approved by GVN requires the overall INCLUSION project to invest at least 55% of the total budget on direct assistance to persons with disabilities and their families. Direct assistance means any type of support/services provided to individual persons with disabilities and their families, including but not limited to hospital-based or 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). As such, INCLUSION III-b should target 55% of total budget resources to direct assistance activities and target groups mentioned above.

The remaining budget will cover capacity building of local service providers and service delivery system strengthening, including but not limited to workforce development, improved financing, data management, assistive product development, service governance strengthening, coordination, and policy advocacy. In addition, this portion of the funding also covers other non-program costs such as operational, management, overhead, and equipment, incurred by both the Recipient and its sub-recipients.

Localization

Current USAID policy defines localization as the set of internal reforms, actions, and behavior changes that we are undertaking to ensure our work puts local actors in the lead, strengthens local systems, and is responsive to local communities (https://www.usaid.gov/localization). In support of localization, INCLUSION III-b should maximize the proportion of funding provided to Vietnamese organizations for implementation of activities and propose measurable efforts to build technical and organizational capacity of the local sub-recipients, as well as engage new local partners (https://www.usaid.gov/npi).

Contribute to the approved five-year INCLUSION project

INCLUSION III-b is an activity authorized by GVN under the five-year INCLUSION project approved by the Vietnam Prime Minister and assigned to the Vietnam Ministry of National Defense (MND). INCLUSION III-b activities and workplans should be guided by INCLUSION project feasibility study (see attached) and the five-year project workplans approved by relevant provincial governments (also see attached).

Vietnamese government counterpart contributions

To ensure sustainability of USAID support to host governments, USAID policy encourages host-country counterpart contributions to host country capacity support. INCLUSION III-b activities supporting host government capacity development should seek host government contributions.

Participatory approach

USAID highly values the co-creation approach and collective action in our development projects. Therefore, INCLUSION III-b should maximize the participation of persons with disabilities, their families and their organizations into the project planning, execution, and monitoring/evaluation, not only as beneficiaries but as customers and advisors of/to the program.

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 therapy, occupational therapy, speech and language therapies, assistive products, and nursing care. To the extent possible, mental health services and psychological support may be made available for persons with disabilities and families/caregivers. INCLUSION III-b services should be well-coordinated and can be provided in formal institutions or in the home.

Communication Strategy

Communicating the benefits of services provided under INCLUSION activities to the Vietnamese public contributes to the successful achievement of project objectives and expected results by: 1) raising public awareness of service availability and thus demand for these services, 2) generating public support for expansion of GVN and private sector investment in support to persons with disabilities, and 3) developing opportunities for complementary provision of support from non-INCLUSION organizations. INCLUSION III-b should support communication activities to promote such outcomes. Communication activities should align with the Recipient's approved final Branding and Marking Strategy.

Private Sector Engagement

As the private sector plays an increasingly critical role in providing services as well as promoting persons with disabilities' social inclusion and participation in Vietnam, the **Recipient** is expected to 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, as well as those working to promote social inclusion and participation of people with disabilities, and to improve their quality of life. 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 functions, recruitment, education, training, etc. The Recipient's overall strategic approach should be guided by a commitment to forge partnerships that leverage the expertise, assets, technologies, networks and resources of the private sector to achieve greater development impact, continuity and sustainability. USAID is conducting a Private Sector Landscape Assessment (PSLA) and the Recipient is encouraged to take into account the findings and recommendations outlined in the Assessment. This will not prevent the Recipient from conducting separate market research in specific provinces to learn more about the demand, as well as come up with appropriate market-based solutions.

Strategic Partnerships and Coordination

The **Recipient** 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 Recipients should 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), which consists of 11 national ministries. To the extent possible, the Recipients should collaborate with their GVN project counterparts to ensure smooth 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 with newly developed systems and limited access for persons with disabilities at sub-national levels, particularly at the commune level. The applicants should 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. Recipient should generate a platform for sub-recipients, local partners and other stakeholders to learn from each other.

Gender Equality and Social Inclusion

The USAID Vietnam 2017 Gender literature review confirmed high rates of violence against women and girls with disabilities, as well as violence against men and boys with disabilities. As a result, new USAID activities will help families, caregivers and government institutions, particularly health institutions, to better cope with and address stigma and discrimination within communities. Activities should focus on greater empowerment of family members, including male caregivers, 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 training to prevent domestic abuse among women with intellectual impairments. Training will empower disabled women by providing the knowledge to protect themselves and prevent domestic abuse. INCLUSION-IIIb implementation should be guided by these principles.

[END OF SECTION A: FUNDING OPPORTUNITY DESCRIPTION]

SECTION B: FEDERAL AWARD INFORMATION

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

USAID intends to award one (1) Cooperative Agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide $16,200,000.00 in total USAID funding over a 40-month period.

USAID intends to award one (1) Cooperative Agreement pursuant to this NOFO. USAID reserves the right to fund any or none of the applications submitted.

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

The anticipated period of performance is 40 months. The estimated start date will be September 1, 2023

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

   Concurrence on the substantive provisions of sub-awards by AO or AOR depending on threshold.
4. Approval of the Recipient's activity MEL Plan by the AOR.

