



USAID
FROM THE AMERICAN PEOPLE

WEST BANK/GAZA

ISSUANCE DATE: April 21, 2017
DEADLINE FOR QUESTIONS: May 14, 2017 (11:59 PM Tel Aviv Local Time)
INITIAL CLOSING DATE & TIME: June 11, 2017 (11:59 PM Tel Aviv Local Time)

**SUBJECT: 2017 West Bank and Gaza Conflict Mitigation and Management (CMM) Activities
Annual Program Statement (APS), Notice of Funding Opportunity No. # APS-294-
17-000001**

Dear Prospective Applicants:

As authorized by the Foreign Assistance Act of 1961, as amended, the United States Agency for International Development (USAID) Mission to the West Bank and Gaza (WBG) invites Summary Applications for funding to carry out innovative activities that mitigate conflict and promote reconciliation by bringing together individuals of different ethnic, religious or political backgrounds from areas of national conflict, civil conflict and war.

USAID hereby requests Summary Applications, limited to five pages maximum and must be submitted in compliance with the instructions in this APS. Summary Applications may only be submitted by eligible organizations. Eligible Applicant entities include U.S. and non-U.S. non-profit or for-profit non-governmental organizations (NGOs), private voluntary organizations, foundations, colleges and universities, civic groups, faith-based and community institutions, international organizations (PIO or IO), private businesses and associations, regional organizations, philanthropic organizations, and advocacy groups. USAID encourages applications from potential new partners and, in particular, Palestinian organizations. For-profit Applicants should note that USAID policy prohibits the payment of fee/profit to the prime Recipient under grants and cooperative agreements.

Due to a special award process for this APS, the anticipated timeframe for the first notification to Applicants whose proposals will be further considered is December 2017 with awards fifteen months from the application deadline. Summary Applications must be submitted by the first deadline of June 11, 2017¹. These applications will be reviewed by a Selection Committee in accordance with the evaluation criteria prescribed herein. Following this review, Applicants whose proposals are being further considered will be asked to submit a Full Application. All Applicants will be informed of the results of the evaluation of the Summary Applications as soon as time permits. Upon written request within ten working days of notification of an unsuccessful application, USAID will provide feedback concerning the applications. At no point is USAID obligated to make an award. USAID reserves the right to fund any or none of the applications submitted.

¹ This APS is open for six months from the date of issuance or until all funds available for awards have been expended. While USAID reserves the right to consider applications submitted after the initial closing date, historically, only applications submitted by the initial closing date have been funded.

Subject to the availability of funds, USAID anticipates making multiple awards as a result of this APS. There are TWO types of awards for which Applicants may apply: Standard Assistance Awards (Grants and Cooperative Agreements) and Fixed Amount Awards (FAAs). The total amount of these awards will be up to \$9 million under this APS:

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.

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

This APS is posted on www.grants.gov, and may be amended at any time. Potential Applicants should regularly check the website to ensure they have the latest information pertaining to this APS. It is the responsibility of the Applicant to ensure that the APS has been received from the internet in its entirety and 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 APS, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance. All previous CMM APSs issued by the USAID/WBG Mission are hereby closed and this opportunity announcement replaces all previously issued by the USAID/WBG Mission for the Conflict Mitigation and Reconciliation/CMM programs.

USAID requires that all questions regarding this APS be submitted in writing via e-mail to WBG-APS-CMM@usaid.gov no later than May 14, 2017. All questions submitted and answers to all questions will be provided through an amendment to the APS which will be publicly posted on grants.gov.

For the benefit of prospective applicants, USAID/West Bank and Gaza intends to host the following pre-application conference(s):

1. Pre-Application Conference in Tel Aviv at the below venue, date and time:

Venue: Hilton Hotel

Date: May 9, 2017

Time: 9:00 am – 12:00 pm

2. Pre- Application Conference in Ramallah at the below venue, date and time:

Venue: Movenpick Hotel

Date: May 10, 2017

Time: 9:30 am – 12:30 pm

Attendance at these conferences is optional and in no way affects the consideration of applications. Please acknowledge your attendance by RSVP for your elected session by 14:00 (Tel Aviv Local Time) on May 4, 2017, to the following email address: wbgusaidcmm@usaid.gov.

For the first deadline, **USAID requires that all Summary Applications be submitted electronically (e-mailed) to WBG-APS-CMM@usaid.gov by June 11, 2017, (11:59PM Tel Aviv Local Time). Applicants are strongly recommended to request a receipt confirmation to ensure that the application was received by USAID.**

Funds for these awards are not currently available. Issuance of this APS does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for any costs incurred in the preparation and submission of an application. Further, USAID reserves the right to reject any or all applications received. In addition, final award of any resultant Assistance Award(s) will not be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures, including a strategic review conducted in coordination with the U.S. State Department.

