

SECTION III – ELIGIBILITY INFORMATION

- 1) USAID policy encourages competition in the award of grants and cooperative agreements. In response to this RFA, any U.S. or non-U.S. organization, non-profit, or for-profit entity is eligible to apply for all or sections of the RFA. **All applicants shall be required to be registered to legally operate in Haiti within 30 days after award.**
- 2) USAID encourages applications from potential new partners.
- 3) **The minimum cost sharing element under this RFA is 10% of total proposed USAID funding and is required in order for applicants to receive consideration.** Types of costs acceptable for cost share shall be consistent with 22 CFR 226, including overhead and/or indirect costs.

SECTION IV – APPLICATION SUBMISSION INFORMATION

1) SUBMISSION AND PREPARATION GUIDELINES

Submit Questions and Full Applications as follows:

Electronically to the following e-mail address(es):	exavier@usaid.gov ; oaahaiti@usaid.gov
Questions no later than:	November 5, 2012, 12:00 noon, Port-au-Prince, Haiti local time
Full Applications no later than:	December 7, 2012, 12:00 noon, Port-au-Prince, Haiti local time

ELECTRONIC SUBMISSION OF APPLICATIONS IS REQUIRED; paper copies **will not be accepted**. Receipt by the e-mail addresses and before the deadline indicated below shall constitute timely receipt of the application. RECEIPT TIME IS WHEN THE APPLICATION IS RECEIVED BY THE USAID/HAITI INTERNET SERVER.

Applications which are submitted late or do not follow the instructions contained herein will not be considered in the review process.

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

Applications must conform to the guidelines of this section and include the Representations and Certifications provided in this Section IV. In the event of deficiencies in the Representations and Certifications submitted with the Application, they must be completed before final award is made.

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. To facilitate the competitive review of the applications, USAID will only consider applications conforming to the format prescribed below.

TECHNICAL APPLICATION FORMAT

Technical Applications must be submitted electronically in unprotected MS Word and .pdf (Adobe Acrobat) versions. USAID shall only accept applications submitted in English; however applications may also include French translations as the applicant's discretion.

In case of any conflicts between the MS Word, .pdf and other language versions of the application, the English .pdf version will govern and will be the only version presented to the Technical Evaluation Committee for review.

FORMAT AND PAGE LIMITATIONS

Technical Applications must be typed on standard letter-sized paper (8.5 X 11 inches), 1 inch margins, using a font size of 11 pt EXCEPT within tables where the font may be smaller, but MUST be legible.

TECHNICAL APPLICATIONS ARE LIMITED TO 15 PAGES. ANY PAGES EXCEEDING THE PRESCRIBED PAGE LIMIT WILL NOT BE CONSIDERED FOR EVALUATION.

ANNEXES TO TECHNICAL APPLICATIONS ARE LIMITED TO **20 PAGES** AND SHOULD PRESENT THE REQUESTED INFORMATION IN A CONCISE MANNER.

ANY PAGES SUBMITTED IN EXCESS OF THE PRESCRIBED PAGE LIMITS INDICATED BELOW WILL NOT BE CONSIDERED FOR EVALUATION!

Technical Application introductory pages shall include the following:

Page 1: COVER PAGE, indicating the Proposal Title and the name of the applicant Organization, name of the organization's authorized legal representative, mailing and e-mail addresses, telephone and fax-numbers.

Page 2-3: EXECUTIVE SUMMARY of objectives, results, technical and management approach

Remaining Technical Application pages must be structured as follows:

A. Technical Approach

Applications must clearly and concisely describe how the stated goal and objectives of the Program Description will be met, and how expected results will be achieved. The technical application must demonstrate the feasibility, sustainability and innovativeness of the technical approach. Clear benchmarks for measuring progress are must be proposed, with activities that demonstrate a feasible approach to reaching those benchmarks and the expected end-of-project results. Applications must demonstrate compliance with environmental regulations and procedures and addresses cross-cutting issues of gender, decentralization, sustainability, child protection.

The Technical Approach of the applications must be divided into the three development corridors identified in the Program Description. USAID/Haiti will award one or more agreements as a result of this RFA. If USAID awards multiple agreements they will be based upon the evaluation of applicant's approach to the various corridors. However, applicants must present a complete application that includes all three corridors. Applications that are not complete and do not include technical approaches to all three corridors will not be considered for award.