B.4 AUTHORIZED GEOGRAPHIC CODE

The geographic code for the procurement of commodities and services under 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.5 NATURE OF THE RELATIONSHIP BETWEEN USAID AND THE RECIPIENT

The principal purpose of the relationship with the Recipient and under the subject activity is to transfer funds to accomplish a public purpose 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.

[END OF SECTION B: FEDERAL AWARD INFORMATION]

SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligibility for this NOFO is not restricted, except for the 937 Geographic Code for the Applicant and all proposed sub-recipients..

While for-profit firms may participate, pursuant to 2 CFR 200.400(g), it is USAID policy not to award profit to Recipients and subrecipients under assistance instruments. However, while profit is not allowed for sub-awards, the prohibition does not apply when the recipient acquires goods and services in accordance with 2 CFR 200.317 -326, “Procurement Standards.” Forgone profit does not qualify as cost-share.

Each applicant must be found to be a responsible entity before receiving an award. The Agreement Officer (AO) may determine that a pre-award survey is required in accordance with ADS 303.3.9.1 to determine whether the applicant has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with established U.S. Government standards, laws, and regulations. Applicants who do not currently meet all USAID requirements for systems and controls may still be eligible under special award considerations and should not be discouraged from applying.

USAID welcomes applications from organizations that have not previously received financial assistance from USAID. The Recipient is encouraged to promote involvement of “underutilized” partners and local organizations in the implementation of this activity.

Faith-based organizations are eligible to apply for federal financial assistance on the same basis as any other organization and are subject to the protections and requirements of Federal law.

2. Cost Sharing or Matching

There is no cost share requirement for awards issued under this NOFO.

3. Limitations on Submissions

Each applicant is limited to one application submission under this NOFO. There is no limitation on being included as a potential sub-recipient across multiple applications. The use of exclusive teaming arrangements is discouraged.

[END OF SECTION C: ELIGIBILITY INFORMATION]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1 AGENCY POINT(S) OF CONTACT

Mr. Patrick Kollars
Supervisory Agreement Officer
USAID/Vietnam
Email: pkollars@usaid.gov

Ms. Hoa Nguyen
Acquisition & Assistance Specialist
USAID/Vietnam
Email: hoanguyen@usaid.gov

The above contact information is only for informational purposes. The NOFO itself and any subsequent amendments can be found at www.grants.gov. All applications must be submitted according to instructions contained in this NOFO.

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 NOFO. Failure to comply with the USAID points of contact guidance mandated in the NOFO may disqualify the Applicant(s).

D.2 QUESTIONS AND ANSWERS

Questions regarding this NOFO should be submitted **in writing** to Ms. Hoa Nguyen hoanguyen@usaid.gov no later than the date specified on the cover page of the NOFO. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

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

D.3 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 merit review criteria. It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time.

D.4 APPLICATION SUBMISSION PROCEDURES

Submission of Applications

a. Applications must be submitted in two separate volumes: (a) Technical Application and (b) Cost/ Business Application, each of which must be organized by the headings set forth below and must include the information described below. The Technical application must address technical aspects only while the Cost Application must present the costs, and address risk and other related issues.

b. Application must be submitted by email to POCs identified in the cover page and D.1. The subject line of application submissions must reference the "NOFO No. 72044023RFA00001 and the title of the activity: "Inclusion III-b Technical Application" or "Inclusion III-b Cost Application" respectively. The applicant must indicate in the subject line of the email if multiple emails are sent (e.g. "1 of 4"). Applicants must ensure that the applications are received at USAID/Vietnam in their entirety. No additions or modifications to submitted applications will be accepted after the closing date. Each email submission may not exceed 15 MB in size. Hard copies, whether hand delivered or by postal mail, will not be accepted. If you do not receive an email confirmation for receipt of applications, please contact at the email address noted above.

c. Applications in response to this NOFO must be in English, and the budget presented in U.S. Dollars.

Any erasures or other changes to the application must be initiated by the person signing the application. Applications signed by an agent on behalf of the applicant must be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

Applications in response to this NOFO must be submitted no later than the closing date and time indicated on the cover letter, as amended. Late applications may be considered at the discretion of the Agreement Officer. Applicants must retain proof of timely delivery in the form of system generated documentation of delivery receipt date.

Restriction on Disclosure and Use of Data

a. Applicants that include in their applications data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes shall:

i. Mark the title page with the following legend: "This application includes data that shall not be disclosed outside the 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 or cooperative agreement is awarded to this Applicant as a result of - or in connection with - the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the 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 numbers or other identification of sheets*]"; and

ii. Mark each page containing restricted data 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."

b. Applicants are advised that it is anticipated that the successful program narrative, submitted as part of the technical application, will become the Program Description of the cooperative agreement awarded as a result of this NOFO. Pursuant to the Freedom of Information Act of 1981, the public is entitled to request information from Agency award files. As a general rule, information will be disclosed except:

i. Information submitted in response to this NOFO, prior to award of the grant, or modifications or revisions thereto.

ii. Information properly classified or administratively controlled by USAID.

iii. Information specifically exempted from disclosure under the Freedom of Information Act.

c. Upon award of the cooperative agreement resulting from this NOFO, USAID will disclose, use, or duplicate any information submitted in response to this NOFO to the extent provided in the award, and as required by the Freedom of Information Act.