Thank you for your interest in USAID Programs.

Sincerely,

Jason Gilpin
Agreement Officer
USAID/West Bank and Gaza

TABLE OF CONTENTS

	Pages
1. Section A - APS Objectives.....	5
2. Section B- Standard Assistance Award.....	18
3. Section C – Fixed Amount Award (FAA).....	26
4. Section D- Selection Criteria.....	34

Attachments

1. Attachment A-	Standard Assistance Award-Full Application Format
2. Attachment B-	USAID West Bank and Gaza Mandatory Special Provisions
3. Attachment C-	Other Information-References
4. Attachment D-	Fixed Amount Award (FAA) Entity Eligibility Checklist
5. Attachment E-	Standard Assistance Award Technical Application Cover Page
6. Attachment F-	FAA Technical Application Cover Page and Program Summary
7. Attachment G-	Budget Template
8. Attachment H-	Sample Budget Narrative
9. Attachment I-	VAT Guidance
10. Attachment J-	Mission Order No.21
11. Attachment K-	Instructions for Registration in DUNS and SAM
12. Attachment L-	Requirements of Note
13. Attachment M-	Award Life-Cycle and Post Award Requirements

SECTION A - APS OBJECTIVES

A.1 OBJECTIVES AND SCOPE

USAID seeks to effectively prevent, mitigate and manage the causes and consequences of violent conflict, instability and extremism. The Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA), Office of Conflict Management and Mitigation (CMM) leads USAID's efforts to identify and analyze sources of conflict, supports early responses to address the causes and consequences of instability and violent conflict, and seeks to integrate conflict mitigation and management into USAID's analysis, strategies and programs.

USAID manages this APS in accordance with a Congressional appropriation to provide a central source of funding for reconciliation activities (See Public Law 113-235, Division J, Section 7060). To meet Congressional intent, this APS will support "people-to-people" conflict mitigation and reconciliation programs and activities which bring together individuals of different ethnic, religious or political backgrounds from areas of civil conflict, national conflict and war. Only proposed activities that provide innovative or creative opportunities for adversaries to address issues, reconcile differences, promote greater understanding and mutual trust and work on common goals or solve shared issues with regard to potential, ongoing, or recent conflict in the West Bank, Gaza and, Israel, will receive consideration for funding under this APS.

"People-to-people" programs are one approach among many to conflict mitigation. This solicitation is intended to only fund conflict mitigation activities which incorporate a people-to-people approach based on a context and conflict analysis that leads to a concrete program change hypothesis.

The theory of change guiding this opportunity is that if USAID supports civil society organizations and other institutions in promoting a culture of peace and mutual respect between Israelis and Palestinians at all levels, then there will be an expanded peace constituency that is more enduring in the face of shocks and setbacks.

Under this 2017 APS, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer".

USAID seeks programs that produce more concrete and measurable results through conflict resolution by bringing participating groups together to resolve issues of common concern. Studies have shown that when common goals or shared problems are present, communication between groups moved towards reducing conflict. In addition to the people-to-people approach, USAID requests applicants to focus on issues of common interest between three categories of participants: 1) Israelis and Palestinians; 2) Israelis, Palestinians, and Jordanians; 3) Israeli Arab and Jewish citizens. Cross-border activities that bring together Israelis and Palestinians and activities that bring together Israelis, Palestinians, and Jordanians are strongly encouraged. Activities can include citizens of other Middle Eastern and North African countries, but primary beneficiaries should be Israelis and Palestinians residing in Israel and the West Bank. USAID highly encourages applications where participants engage in activities that will clearly benefit from the participation of another group in order to reach common goals or solve shared

issues. Activities addressing issues in water, farming, tourism, health, technology, energy, and the environment are just a few examples of successful past programming. Additionally, USAID encourages applications that involve women, youth, and/or people living with disabilities and demonstrate a clear understanding of their role in conflict mitigation. USAID also encourages activities that target disadvantaged beneficiaries residing in the peripheral areas. Applicants must track and measure their activity's effectiveness in reducing conflict and in changing perceptions, and will develop a monitoring system to effectively measure their results.

Reinforcing Linkages: USAID aims that its people-to-people programming in the Middle East demonstrate higher level impacts beyond immediate beneficiaries of its funded activities. The Collaborative Learning Projects' "Reflecting on Peace Practice Project" (RPP) found that activities must be linked and transfer impacts between different kinds of target audiences.² The RPP describes various types of peace activities as falling into one of four groupings: "more people" approaches that engage large numbers of people, "key people" approaches that focus on particular individuals or groups (e.g. policymakers), approaches that seek "individual/personal level" change in attitudes, values, perceptions, etc., and "socio-political level" change in institutions and structures. The first two combine with the second two to form a matrix where most conflict mitigation programming can be located.

