

ATTACHMENT L – REQUIREMENTS OF NOTE

The below checklist identifies all requirements applicants must adhere to prior to submitting an application through a possible resultant award under this APS. Failure to adhere to these requirements will jeopardize review, evaluation and further consideration of a possible award.

1. Applicants are required to submit application within the parameters identified in the APS both in terms of dollar value as well as being in line with the maximum period of performance noted for each instrument. Applications submitted that do not fall within the below listed parameters will not be considered.

Standard Assistance Award (See Section B): Range from a minimum USAID-funded amount of \$500,000 to a maximum USAID-funded amount of \$1,200,000. Finalists applying for a Standard Assistance Award will be invited to submit a Full Application. (See Attachment A of the APS for guidance on Full Application format). The period of performance of Standard Assistance Award applications may extend up to a maximum of 36 months.

Fixed Amount Award (FAA) (See Section C):

- I. Israel Only FAAs: Range from a minimum USAID-funded amount of \$50,000 to a maximum USAID-funded amount of \$100,000. The period of performance of Israel Only FAA applications may extend up to a maximum of 18 months.
Cross Border FAAs: Range from a minimum USAID-funded amount of \$100,000 to a maximum USAID-funded amount of \$200,000. The period of performance of Cross Border FAA applications may extend up to a maximum of 24 months.
 - II. For FAA awards whose geographic area of implementation is within Israel only, the US Embassy (U.S. State Department) will assume the pre-and post- award responsibilities.
2. Application Submission Guidelines: See Section B.3 and C.3 of the APS. All applications need to be submitted to the following email address: WBG-APS-CMM@usaid.gov. Applicants need to ensure that they receive a confirmation email receipt from USAID.

Electronic application submissions will include the following:

- One PDF™ submission of the full technical application to include all required cover pages and attachments;
- One Word™ submission of the full technical application to include all required cover pages and attachments;
- One PDF™ submission of the cost application with all required documentation;

- One EXCEL™ submission of the cost application with all required documentation.
3. Summary Application Format: Failure to adhere to the below guidance (Cover Page, page limitations, Font requirements etc.) will risk further review and consideration of applications. The guidelines are listed in the APS under the following sections:
- a. Standard Assistance Awards: Section B.4 "Summary Application Format":

Order	Required Item	Page Limit	Required Item Instructions
TECHNICAL APPLICATION			
1	Cover Page	2	See Attachment E
2	Summary Application	5	See Sections B.5 and D.3
3	Resumes/CV of up to three Key Personnel	1 page each resume/cv	See Section B.5.c
COST APPLICATION			
1	Detailed Budget and Budget Narrative	No page limit	See Attachments G & H
2	Standard Budget Forms (SF 424 & 424A) and 424B	No page limit	See Section B.6

The font must be Times New Roman or similar type and must be size 12 point font. If the font is smaller than 12 point, the application may be eliminated.

- b. Fixed Award Amounts: Section C.4 "Summary Application Format":

Order	Required Item	Page Limit	Required Item Instructions
TECHNICAL APPLICATION			
1	Cover Page	3 including the milestone table	See Attachment F
2	Summary Application	5	See Sections C.5 and D.3

3	Resumes/CV of up to three Key Personnel	1 page each resume/cv	See Section C.5.c
COST APPLICATION			
1	Detailed Budget and Budget Narrative	No page limit	See Attachments G & H
2	Standard Budget Forms (SF 424 & 424A) and 424B	No page limit	See Section C.6

The font must be Times New Roman or similar type and must be size 12 point font. If the font is smaller than 12 point, the application may be eliminated.

4. DUNS AND BRADSTREET UNIVERSAL NUMBERING SYSTEM (DUNS) AND SYSTEM FOR AWARD MANAGEMENT (SAM)

All applicants are strongly encouraged to comply with the following before submitting a summary application under this APS:

- (i) Be registered in SAM.
- (ii) Provide a valid DUNS number in its application.
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal Award or an application or plan under consideration by a USG Federal Agency.

SAM registration is required for all applicants selected to submit a full application for a Standard Assistance Award, or have been selected as a successful applicant for a FAA. Failure to comply with this requirement will jeopardize further review and evaluation of the application and as such USAID may determine that the applicant is not qualified to receive a Federal award and use the determination as a basis for making an award to another applicant.

Instructions on how to register in DUNS and SAM are described in Attachment K.

5. PROPER COMMUNICATION CHANNELS

In order to maintain a fair and transparent funding opportunity, USAID maintains strict guidelines on who within USAID may be contacted regarding applications or questions about the opportunity. Applicants may only contact USAID via the email address provided in this APS. Failure to comply with the USAID point of contact guidance mandated in the APS may disqualify the applicant's submitted application.

6. ENGLISH LANGUAGE REQUIREMENTS

Applications are to be submitted in proper English. All deliverables and correspondence after award shall be produced and conducted in proper English.