Pre-Award Audits/Surveys and Discussions

USAID reserves the right to perform a pre-award survey or NUPAS which may include but is not limited to: (1) interviews with individuals to establish their ability to perform award duties under project conditions; (2) a review of the Applicant's financial condition, business and personnel policies and procedures, etc.; and (3) site visits to the Applicant's institution. However, it must be understood that USAID undertakes no obligation to perform any of the foregoing elements. Accordingly, Applicants should submit their best and most complete application initially.

Authority to Commit USAID

The USAID Agreement Officer is the only individual who may legally commit USAID to the expenditure of public funds. No costs allocable to the proposed award will be reimbursed by USAID before receipt of either a fully executed grant or cooperative agreement, or a specific written authorization from the Agreement Officer.

D.5 TECHNICAL APPLICATION INSTRUCTIONS

a. General

Applicants must organize the application to follow the technical evaluation criteria specified in Section E. The page length for the application shall not exceed twenty-five (25) pages as follows:

Technical application must be organized in the following manner:

I. Executive Summary – not to exceed three (03) pages

II. Management Plan (6 pages)

IV. Institutional Experience & Past Performance (4 pages)

V. Technical Approach and plan to achieve intended results (12 pages)

b. Limitations

USAID will not evaluate information submitted in excess of the above stated page limits. The Technical Application shall be written in Calibri, 12-point size. The 12-point size requirement does not apply to text boxes, footnotes, tables, graphs and charts, though these should be used sparingly and not in place of basic text. Applicants shall use only 8.5 inch by 11-inch (210mm by 297mm) paper, with margins no less than one inch on each border. Number each page consecutively.

Note: A page in the Technical Application that contains a table, chart, graph, etc., not otherwise explicitly excluded per the instruction, is subject to the page limitation.

Not included in this page limitation are the following:

- Cover Page – the Applicant must provide with the following information on the Cover Page:

    1. Name of the organization submitting the application;
    2. Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
    3. Activity Title;
    4. Notice of Funding Opportunity number;
    5. 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 303.6);
    6. Unique Entity ID (SAM).

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- Acronym List

Information from annexes may be summarized in the narrative of the Technical Application, as appropriate for the context of the narrative.

c. Content of the Technical Application

Technical applications should include the sections and content below and should be directed at the program as described in Section A. Program Description. The information provided in the technical application must be specific, complete, and presented concisely. The technical application must demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program and specify the specific results to be achieved. The merit review criteria set forth in Section E. Application Review Information of this NOFO indicate the relative importance of each criterion so that Applicants will know which areas require emphasis in the preparation of the technical application. Applicants are advised that lack of completeness or superficiality of the application may constitute grounds for excluding it from consideration for award.

It is anticipated that a application of the successful applicant will become the Program Description for the award resulting from this NOFO. Thus, applications submitted in response to this NOFO should, in addition to being responsive to the requirements described herein, be written in the active voice and in results-oriented terms in order to address what is proposed to be done; why it is proposed to be done, how it is proposed to be done, who will do it, where it will be done, when it will be done, and the anticipated results and impact.

The Technical Application includes the information set forth below:

1. Executive Summary (maximum 3 pages)

A succinct summary of the Applicant's overall activity description.

2. Management Plan

The Applicant shall propose a management plan to ensure quality program implementation, including activities implemented under sub-awards. The management plan should include a Recipient staffing plan (both full-time and part-time) with staff responsibilities including identifying those responsible for making and managing sub-awards, financial management, MEL, quality assurance, and capacity building. The staffing plan should also identify positions designated by the Applicant as key personnel. The management plan needs to demonstrate reporting lines, planned office location(s), planned number and contribution of any major sub-awards, and plans for coordinating program implementation/management with other stakeholders (provincial and national government entities, civic organizations, private sector, and persons with disabilities.

In addition, the Applicant is expected to provide a plan for mobilizing the activity as quickly as possible in the target provinces. This mobilization plan should include clear articulation of actions and timelines regarding (1) mobilization of staff, (2) acquisition of required Government of Vietnam organizational and staff registrations to permit implementation of activities nationally and the target provinces, and (3) award of any major sub-awards.

For all subawards that the Applicant wishes to have USAID approve at the time of award, the Applicant should provide information on the role of the sub-recipients, their intended activities, and expected results.

3. Institutional Experience & Past Performance

The Applicant must provide a brief summary of the experience in: (i) rehabilitation and inclusion supports to persons with disabilities, sub-award management, MEL, service quality assurance, financial management, and capacity building; (ii) planning, implementing, adapting and supporting complex programs to support rehabilitation system strengthening and other assistance to persons with disabilities' inclusion; and (iii) establishing strong partnerships with other organizations and government counterparts at national and sub-national levels. . The Application also must provide evidence of the organization's expertise and capabilities, and describe its comparative advantage in implementing the proposed activities.