Programming aiming to contribute to peace will have more impact if its effects transfer to other quadrants of the matrix. The study found that "programming that focuses on change at the individual/personal level, but that never links or translates into action at the socio-political level has *no discernable effect* on peace. Evidence shows that impacts for the broader peace are more significant if personal transformations are translated into actions at the socio-political level. Similarly, the RPP found that more people must link, strategically, to activities to engage key people, and key people activities must link strategically to activities to engage more people, if they are to be effective.

These linkages are demonstrated by the arrows in the matrix in Illustration 1 below:

² Mary B. Anderson and Laura Olsen, *Confronting War: Critical Lessons for Peace Practitioners, Reflecting on Peace Practice Project*, Collaborative for Development Action, 2003, (See chapter 7: "How to Improve the Effectiveness of Peace Practice, pg. 52-59: <http://cdacollaborative.org/wordpress/wp-content/uploads/2016/01/Confronting-War-Critical-Lessons-for-Peace-Practitioners.pdf>); See also USAID's Theories and Indicators of Change: Concepts and Primers for Conflict Management and Mitigation, March 2013, Annex 2, pg 105-115: <https://dec.usaid.gov/dec/content/Detail.aspx?ctID=ODVhZjk4NWQtM2YyMi00YjRmLTkxNjktZTcxMjM2NDhmY2Uy&rID=MzMzNDI4>

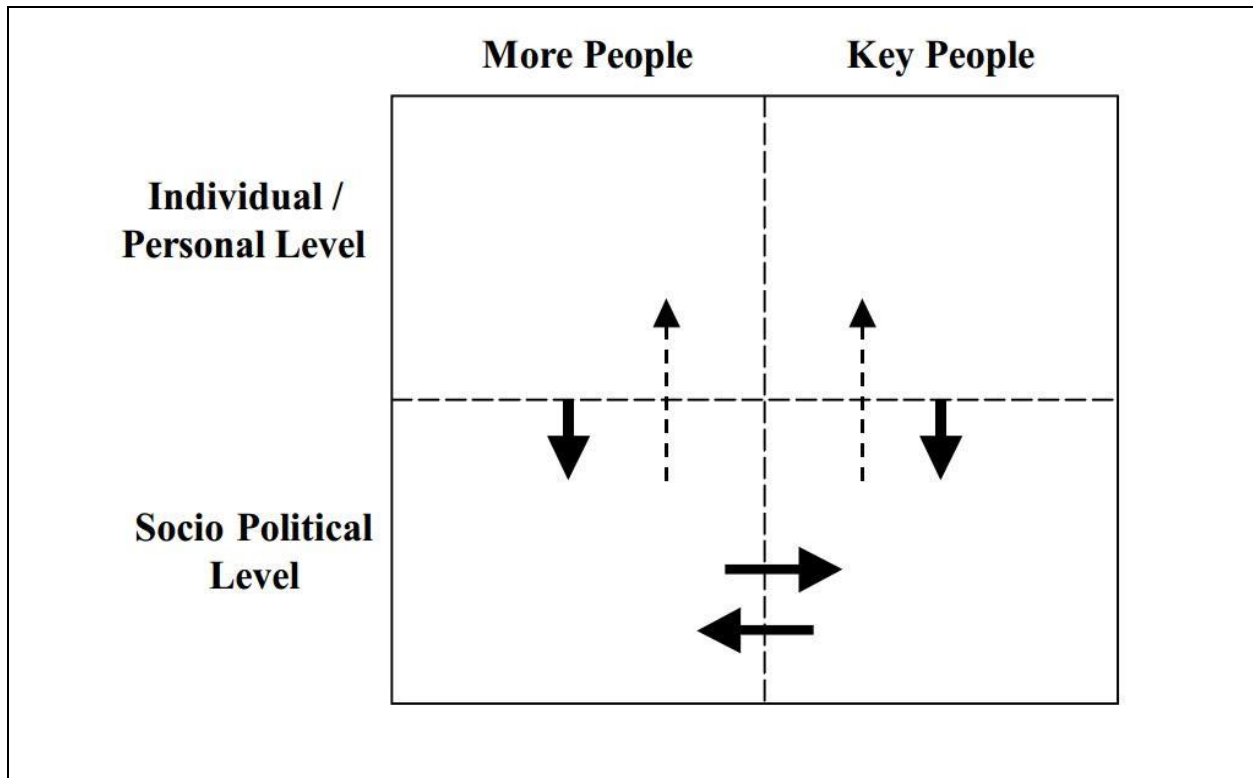


Illustration 1: RPP Matrix showing linkages.