B. Planning Monitoring and Reporting

The applicant will clearly and completely present their planning, monitoring and reporting processes. The applicant will prepare a draft Performance M&E Plan that is feasible and will monitor project progress, output and impact. The draft Performance M&E Plan will present ambitious indicators and targets that address the concerns/challenges brought forth in the program description (including gender inequality, equitable knowledge and access to nutritious food, and access to healthcare). Proposed data collection will be sex-disaggregated (whenever possible), well planned and include ongoing improvement processes. A draft Monitoring and Evaluation Plan must be submitted as **Annex I** (see below.)

C. Project Management and Staffing Plan

Applications must describe a detailed management approach for implementing the proposed program, including specifying the composition and organizational structure of the entire implementation team (i.e. home and field offices), and describe each team member's role. Resumes for significant staff which an applicant wants to highlight *other than* Key Personnel may be included in **Annex II** (see below.)

Applications must also address how relationships with affiliated partners, if any, will be managed and describe plans for capacity building of any local, nascent and/or small business organizations.

D. Past Performance

The application provides information on past experience in undertaking a similar or related project, in both complexity and diversity, as the activities covered in the RFA. The application is expected to present information on past performance in working effectively with and building the capacity of local organizations, and experience implementing programs in the Haiti or similar development contexts. Reference data and contact information shall be included in **Annex III** (see below.)

E. Key Personnel

Applicants will provide information on proposed Key Personnel that have the requisite experience and expertise to meet or exceed requirements specified. Expertise and attributes may be verified through interviews, at the discretion of the Technical Evaluation Committee. Resumes and commitment letters of proposed Key Personnel must be included in **Annex II** (see below.)

F. Organizational Capacity

The applicant must demonstrate the institutional capability to plan, implement, and support complex programming and the range of activities outlined in the RFA, including the ability to managing institutional relationships, identify appropriate subcontractors and sub-grantees as needed, and minimize non-productive costs.

Technical Applications must include a description of the applicant's mission, history, current activities, organizational structure and resources that support its capacity to achieve the objectives of the program. Similar information should be provided for proposed partner organizations. Applicants should demonstrate an understanding of the economic, political and social context of Haiti and an ability to work under the often extreme conditions found in Haiti or other similar development contexts.

ANNEXES SHALL BE NUMBERED **I-V**:

ANNEX 1: DRAFT MONITORING AND EVALUATION PLAN

ANNEX 2: KEY PERSONNEL AND CRITICAL STAFF RESUMES AND LETTERS OF COMMITMENT

ANNEX 3: PAST PERFORMANCE REFERENCE DATA AND CONTACT INFORMATION

ANNEX 4: TABLE OF CONTENTS

ANNEX 5: ACRONYMS

COST APPLICATION FORMAT

The Cost Application is to be submitted via a separate file and e-mail from the technical application. This is due to the strict page limitations for the Technical Application. A Cost Application consists of:

- The **SF-424**, Application for Federal Assistance; **SF-424A**, Budget Information – Non-Construction Program; and **SF-424B**, Assurances – Non-Construction Programs. These forms may be downloaded from the following website:
http://www.grants.gov/agencies/aapproved_standard_forms.jsp;
- A summary budget;
- A detailed/itemized budget;
- A budget narrative explaining costs to be incurred as described more fully below;
- A separate section addressing cost share
- And other administrative documentation as required.

Please be sure that the budget includes at least the following elements:

- The breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
- **The breakdown of all costs associated with the three development corridors detailed in the Program Description.**
- The breakdown of all costs according to each partner organization involved in the program, in the same detail and format as the budget template. Describe sub-award

arrangements to the extent they are known at the time of application development: In case there are multiple organizations and partners, please explain as clearly as possible the management structure and how the parties are going to interact. If there are formal legal arrangements such as sub awards or sub contracts please clearly explain how these are to be structured and list past experience between the organizations. NOTE: If sub-awards are anticipated and not explained in the original application, the agreement officer's approval (after award) may be required before the sub-agreement may be executed.

- A copy of the self-certification for compliance with USAID policies and procedures for personnel, procurement, and travel.
- A copy of the organization's U.S. Government Negotiated Indirect Cost Rate Agreement (NICRA), if applicable.
- Provide sufficient information to confirm and ensure that the proposed cost sharing will materialize.

2) REQUIRED REPRESENTATIONS AND CERTIFICATIONS (ADS 303.3.8)

The following sections describe the documentation that applicants for an Assistance award must submit to USAID prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT (MAY 2006)

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement".