Applicants must describe the three (3) most relevant contracts, grants, cooperative agreements, etc. received by your organization in the last three years involving programs similar to the program proposed in your application. Include the following information for each award listed:

- Name of awarding organization or agency
- Address of awarding organization or agency
- Place of performance of services or program
- Award number
- Amount of award
- Term of award (start and end dates of services/program)
- Name, current telephone number, current fax number and e-mail address (if one is available) of a responsible technical representative of that organization or agency
- Brief description of the program

Applicants must also include the two (2) most relevant contracts, grants, cooperative agreements, etc. received by each major sub-recipient proposed. A major sub-recipient is one whose proposed cost exceeds 20% of the Applicant's total proposed cost. Sub-recipient Past Performance information should include the same information as listed above.

USAID may contact references and use the past performance data, along with other information to determine the Applicant's responsibility. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources inside or outside the Government.

4. Technical Approach and plan to achieve the intended results

The Applicant's final Technical Approach will become the Program Description of any resulting Cooperative Agreement. It must include a clear description of the conceptual approach and the general strategy (i.e. methodology and techniques) being proposed. It must outline specific, focused activities; identify how and where (e.g. country and level: local or national) those activities will be implemented; who is going to implement the activities (the Recipient or its sub-recipients), explain how the approach is expected to achieve the proposed objectives; and describe a plan that will enable the activities to continue after the program is completed.

The proposed outcomes/results should, as far as possible, be measurable, without undergoing an intensive and expensive evaluation. If it is not possible to measure desired results within the Project period because of funding constraints, such results may be documented through qualitative approaches.

D.6 COST APPLICATION INSTRUCTION

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):

The cost application must contain the following sections:

1. Cover Page
2. SF 424 Forms
3. Required Certifications and Assurances
4. Budget and Budget Narrative
5. Proposed Subawards (if known)
6. Prior Approvals in accordance with 2 CFR 200.407
7. Funding Restrictions

1. Cover Page

The Cost Application Cover Page must contain the same information as the Technical Application Cover Page.

2. SF 424 Form(s)

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

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

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

3. 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 http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf

(2) Assurances for Non-Construction Programs (SF-424B)

(3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by **USAID/Washington's Office of Acquisition and Assistance (M/OAA).**

4. Budget and Budget Narrative

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

- The budget to be presented under Cost/Business Application should relate to results specified in Section A. Program Description, and cost-share (if any Non-federal share) of the total program cost.
- The proposed budget should provide cost estimates for the management of the program (including program monitoring, baseline assessments and assessments for environmental

compliance). Applicants should minimize their administrative and support costs for managing the project to maximize the funds available for project activities.

- The breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional, country, and/or local offices.
- The breakdown of all costs according to each partner organization or subcontractor/ subgrantee involved in the program.
- 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 if any) contributions of all organizations involved in implementing this Activity.
- Potential contributions of non-USAID or private commercial donors to this agreement.

The Budget must include the following worksheets or tabs, and contents, at a minimum (<u>all formulas must be displayed, and the budget must not be locked</u>):

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.

ii. Detailed Budget, including a breakdown by unit cost, by month and 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 and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

iii. 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 Activity.

Budget Narrative: Applicants must provide a narrative justifying the unit rates for each cost category proposed with supporting information as further specified under the following cost categories. Any assumptions should be clearly stated. Applicants should keep in mind that it is their responsibility to ensure that the information provided is sufficient to provide a basis for USAID to determine that the costs proposed are reasonable and realistic.

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

1) Personnel Salaries and Wages: 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 the Applicant has a fringe benefit rate that has been approved by an agency of the U.S. Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been so approved, the application should propose a rate and explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

3) Travel, Transportation and Per Diem: 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) Equipment & Supplies - Procurement or Rental of Goods Services, and Real Property must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.

5) Subawards: Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200.330 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the Applicant's budget, including those related to fringe and indirect costs.

6) Contracts - refers to contract agreements the applicant anticipates having with other organizations to contract out portions of the activity (this does not apply to the acquisition of supplies, material, equipment, or general support services).

7) Cost Sharing – **(not required in this NOFO)** 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.

8) Other Direct Costs: This includes communications, report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the

Applicant's fringe benefits), office rent abroad, etc. 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. The narrative should provide a breakdown and support for all and each other direct costs.

Note: Foreign Government Delegations to International Conferences: Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization.

9) Indirect Costs: Indirect costs are costs which cannot be directly identified with a single contract or grant. The indirect costs are applied equitably across all of the business activities of the organization, according to the benefits each gains from them. Some examples of indirect costs are shared office space rental, utilities, and clerical and managerial staff salaries. To the extent that indirect costs are reasonable, allowable and allocable they are a legitimate cost of doing business payable under a U.S. Government contract or grant. In order to better understand indirect costs, please see Subpart E of 2 CFR 200.414.

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. Below are the most commonly used Indirect Cost Rate methods:

Method	**Eligibility**	**Initial application requirements**
Direct Charge Only	Any applicant	See above on direct costs
Existing Negotiated Indirect Cost Rate Agreement (NICRA)	Any applicant with an approved NICRA	Submit a copy of 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.