Reconciliation programs that are currently being funded in the Middle East are mostly situated in the “More People”/Individual/Personal Level” change box. This is to be expected, given the people-to-people mandate of the program. However, the standard should be that, even when activities are at their core centered upon face-to-face dialogue activities emphasizing contact and engagement, those discussions be linked very clearly to engagements with key people (i.e. policy makers, community leaders, potential future leaders, specific field experts, etc.) and/or substantive socio-political change.

Building on this evidence, the evaluation of applications under this APS will prioritize those that, in addition to the people-to-people work, are linking their “more people” activities to “key people” and institutional and social change. In addition, more concerted effort should be made to establish more intentional linkages among CMM programs, as well as between CMM-funded interventions and other programming. This includes linking to programs that perhaps are not funded by USAID or in other sectors. Linkages can take the shape of formal collaborations and partnerships and/or through demonstrating how proposed programs link to work being done elsewhere.

Public Private Partnerships: USAID is committed to increasing the sustainable impact of our conflict mitigation programs through strategic partnerships with the private sector. Such partnerships enable the programs to leverage private sector markets, expertise, interests, and assets in a manner that solves critical development problems and promotes effective solutions to issues of common interest such as water, agriculture, health, and economic growth. Accordingly, Applicants are encouraged to propose activities that engage private businesses, financial institutions, chambers of commerce, industry

associations, foundations, entrepreneurs, investors, philanthropists, and other private-sector organizations to identify, suggest, and implement activities that mitigate the conflict.

Sustainability:

The CMM effort is one referred to in the Congressional language as a “people-to-people” effort, focused on attitudinal change. ADS 201.3.16.3(c) states: “In conflict situations, or other highly volatile environments, sustainability of program benefits may be unpredictable.” However, USAID seeks applications that demonstrate impact on conflict mitigation that lasts beyond of the life of the grant or cooperative agreement. In addition, proposed activities must promote, strengthen and be supported by sustainable local organizations that can champion sound concepts, innovative practices and changes beyond the life of the award through targeting key people and seeking social and institutional change.

Through its awards, USAID seeks to directly support local organizations and encourages other types of applicants to support local organizations and work with new partners to build their capacity to manage U.S. Government awards and other awards issued by international donors. USAID’s CMM partners continuously indicate that they became structurally, financially and technically stronger organizations due to the USAID’s pre-award surveys/recommendations, offered trainings, financial reviews, audits, reporting requirements, and overall support.

Youth:

Youth are the promise for tomorrow, the ones who will transform their communities and the world into a more secure, productive and just place. However, societies with a high proportion of young people relative to the total population (i.e., a youth bulge) are at a greater risk for violent conflict, particularly in places where there are few or deteriorating economic opportunities. The USAID CMM toolkit on youth and conflict issues states that “youth who are never integrated into community and social structures, or who never acquire the skills needed for peaceful and constructive adult lives, are at high risk. A deprived, frustrated, or traumatized youth cohort, if left without help, can continue to foment conflict for decades”.³ In addition, USAID/WBG Mission’s Youth Development Strategy, approved in May 2013, provides that. Mission’s activities will achieve this strategy through training; civic education; empowering youth to engage their peers, communities, and decision makers on priority issues; and building the capacities of organizations that engage youth in peace-building initiatives.

Under the CMM portfolio, the Mission continues to support joint Israeli-Palestinian interventions around issues of common interest such as sports, economic growth, health and environment, etc. This approach has proven to be effective in changing youths’ perceptions about the other. All activities targeting youth must be structured to ensure that activities benefit a broad spectrum of Israeli and Palestinian youth no matter their gender, sexual orientation, ethnicity, religion, economic status, or disability status. USAID will review applications with an eye to the Mission’s and the Agency’s emphasis on youth programming, recognizing that not all applications received will focus exclusively on youth per say.

³ USAID Office of Conflict Management and Mitigation, *Youth and Conflict: A Toolkit for Intervention*, http://pdf.usaid.gov/pdf_docs/pnadb336.pdf

APS Cross-Border Focus: Applicants are strongly encouraged to consider cross-border programming that brings together Israelis and Palestinians from the West Bank and Gaza and activities that bring together Israelis, Palestinians, and Jordanians. Activities that are “Israel-only” oriented that include people-to-people interactions between Jewish and Arab citizens of Israel will be less preferred. As such, Israel-only programs, where face-to-face meetings are not as great a challenge as those with cross-border programs, will need to target key people (i.e. policy makers, community leaders, potential future leaders, specific field experts, etc.) and aim for institutional and social change. Israel-only activities that target “more people” can be included as part of an overall program if they contribute to achieving these goals. Activities can include citizens of other Middle Eastern and North African countries, however, primary beneficiaries should be Israelis and Palestinians residing in Israel and the West Bank, and Jordanians.