PART I - CERTIFICATIONS AND ASSURANCES

1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

- (a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

a.1 Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C.

2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

a.2 Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

a.3 The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

a.4 Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

a.5 USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

a.6 If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

a.7 This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR COVERED COUNTRIES AND INDIVIDUALS (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

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

4. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING EXECUTIVE ORDER 13224

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

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf> , or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website:

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

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site:

<http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

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

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

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

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

5. CERTIFICATION OF RECIPIENT

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, and (3) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

PART II - KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

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

PART III - PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

1. I hereby certify that within the last ten years:

- I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
- I am not and have not been an illicit trafficker in any such drug or controlled substance.
- I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART IV - CERTIFICATION OF COMPLIANCE WITH THE STANDARD PROVISIONS ENTITLED "CONDOMS" AND "PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING."

Applicability: This certification requirement only applies to the prime recipient. Before a U.S. or non-U.S. non-governmental organization receives FY04-FY08 HIV/AIDS funds under a grant or cooperative agreement, such recipient must provide to the Agreement Officer a certification substantially as follows:

"[Recipient's name] certifies compliance as applicable with the standard provisions entitled "Condoms" and "Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking" included in the referenced agreement."

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Applicant/Subgrantee _____

Typed Name and Title _____

Signature _____

PART V - SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

PART VI - OTHER STATEMENTS OF RECIPIENT

1. AUTHORIZED INDIVIDUALS

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

Name	Title	Telephone No.	Facsimile No.

2. TAXPAYER IDENTIFICATION NUMBER (TIN)

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

TIN: _____

3. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

- (a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.
- (b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet

directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

- (c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm> . If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com .

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. LETTER OF CREDIT (LOC) NUMBER

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

LOC: _____

5. PROCUREMENT INFORMATION

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

\$ _____

- (c) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION (Generic) QUANTITY ESTIMATED UNIT COST

- (d) Source, Origin, and Componentry of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry, which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items do not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods, which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION: QUANTITY ESTIMATED GOODS PROBABLE GOODS

PROBABLE

(Generic)

UNIT COST COMPONENTS SOURCE COMPONENTS ORIGIN

- (e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides,

Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION: QUANTITY ESTIMATED PROBABLE INTENDED USE
(Generic) UNIT COST SOURCE ORIGIN

- (f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION: QUANTITY ESTIMATED PROBABLE SUPPLIER NATIONALITY
(Generic) UNIT COST (Non-US Only) for NON-US

- (g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION: (Generic) QUANTITY ESTIMATED UNIT COST PROPOSED
DISPOSITION

6. PAST PERFORMANCE REFERENCES

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

7. TYPE OF ORGANIZATION

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

- (a) If the recipient is a U.S. entity, it operates as ☐ a corporation incorporated under the laws of the State of, ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a state or local governmental organization, ☐ a private college or university, ☐ a public college or university, ☐ an international organization, or ☐ a joint venture; or

- (b) If the recipient is a non-U.S. entity, it operates as ☐ a corporation organized under the laws of _____ (country), ☐ an individual, ☐ a partnership, ☐ a nongovernmental nonprofit organization, ☐ a nongovernmental educational institution, ☐ a governmental organization, ☐ an international organization, or ☐ a joint venture.

8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non- color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

[END OF SECTION IV]

SECTION V – APPLICATION REVIEW INFORMATION

The technical applications will be reviewed by a Technical Evaluation Committee (TEC) and costs will be reviewed by the Office of Acquisition and Assistance (OAA) at USAID/Haiti. Following the review of the applications, a correspondence will be sent to all applicants describing the outcome of the review. USAID reserves the right to determine the final funding level of the resultant award(s).

TECHNICAL EVALUATION:

The Technical Evaluation Criteria are tailored to the requirements of this particular RFA and are listed below. The Applicants should note that these criteria serve to: (a) outline specific items which the Applicant should address in the proposal and (b) set the standard against which all proposals will be evaluated. The Proposal and Submission Information outlines the organization of the Technical Proposal narrative section.

Technical Approach (30 points)

Overall Approach: The technical approach will be evaluated on the feasibility, sustainability, creativity and innovativeness of the proposal. The application will be evaluated on its approaches to compliance with environmental regulations and procedures and the approaches towards cross-cutting issues of gender, decentralization, sustainability, child protection. Clear benchmarks for measuring progress are proposed, and proposed activities demonstrate a feasible approach to reaching those benchmarks and the expected end-of-project results.