Method	Eligibility	Initial application requirements
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	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. See USAID's Indirect Cost Rate Guide for Non Profit Organizations for further guidance.

5. 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
- Unique Entity Identifier (UEI)
- 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.

6. 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.

7. 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.

Limited Construction may be authorized under this award.

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

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

D.7. UNIQUE ENTITY IDENTIFIER (UEI) AND SAM REGISTRATION

Applicants must obtain a Unique Entity Identifier (UEI) and register in the System for Award Management (SAM) (https://sam.gov/) in order to be eligible to receive federal assistance, such as grants and cooperative agreements. Unless an exemption applies (see ADS 303maz), applicants must be registered in SAM prior to submitting an application for award for USAID's consideration. Recipients must maintain an active SAM registration while they have an active award. Each applicant (unless the applicant is an individual or entity that is exempted from UEI/SAM requirements under 2 CFR 25.110) is required to:

1. Provide a valid UEI for the applicant and all proposed sub-recipients;
2. Be registered in SAM before submitting its application;
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

When it is expected, based on case-specific circumstances, that an apparently successful recipient will not be able to complete SAM registration within 30 days after award, the AO must include the special award condition in the award. As SAM registration is an important fraud mitigation tool, the intent of this special award condition is to provide explicit instructions to the recipient regarding USAID's expectations for the UEI and SAM registration.

Applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video, on https://sam.gov/.

D.8. 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. No construction may be undertaken without the prior written approval of the USAID Agreement Officer.

D.9. PRE-AWARD COSTS

In accordance with 2 CFR 200.458 - Pre-award costs, Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the activities. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency. Pre-Award costs may be authorized at the discretion of the Agreement Officer.

D.10. BRANDING STRATEGY AND MARKING PLAN (BS/MP)

The Applicant is required to comply (and ensure compliance by partners) with USAID's branding and marking requirements set forth in 2 CFR 700.16. These regulations and provisions include the requirement for the apparently successful Applicant to submit a BS/MP for pre-award review, negotiation, and approval by the Agreement Officer. Under these regulations and provisions, the BS/MP does not need to be submitted until the Applicant is notified by the Agreement Officer that it is the apparently successful Applicant, and is requested to submit the BS/MP by a time specified by the Agreement Officer. Thus, the initial cost/business application is not required to include a BS/MP. Nevertheless, Applicants are encouraged, but are not required, to submit their BS/MP with their initial cost/business applications. Applicants who choose not to include their BS/MP with their initial cost/business application will not be penalized during the evaluation process, but should be aware that, if the Applicant is the apparently successful Applicant, the Applicant will be required to submit an acceptable BS/MP as a prerequisite for any resulting award. This would delay any such award, pending receipt, review, and, if necessary, negotiation of the Applicant's BS/MP. Moreover, because USAID's branding and marking requirements have cost implications, such costs must be included in the detailed budget even if the Applicant does not submit its BS/MP with the initial cost/business application.

Failure to submit or negotiate a Branding Strategy within the time specified by the Agreement Officer may make the Apparently Successful Applicant ineligible for award. The proposed Branding Strategy and Marking Plan (BS/MP) will not be evaluated competitively. The Agreement Officer shall review for adequacy the proposed BS/MP, and will negotiate, approve, and include the BS/MP in the award.

Branding Strategy – Assistance (June 2012)

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

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

c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Branding Strategy must include, at a minimum, all of the following:

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

(2) The intended name of the program, project, or activity.

(i) USAID requires the applicant to use the "USAID Identity," comprised of the USAID logo and brandmark, with the tagline "from the American people" as found on the USAID Web site at **http://www.usaid.gov/branding**, unless Section VI of the NOFO or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.

(ii) USAID prefers local language translations of the phrase "made possible by (or with) the generous support of the American People" next to the USAID Identity when acknowledging contributions.

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

(iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.

(v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the NOFO or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

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

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

(i) Describe the main program message.

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

(iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, "USAID is from the American People."

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

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

(6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

f. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

g. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement.

Marking Plan – Assistance (June 2012)

a. Applicants recommended for an assistance award must submit and negotiate a "Marking Plan," detailing the public communications, commodities, and program materials, and other items that will visibly bear the "USAID Identity," which comprises of the USAID logo and brandmark, with the tagline "from the American people." The USAID Identity is the official marking for the Agency, and is found on the USAID Web site at http://www.usaid.gov/branding. Section VI of the NOFO or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Marking Plan must include all of the following:

(1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:

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

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

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

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

(v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

(2) A table on the program deliverables with the following details:

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

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

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

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

(v) The rationale for not marking program deliverables.

(3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:

(i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.

(ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.

(iii) Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.

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

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

(vi) Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.

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

f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

D.11. 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 the applications. 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.

D.12. 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 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 after making a positive responsibility determination that the Applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs, 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/ads/policy/300/303 for more information on pre-award surveys. Please note that a pre-award survey does not commit USAID to make any award.

[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 NOFO. Applicants should note that these criteria serve to (a) identify the significant matters which Applicants should address in their applications, and (b) set the standard against which all applications will be evaluated.