Proposed activities may support interventions in Gaza, but Applicants are cautioned about the difficult and restricted operating environment in Gaza. Activities may assist civil society organizations and others that encourage peace dialogue, but USAID implementing partners working in Gaza must minimize security risks and adhere to the U.S. Government “contact policy” that prohibits contact with Hamas and other designated Foreign Terrorist Organizations (FTOs).

In addition, in accordance with legislative restrictions applicable to USAID funds, activities proposed for Gaza may not include assistance or direct benefit to public institutions in Gaza with the exception of any non-FTO-controlled municipal governments. Applicants should also be cognizant of additional issues related to Gaza, such as restrictions on getting materials into Gaza, avoiding support of the tunnel economy, and the inability to use award funds for Hamas-imposed taxes in Gaza.

Finally, all proposed activities, regardless of location, should take into account statutory and Executive Order restrictions relating to the furnishing of material support and resources or engaging in transactions or dealings with FTOs or FTO-controlled entities.

In recognition of the increased challenges of movement and access between Israel, WBG and other Middle Eastern countries, meetings in third-country venues are permissible if the neutrality of the meeting location in the West Bank, Gaza or Israel or the security of participants is an issue and measures are taken to ensure the cost-effectiveness of the endeavor. Sufficient technical justification should be provided for use of a third-country venue.

Successful Applicant Profile

Successful applications under the CMM program have been those that were creative or innovative approaches that comply entirely with the requirements detailed throughout the APS. Below are some characteristics of successful application profiles.

- Activities that demonstrate people-to-people approaches to reconciliation based on a context and conflict analysis that leads to a concrete hypothesis through a defined theory of change. Activities clearly articulate which people or conflicting groups are brought together and why those chosen groups are most relevant based on the conflict context.

- Activities that have focused and realistic approaches in which the implementation of activities flows from the context analysis and theory of change. Implementation activities aim to address underlying grievances that have manifested as adversarial relationships between groups and are innovative and based in best practices. Activities build upon one another in a logical, well-sequenced manner and are organized in a way that is consistent with resources and scope of activities. A single award is unlikely to realistically address the multidimensional aspects of one conflict, so a clear explicit focus and justification of that focus is part of a successful intervention design.
- Activities reflect thoughtful consideration of any risks that may result by bringing together conflicting parties and provide sufficient explanation of risk mitigation measures, including appropriate safeguards to avoid intensifying the conflict or creating harmful situations for participants. Recognizing that interventions become part of the conflict context, thoughtful approaches reflect on the impact of planned activities and analyze their potential effect on the conflict environment. For additional guidance on a “Do No Harm” approach to conflict mitigation and reconciliation, please see the link to USAID’s *People-to-People Peacebuilding: A Program Guide* (January 2011).
<http://www.usaid.gov/sites/default/files/documents/1866/CMMP2PGuidelines2010-01-19.pdf>

Unsuccessful Applicant Profile

The following details characteristics of applications which were NOT and will not be well-suited for consideration. Examples of activities that are *not* suitable to this APS include:

- Activities that do not clearly include a people-to-people component and do not clearly articulate this theme throughout the application.
- Activities that focus entirely on standard development practice with no reference to the conflict context.
- Activities that have a strong academic or research focus.
- Activities that remove participants from the country of operation of any activity without discussing why relocation of an activity or activities is/are uniquely essential to the theory of change as well as how planned interactions will be sustained in a safe way upon return.

A.2 MULTIPLE AWARDS, AWARD AMOUNT, AWARD TYPE, AVAILABILITY OF FUNDS

In order to help expedite the review process and alleviate the burden on Applicants, USAID/WBG requests the submittal of Summary Applications limited to five pages. USAID anticipates awarding multiple awards totaling approximately \$9,000,000 of TWO TYPES: (i) Standard Assistance Awards (Grants and Cooperative Agreements) and (ii) Fixed Amount Awards (FAAs):

(i) Standard Assistance Award (See Section B): The proposed Estimated Total Amount for Standard Assistance Awards range from a minimum USAID-supported amount of \$500,000 to a maximum amount of \$1,200,000. The highest rated applications for a Standard Assistance Award will be invited to submit a Full Application for further review and evaluation. (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.