Technical Interventions: Proposed activities are appropriate and comprehensive and respond to the programmatic principles. The proposal will incorporate state-of-the-art technical knowledge and best practices to improve the quality of data and scale up prioritized interventions.

Applicants should seek to identify GoH for the Departments covered by this program as well as local organizations to work with, and reinforce during the implementation of this program.

The Technical Approach will be evaluated based on the three development corridors outlined in the Program Description. Each of the three corridors will be evaluated equally. Applicants will be evaluated on their understanding of the development context unique to each of the three corridors along with their technical approach to improve nutrition indicators as detailed above.

Planning, Monitoring and Reporting (15 points)

The planning, monitoring and reporting processes are comprehensive and clear. The draft Performance M&E Plan is complete and feasible and will monitor project progress, output and impact. Indicators and targets are ambitious, address the concerns/challenges brought forth in the program description (including gender inequality, equitable knowledge and access to nutritious food, and access to healthcare), and achievable and data quality is assured. Data collection is

sex-disaggregated (whenever possible), well planned and includes ongoing improvement processes.

Project Management and Staffing Plan (15 points)

Applications will be evaluated on their proposed management and administrative arrangements for program implementation. Factors in the evaluation include the degree to which applications are well thought out, cost effective, maximize the use of local organizations (including women-led organizations and organizations led by persons with disabilities) and minimize administrative burdens. Organizational structures, decision-making authorities, and knowledge sharing are thoughtfully presented and relevant to achieving the desired results. Proposed processes are appropriate for interaction with USAID, the Haiti Mission, the Government of Haiti and other in-country partners. Proposed approaches to financial management will contain costs, ensure timely and accurate financial reporting, and support sub-partners, if any. The proposed staffing pattern and numbers and types of positions proposed are responsive to RFA technical requirements and represent an optimal configuration for efficiency and cost containment. The proposal prioritizes the leveraging of talent and recruitment of Haitian professionals, especially those with direct experienced working with the Haitian Ministry of Health.

Applications will also be evaluated on their ability to address how relationships with affiliated partners, if any, will be managed and describe plans for capacity building of any local, nascent and/or small business organizations.

Past Performance (15 points)

The application will be evaluated on past experience in undertaking a similar or related project, in both complexity and diversity, as the activities covered in the RFA. Included in this evaluation are a track record of working effectively with and building the capacity of local organizations; and experience implementing programs in the Haitian context.

Applicants lacking relevant past performance history will receive a neutral rating for past performance.

Key Personnel (15 points)

Proposed Key Personnel will be evaluated on their experience and expertise and meet or exceed requirements specified. Individually and collectively, proposed key personnel show evidence of strong leadership skills and ability to build collaborative relationships. Every effort should be made to ensure that qualified men and women, as well as persons with disabilities, are equally considered for key personnel positions.

Organizational Capability (10 points)

The applicant will be evaluated on the institutional capability to plan, implement, and support complex programming and the range of activities outlined in the RFA, including the ability to managing institutional relationships, identify appropriate subcontractors and sub-grantees as needed, and minimize non-productive costs. Special consideration shall be given for the

applicant's demonstrated ability to manage the amount of funding requested by its application. The Applicants possesses in-depth knowledge and expertise in the social, economic and political context of Haiti.

COST EVALUATION

Cost is less important than the Technical Evaluation Criteria; however following the technical evaluation outlined above, the TEC will be asked to evaluate the cost effectiveness and cost realism of those applications considered to have the potential to be eligible for award.

For those Applications selected by the TEC for further consideration for award, USAID/Haiti's Office of Acquisition and Assistance will undertake an independent cost analysis in accordance with ADS 303.3.12. OAA's cost analysis will involve ensuring costs, are in compliance with Office of Management and Budget and USAID policies. Therefore applicants must justify in advance the proposed costs for each element of the program.

If an applicant expects to earn program income during the award period, the schedule of the award must specifically state how the income will be applied. (The definition of program income is located in 22 CFR 226.2 and income application suggestions can be found in 22 CFR 226.24 see <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=df1c454a12de425f42b5824d5200ffeb&rgn=div8&view=text&node=22:1.0.2.22.25.3.54.5&idno=22>)

Based on the cost breakdowns provided by applicants as part of the Cost application, the Agreement Officer verifies cost data, evaluates specific elements of costs, and, analyzes data to determine the necessity, reasonableness, and allow ability of the costs reflected in the budget, and the allow ability of the costs under the applicable cost principles.