The technical portion of the applications should be specific, complete, and concise. Applicants should review all information in this NOFO prior to preparing applications.

The application must be directly responsive to the terms, conditions, guidelines and provisions of this NOFO to be assured of consideration.

In the event that applications are evaluated to be of equal quality, preference will be given to applications that include partnerships with resource partners[1] (bringing cost share/leverage to the activity) and Applicants that demonstrate long term commitment to the targeted provinces.

E.2 TECHNICAL EVALUATION FACTOR

Technical applications will be evaluated by a technical evaluation committee using the criteria shown in this Section. The criteria below are presented by major categories and in descending order of importance so that the Applicants know which areas require emphasis in the preparation of the applications. Criteria 1 is most important, criteria 3 is the least important.

DESCENDING ORDER OF IMPORTANCE	FACTOR NAME
1	Management Plan
2	Institutional Experience & Past Performance
3	Technical Approach and plan to achieve the intended results

[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.2.1 Management Plan

- To what extent the Applicant proposes a sound management plan for implementing the activities described in the Section A.
- To what extent the applicant demonstrates the ability to mobilize quickly to deliver results in the target provinces (Tay Ninh, Binh Phuoc, and Dong Nai provinces)

E.2.2 Institutional Experience & Past Performance

- To what extent the Applicant demonstrates its experience and past achievement in the technical subject areas described in the Section A.

E.2.3 Technical Approach and plan to achieve the intended results

- To what extent the Applicant's technical approach demonstrates technically sound solutions for the local context to achieve intended results in support of the guiding principles described in Section A

E.3 COST/BUSINESS APPLICATION EVALUATION

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.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 700.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

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).

E.4 DETERMINATION OF AWARD

The submitted technical information will be evaluated by a technical evaluation committee using the criteria shown above. The cost/business application will be reviewed by the Agreement Officer/Agreement Specialist. As a result of this process, USAID intends to select the apparently successful recipient based upon the initial application submission. Once the selection is made, the Government may address any concerns to the selected recipient for resolution. However, the Government reserves the right to negotiate with all applicants prior to selection of the successful recipient if in the best interest of the Government.

If USAID and the apparently successful Applicant cannot come to a mutual understanding during the course of discussions, or if the apparently successful Applicant is unable to provide satisfactory Technical and Cost Applications, or does not meet deadlines for submissions, or presents an unacceptable risk as a result of the risk assessment, then the Agreement Officer may designate the next highest-evaluated Applicant as the apparently successful Applicant. This decision is at the sole discretion of the Agreement Officer. The Agreement Officer’s decision regarding funding of an award is final and not subject to review.

[END OF SECTION E: APPLICATION REVIEW INFORMATION]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 FEDERAL AWARD NOTICES

Award of the agreement contemplated by this NOFO 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 Applicant is 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.

F2. ADMINISTRATION

The resulting award from this NOFO 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.

See Attachment B for a list of the Standard Provisions that will be applicable to any awards resulting from this NOFO.

F3. PAYMENT AND FINANCIAL REPORTING

Financial reporting requirements will depend on the method of payment. Recipients will comply with the financial reporting requirements set forth in the USAID standard provisions. If advance payments are provided, reporting periods are calendar quarters or parts thereof. Quarterly financial reports are due not later than 30 days after the end of each calendar quarter. If payment is on a reimbursement basis, financial reports may be submitted monthly, but not less frequently than 30 days after the end of each calendar quarter. Regardless of whether payments are on an advance or reimbursement basis, the final financial report is due not later than 90 days after the estimated completion date of the award. The Recipient shall also comply with the USAID standard provision entitled “Reporting Host Government Taxes.”

F4. REPORTING REQUIREMENTS

Program Reports shall be in accordance with applicable USAID Standard Provisions.

All written documentation must be submitted in professional-level English. The reports listed below are the initial reports required by the recipient. Based on the evolving nature of the agreement, USAID may provide modified reporting requirements. Note: USAID’s fiscal year starts on October 1 and ends on September 30. Four fiscal quarterly periods begin on October 1, January 1, April 1, and July 1.

Plans, Reports and Meetings	Due Dates	Delivery
1. Provincial endorsement	INCLUSION's GVN's overarching approval has been granted. However, immediately following the award, the Recipient shall initiate the process to obtain the provincial endorsement for its workplans.	Project provincial endorsement of the workplans
2. Activity Start-up Plan	Within 60 calendar days after award. The plan should outline the Recipients plan for project approval, staffing, analyses, and solicitation of sub-recipients.	Electronically AOR
3. Annual Work Plan	First work plan – 120 calendar day after the award Subsequent annual work plans due September 1 of each subsequent Agreement year	Electronically AOR
4. Activity Monitoring, Evaluation and Learning (MEL) Plan	120 calendar day after the award.	Electronically AOR
5. Quarterly Progress Reports	By March 31st, June 30th, September 15th and December 31st of each year	Electronically AOR Financial Analyst Team
6. Quarterly Provincial Coordination Meeting	Due dates for the quarterly meeting will be finalized in consultation with USAID and provincial partners	Workshop with USAID and relevant partners
7. Annual Meeting	Planned and facilitated as a key input to the annual work plan and annual performance report. This may include annual meeting to develop work plan in provinces and Disability	Workshop with USAID and relevant partners