(ii) Fixed Amount Awards (FAAs) (See Section C):

- I. Israel Only FAAs: Range from a minimum USAID-supported amount of \$50,000 to a maximum amount of \$100,000. The period of performance of Israel Only FAA applications may extend up to a maximum of 18 months. Israel Only FAAs will be administered by the U.S. State Department/U.S. Embassy.
- II. Cross Border FAAs: Range from a minimum USAID-supported amount of \$100,000 to a maximum amount of \$200,000. The period of performance of Cross Border FAA applications may extend up to a maximum of 24 months.

Applications that do not fall within the parameters of these minimum/maximum award amounts and/or period of performance limits may be deemed as nonresponsive and may be disqualified for further consideration for award.

Applicants that submit applications that fall within the parameters of FAAs will not be required to submit a Full Application and will be notified if they are successful or unsuccessful based on their summary application only. Successful Applicants may be requested to submit a revised FAA application during pre-award discussions. USAID reserves the right to determine the actual assistance award type and final amount of the award.

A.3 ENVIRONMENTAL PROTECTION AND COMPLIANCE

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (ADS 204) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/who-we-are/agency-policy/series-200>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

No activity funded hereunder will be implemented unless an environmental threshold determination, as defined ADS 204, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). Subsequently, over the Life of the Activity (LOA), these environmental mitigation measures are to be a standard component of program management. Successful applicants will be advised by USAID how to satisfy these requirements.

A.4 ELIGIBILITY INFORMATION

Eligible organizations under this APS include, but are not necessarily limited to, private voluntary or civil society organizations, non-governmental organizations (NGOs), foundations, colleges and universities, civic groups, faith-based and community institutions, international organizations, private businesses and associations, regional organizations, philanthropic organizations, and advocacy groups.

A.4.1 Types and Nationalities of NGOs

1. U.S. and Non-U.S. Non-Profit Organizations

Qualified U.S. and non-U.S. private non-profit organizations may apply for USAID funding under this APS. Foreign government-owned parastatal organizations from countries that are ineligible for assistance under the FAA or related appropriations acts are ineligible.

2. U.S. and Non-U.S. For-Profit Organizations

Qualified U.S. and non U.S. private for-profit organizations may apply for funding under this APS. For-profit applicants should note that, in accordance with 2 CFR 200.400(g), profit, which is any amount in excess of allowable direct and indirect costs, is not an allowable cost for recipients of USAID assistance awards, and cannot be part of the program budget. However, the prohibition against profit does not apply to procurement contracts made under the assistance instrument when the Recipient procures goods and services in accordance with the procurement standards found in 2 CFR 200.317 to 326.

3. U.S. and Non-U.S. Colleges and Universities

Qualified U.S. and non-U.S. colleges and universities may apply for funding under this APS. USG and USAID regulations generally treat colleges and universities as NGOs, rather than governmental organizations; hence, both public and private colleges and universities are eligible. Non-U.S. colleges and universities in countries that are ineligible for assistance under the FAA or related appropriations acts are ineligible.

4. Private Voluntary Organization (PVO)

A local or indigenous PVO, which by definition is a non-U.S. PVO operating in the same foreign country in which it is organized, that is not already registered with USAID is eligible to receive funding. However, such organizations are encouraged to consider registration. U.S. PVO or an "International PVO", which by definition is a non-U.S. PVO that performs development work in one or more countries other than the country in which it is domiciled, must be registered with USAID to be eligible to receive funding.

5. Public International Organizations (PIOs)

PIOs are eligible to apply for funding under this APS. Please see Automated Directives System (ADS) 308 for USAID policy on defining PIOs. Located at: <http://www.usaid.gov/ads/policy/300/308>

6. Participation of Faith- Based and Community Organizations

In accordance with Executive Order 13279, Equal Protection for the Laws for Faith Based and Community Organizations, participation by Religious Organizations in USAID programs, are

eligible to participate in USAID programs as long as they carry out eligible activities in accordance with all program requirements and other applicable requirements governing the conduct of USAID- funded activities., including those prohibiting the use of direct financial assistance from USAID to engage in inherently religious activities.

A.4.2 Local Solutions and Partnerships

To date, many Palestinian organizations chose to implement CMM activities as a sub-partner to larger Israeli or international organizations. USAID/WBG, however, encourages Palestinian organizations to apply as prime implementers in order to reach a more balanced CMM portfolio and increase the capacities and experience of Palestinian civil society organizations.