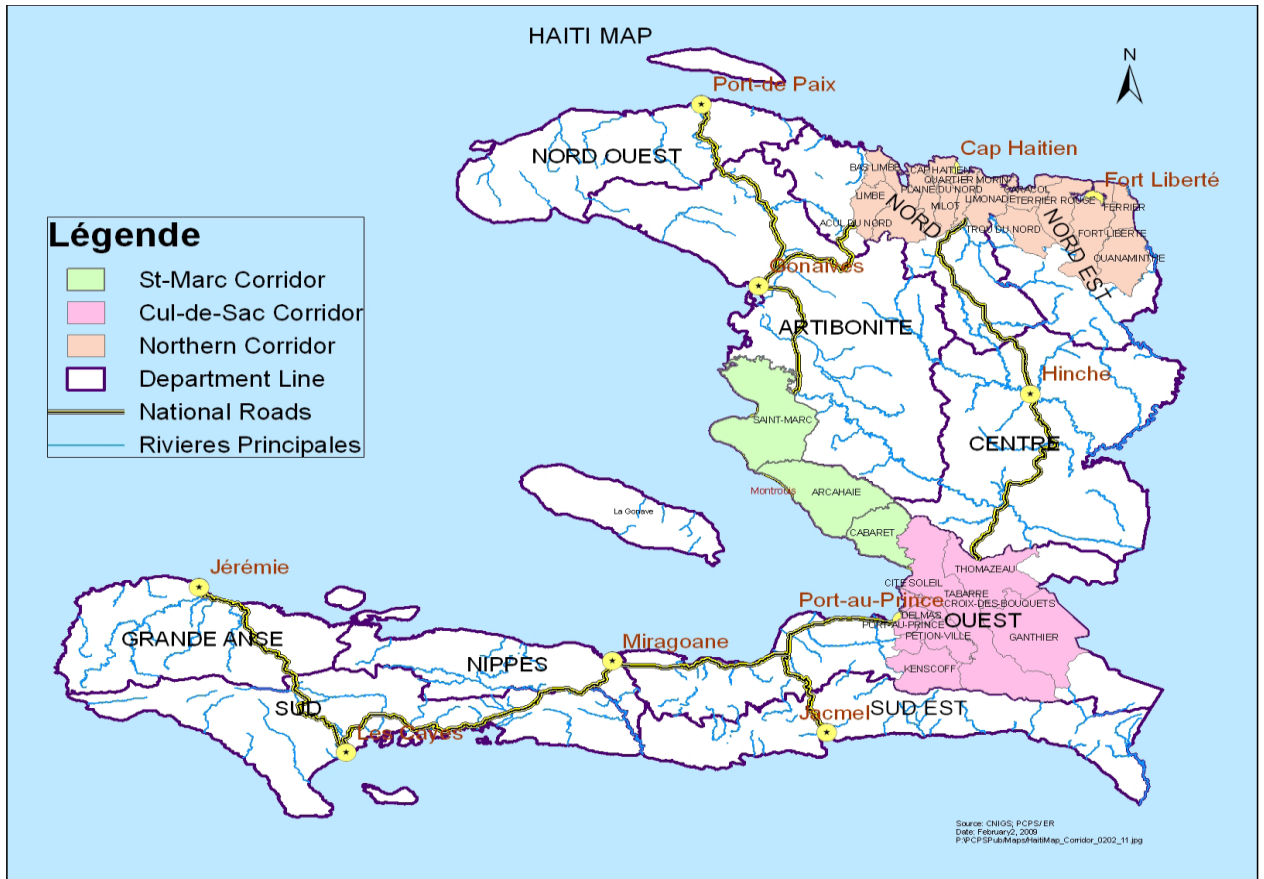
The Agreement Officer shall perform cost analysis to determine:

1. The extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the grant activities within the amount requested;
2. Whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and
3. Any special conditions relating to costs that are in the award.

The AO may ask M/OAA/Contract Audit and Support Division (CAS) to help determine whether an applicant's proposal is fair and reasonable for the program proposed, and provide an evaluation of whether the proposal is consistent with the Agency's cost accounting policies, procedures, and practices. This includes ensuring that the applicant's indirect cost rates are consistent with any Negotiated Indirect Cost Rate Agreements.

ATTACHMENTS

A) Map of USG Haiti Development Corridors



B) Budget Template

C) USAID/Haiti Gender Assessment

D) Performance M&E Template