Plans, Reports and Meetings	Due Dates	Delivery
	Annual stakeholders Meeting organized in coordination with other USAID Implementing partners and stakeholders	
8. Annual Performance Report	September 30th of each year	Electronically AOR
9. Final Report	30 calendar days prior to the end of the Agreement	Electronically AOR
10. Financial reports	Quarterly financial report: 30 calendar days after the end of each USG fiscal quarter Final financial report: 90 days following the expiration of the award	Electronically AOR Financial Analyst Team

1. Project approval - -Even though the INCLUSION's GVN's overarching approval has been granted, and the provincial endorsement of the 5-year work plan has been granted, the Recipient needs to obtain provincial endorsement of its and the subrecipient's work plan annually. In order to fully implement the activity, the Recipient is required to comply with Vietnamese requirements for project approval to fully implement this Activity in the target provinces. While seeking workplan endorsement, in close consultation with the AOR, the Recipient shall consider staffing and related consequence impacting implementation to ensure an efficient use of resources.

2. Activity Start-up Plan - The Recipient will submit an activity start-up plan to mobilize the award as quickly as possible. The plan should identify plans for securing provincial workplan endorsement, award's staff recruitment and sub-recipient solicitation. The activity start-up plan should also identify any initial assessments planned by the Recipient.

3. Annual Work Plan - The annual work plan details how the Recipient will use the work plan year effectively to achieve the activity objectives and strategic approaches. The work plan serves as a guide to program implementation and, once approved, represents an agreement as to the objectives and timing of specific tasks and interventions. The work plan is intended to be an annual roadmap for USAID and the Recipient. It should be closely aligned to the theory of change agreed upon during the start-up workshop, and clearly explain how the actions and outputs will lead to the

expected outcomes identified in the theory of change. A Collaborating, Learning & Adapting (CLA) approach should form the basis of the work plan; CLA is required at each stage of implementation of the activity. This CLA approach will be expected to ensure that the activity is strategically coordinated with relevant actors, grounded in a strong evidence base, and iteratively adapted to remain relevant throughout implementation. The CLA approach should identify the Recipient's plans for identifying the most appropriate local actors to collaborate with, facilitating multi-stakeholder collaboration, assessing implementation progress and challenges, using evidence and data in programming, identifying and prioritizing emerging opportunities for USAID and other leaders on environmental pollution issues in Vietnam, and how it will adjust programming based on new learning or changes in context. The Recipient will consult with USAID to finalize their CLA approach. More details on the format of the work plan will be provided after award.

To provide flexibility to the Recipient, significant deviations from the work plan can be documented in a semi-annual addendum to enable adjustments to implementation based on learning.

4. Activity Monitoring and Evaluation Plan (MEL) - In accordance with USAID policy, the Recipient will submit an Activity MEL Plan demonstrating the activity's monitoring approach and relevant performance indicators of activity outputs; plans for collaborating on external evaluations; proposed internal evaluations and learning activities; and the Recipient's proposed roles for MEL actions. The MEL plan should flow logically from the CLA approaches identified in the work plan and should be framed by, and closely aligned with, the agreed-upon activity theory of change. The MEL plan reflects the award progress over the life of the Activity and is a critical tool for planning, managing, evaluating performance, and learning. Findings from the MEL should be reviewed and validated in annual meetings with USAID staff, and revised when appropriate in consultation with the AOR. More details on the format of the MEL plan will be provided after award.

5. Quarterly Performance Reports - The Recipient will submit quarterly performance reports to reflect progress, the activities of the preceding three months and lessons learned. The report must describe the tasks completed in the last three months relative to what was anticipated in the approved work plan, and will assess the overall activity impact to date relative to the performance indicator targets and results defined in the activity theory of change. More details on the format of the quarterly performance reports will be provided after award.

6. Quarterly Provincial Coordination Meetings - As an input to the quarterly reports, the Recipient will also be expected to hold quarterly meeting that include USAID and relevant local actors, provincial partners and potentially subrecipients. The Recipient will be responsible for designing and facilitating sessions and will consult USAID in the design.

7. Annual Meeting - Annual meeting should precede and inform the development of the annual work plan and annual performance report. These will form the basis for a management review conducted by USAID and program staff to assess: program directions, priorities, achievements, and prior year implementation results; management and implementation impediments; and recommendations for adaptive management actions. Upon the provincial partners' request, an

annual meeting can be conducted in provinces; and/or integrated into the Disability Annual Stakeholder meeting which will be coordinated and implemented by other USAID Disability Implementing partners. The format, participation and final output of the Annual Meeting will be defined through consultation with the AOR The APR may be used to suggest refinements or updates to the activity theory of change, CLA approach, and subsequent annual work plans.