USAID encourages applications from partnerships or consortia, including arrangements whereby local organizations lead as “primes” and international organizations provide capacity building, expertise and specialization as needed. In this context, partnerships are defined as a negotiated arrangement among organizations that provides for a substantive, collaborative role for each of the partners in the planning and implementation of the program. Applicants intending to represent a coalition of providers should be prepared to provide, if requested, a signed partnership agreement stating:

- An intent to commit or receive resources from the prospective partner(s) contingent upon receipt of funds;
- How the partnership arrangement advances the objectives of the program;
- Supporting documentation identifying the resources, experience, and expertise of the partner(s);
- Evidence that the partner(s) has been involved in the planning of the program; and
- Clarification of the role of the partner(s) in the implementation of the program, evaluation, and sustainability and financial relationships.

A.5 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 the System for Award Management (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 will be 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.

A.6 NGO FINANCIAL PARTNERSHIP/COST SHARING

While USAID does not require cost sharing under this APS it recognizes that cost sharing may be an important element of the USAID-Recipient relationship, and in some circumstances, make an application more competitive for selection. Accordingly, USAID welcomes applicants who will pledge their own resources towards the activities for which they seek USAID funding.

In its evaluation of applications, an application's inclusion of cost share in an application may be considered by the Agreement Officer to break a tie if all technical and cost factors between two applications are otherwise equal.

If a cost share application is accepted and made part of an award, contributions must be supported by adequate documentation, be allowable under the applicable cost principles and meet the criteria set forth in 2 CFR 200.306. In-kind contributions are allowable as cost sharing in accordance with 2 CFR 200.306. Cost sharing contributions may include volunteer services provided by professional and technical personnel; valuation of donated supplies, equipment, and other property; and, use of unrecovered indirect costs.

Funds that are paid by the U.S. Federal Government through another source may **not** be used by an organization in cost share calculations (see 2 CFR 200.306). Cost share contributions must be reported on a periodic basis on payment forms, and USAID has the right to reduce its share of funding if the cost share reported is less than the agreed upon percentage or amount contained in the award. Recipients/Grantees should be prepared to distinguish in their reporting the outputs and outcomes that result from cost share contributions versus USAID monies. If a difference remains after an award has expired, the Recipient may be required to refund the difference.

USAID does not apply its source and nationality requirements or the restricted goods provision established in the Standard Provision "USAID Eligibility Rules for Goods and Services" to cost sharing contributions. The Agreement Officer may authorize the Recipient to attribute cost sharing contributions from sub-recipients to the prime award.

A.7 PROGRAM INCOME

1. Non-profit Organizations

If the successful Applicant(s) is/are a non-profit organization, 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 2 CFR 200.307 for U.S. non-governmental organizations or the Standard Provision entitled "Program Income" for non-U.S. non-governmental organizations.

2. For-profit Organizations

Pursuant to 2 CFR 200.307, if the successful Applicant is a for-profit organization, any program income generated under the award(s) will be **deducted from** the total program cost to determine the

amount of USAID funding. Program income will be subject to 2 CFR 200.307 for U.S. NGOs or the Standard Provision entitled “Program Income” for non-U.S. NGOs.

2. Public International Organizations (PIOs)

If the successful Applicant(s) is/are a PIO, any program income generated under the award(s) will be **added to** USAID funding (and any non-USAID funding that may be provided) and used for program purposes.

A.8 AUTHORIZED GEOGRAPHIC CODE

Due to federal regulations, there are restrictions on the location where recipients can purchase items funded by USAID. These rules do not apply to procurement by the Recipient with cost-sharing or program income funds.

The anticipated geographic code for all standard assistance awards is code 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.

The anticipated geographic code for all fixed amount awards is code 935, which is any area or country including the recipient country, 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>

A.9 STATUTORY AND REGULATORY CERTIFICATIONS

Pursuant to ADS 303.3.8, the Recipient will be required to sign and provide to USAID an executed set of Certifications and Representations prior to award of an Agreement. The Agreement Officer will request the requisite documentation from the successful Applicant at the time determined appropriate to do so. These required documents are located at: <https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>

A.10 BRANDING AND MARKING PLAN

Applicants are not required to submit a Branding and Marking plan with their summary applications. However, Applicants are requested to note that in accordance with **2 CFR 700.16**, USAID requires the submission of a Branding Strategy and a Marking Plan prior to award. The Marking Plan may include a request for approval of one or more exceptions to the marking requirements in **2 CFR 700.16**. The AO evaluates the Branding Strategy and Marking Plan (including any requests for exceptions) for approval consistent with the regulations contained in **AAPD 05-11**, **2 CFR 700.16**, and **ADS 320**.

A.11 PRE-AWARD RESPONSIBILITY DETERMINATION AND RISK ASSESSEMENT

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

IMPORTANT NOTE

Applicants should **not** submit the information below with their summary applications! The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the Agreement Officer 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 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, nongovernmental 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 must be made only by the USAID West Bank and Gaza Agreement Officer upon his/her signature and only after she/he makes a positive responsibility determination that the Applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs, and specifically the proposed program, and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID.