8. Annual Performance Report – Annual Performance Report will negate the need for a fourth Quarterly Performance Report. Annual performance reports will summarize actions, progress and results during the year in relation to the approved work plan and the activity theory of change it supports. The report should include lessons learned, proposed adaptive management shifts, and proposed updates to the theory of change. The annual performance report will be used by USAID to assess the status of activity implementation. Each annual performance report will include an assessment as to whether the activity strategic approaches and actions are leading to the activity objectives. The annual performance report will cover all of the items included in the quarterly performance report, with a focus on the Activity results over the entire year. More details on the format of the annual performance report will be provided after award.

9. Final Report - The Final Report must discuss all strategic approaches and results from the start of the award through its completion. More details on the format of the final report will be provided after award.

10. Financial Reports: Financial Reports shall be in accordance with applicable USAID Standard Provisions.

Quarterly Financial Report: Quarterly Financial Reports shall be due 30 days following the end of each quarter corresponding to USAID's fiscal year from October 1 through September 30.

Final Financial Report

The Final Financial Report shall be due within 90 days following the expiration of the award. Financial Reports shall be in accordance with 2 CFR 700. USAID requires recipients to use the Standard Form 425 or Standard Form 425a, Federal Financial Report, or such other forms authorized for obtaining financial information as may be approved by OMB.

Financial reports shall be submitted as follows: Financial Analyst, Office of Financial Management (email: hanoiusaidfa@usaid.gov) and the AOR.

F.5 SUBMISSION OF DEVELOPMENTAL EXPERIENCE DOCUMENTATION

USAID recipients must submit one electronic copy of development experience documentation to the Development Experience Clearinghouse. Development experience documentation may be submitted online: http://dec.usaid.gov. Or by mail (for pouch delivery):

USAID Development Experience Clearinghouse

M/CIO/ITSD/KM/DEC

RRB M.01-010

Washington, DC 20523-6100

Phone: (202) 712-0579

Email: docsubmit@usaid.gov

In addition, the recipient must submit one electronic copy of development experience documentation to the AOR for the award.

F.6 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: SUMMARY BUDGET TEMPLATE

The budget is the financial expression of the activity. The template found here:

Inclusion III-b_Atatchment A. Budget Template.xlsx may be used as a guide for Applicants.

Line Item	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**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					

[END OF ATTACHMENT A]

ATTACHMENT B: STANDARD PROVISIONS

(Note: 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. The award will also contain the following "required as applicable" Standard Provisions:

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

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (NOVEMBER 2020)
		RAA2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (NOVEMBER 2020)
		RAA3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (For-Profit) (DECEMBER 2022)
		RAA4. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
	x	RAA5. Reserved
	x	RAA6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	x	RAA7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
	x	RAA8. CARE OF LABORATORY ANIMALS (MARCH 2004)
	x	RAA9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (DECEMBER 2022)
	x	RAA10. COST SHARING (MATCHING) (FEBRUARY 2012)
x		RAA11. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
	x	RAA12. INVESTMENT PROMOTION (DECEMBER 2022)
x		RAA13. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2022)
x		RAA14. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)

	x	RAA15. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
	x	RAA16. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	x	RAA17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
	X	RAA18. RESERVED
	x	RAA19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	x	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	x	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	x	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
x		RAA23. UNIVERSAL ENTITY IDENTIFIER (UEI) AND SYSTEM FOR AWARD MANAGEMENT (DECEMBER 2022)
x		RAA24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2022)
	x	RAA25. PATENT REPORTING PROCEDURES (DECEMBER 2022)
	x	RAA26. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
x		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2022)
	x	RAA28. RESERVED
	x	RAA29. RESERVED
x		RAA30. PROGRAM INCOME (AUGUST 2020)
	x	RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)

		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (DECEMBER 2014)
TBD		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (NOVEMBER 2020)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
		RAA5. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
x		RAA6. UNIVERSAL ENTTY IDENTIFIER (UEI) AND SYSTEM OF AWARD MANAGEMENT (DECEMBER 2022)
x		RAA7. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2022)
x		RAA8. SUBAWARDS (DECEMBER 2014)
x		RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
x		RAA10. OCEAN SHIPMENT OF GOODS (JUNE 2012)
x		RAA11. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2022)
	x	RAA12. PATENT RIGHTS (DECEMBER 20222)
	x	RAA13. RESERVED
	x	RAA14. INVESTMENT PROMOTION (DECEMBER 2022)
	x	RAA 15. COST SHARE (JUNE 2012)
x		RAA16. PROGRAM INCOME (AUGUST 2020)
x		RAA17. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	x	RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	x	RAA19. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
	x	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	x	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	x	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
	x	RAA23. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	x	RAA24. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)

	x	RAA25. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	x	RAA26. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING(ASSISTANCE) (SEPTEMBER 2014)
	x	RAA27. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
x		RAA28. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2022)
	x	RAA29. RESERVED
	x	RAA30. RESERVED
	x	RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

[END OF ATTACHMENT B]

ATTACHMENT C: SAMPLE BUDGET NARRATIVE

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).

2. **Sample Budget Narrative**

Sample Budget Narrative can be found here.

[END OF ATTACHMENT C]

[END OF THE NOTICE OF FUNDING OPPORTUNITY]