For organizations that are new to working with USAID or for organizations with outstanding audit findings, or otherwise at USAID's discretion, USAID may perform a pre-award survey to assess the

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

A.13 AWARD LIFECYCLE AND POST-AWARD REQUIREMENTS

In order to provide an overview to Applicants of the typical timeline of the award lifecycle as well as the expected reporting and deliverable requirements, Attachment M titled 'Award Lifecycle and Post Award Requirements' has been included as part of this APS. This tool includes the following:

1. A detailed overview of the various milestones applicants may anticipate throughout the West Bank and Gaza CMM award lifecycle both pre and post award stages.
2. USAID/West Bank and Gaza awards entail numerous reporting requirements throughout the implementation of programs. Attachment M includes an illustrative listing of all financial and technical reporting requirements which may be incorporated in all resultant awards. Please note that these requirements differ between a Standard Assistance Award and a Fixed Amount Award.

A.14 USAID/WEST BANK AND GAZA TRAINING OFFERINGS

Prime awardees will be expected to send representatives from their organization to attend various USAID/West Bank and Gaza specific training offerings that will enable proper adherence to the award's terms and conditions. These include, but are not necessarily limited to the following:

1. Mission Order 21 Training – typically offered within 1-2 months of award signing. Participants in this training should include the Chief of Party/Program Manager/Program Director and Compliance personnel.
2. GeoMis Training– typically offered within 1-2 months of award signing. Participants in this training should include the monitoring and evaluation personnel of the organization.
3. Public Relations & Communications Training: Ad Hoc training on branding, marking, publications and communications may be offered to recipients.
4. Technical Capacity Building Training: Ad Hoc training may be offered to applicants to increase technical capacity for USAID local awardees.
5. Capacity Building Training: Ad Hoc training may be offered to applicants to increase financial and internal controls capacities for USAID local awardees.

A.15 PUBLICITY, COMMUNICATIONS AND MEDIA RELEASES

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

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

A.16 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.

A.17 ENGLISH LANGUAGE REQUIREMENTS

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

SECTION B- STANDARD ASSISTANCE AWARDS

B.1 GENERAL INFORMATION

B.1.a OVERVIEW OF STANDARD ASSISTANCE AWARDS

Standard Assistance Awards 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 for guidance on full application format). The period of performance of Standard Assistance Award applications may extend up to a maximum of 36 months.

Recipients of Standard Assistance Awards will retain overall management responsibility for all aspects of the activity including all sub-grants, if any. USAID will not have any legal relationship with the Recipient's contractors, sub-grantees or sub-awardees. In addition to USAID assistance award and other country-specific regulations and laws, Recipient responsibilities are outlined below:

- General management including financial management, compliance and reporting.
- In consultation with USAID, determine appropriate working and coordination relationships with other USAID grantees and other U.S. and Non U.S. NGOs.
- In consultation with USAID, finalize action, implementation, and monitoring and evaluation plans covering all activity components as specified in the award.
- Carry out reporting, monitoring and evaluation responsibilities as described below.

B.1.b REPORTS

In accordance with the CFR 2, parts 200.327 and 200.328, Recipients of Standard Assistance Awards must submit performance and financial reports **in English** on a quarterly basis (covering in detail all activities) to the designated staff of the USAID West Bank and Gaza Mission.

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

1. Financial Reporting
2. Program Reporting
 - a. Work Plan/ Annual Implementation Plan
 - b. Monitoring and Evaluation Plan
 - c. Quarterly Performance Reports
 - d. Annual Performance Reports
 - e. Close Out Plan
 - f. Final Report
 - g. TraiNet Reporting
 - h. Geographic Management Information System (Geo-MIS) reporting

B.1.c MONITORING AND EVALUATION

Successful Applicants will be responsible for developing and tracking activity targets, outputs and impact, and overall activity indicators in their applications which gauge individual program activities and program effectiveness. Within 60-90 days following award, the selected Recipients must submit the first Annual Implementation Plan. Attached to the initial implementation plan, the Recipient will develop a Monitoring and Evaluation Plan (M&E Plan) (previously known as the Performance Management Plan (PMP)). The M&E Plan must adequately track and document progress against activity components. The M&E Plan also reflects the award progress over the life of the program and is a critical tool for planning, managing, documenting, and evaluating performance. The M&E Plan will be reviewed and validated annually, and revised if appropriate.

The CMM results framework will be the basis of measuring the progress towards achieving the intended results. Below are the main specific results that are anticipated to be targeted and achieved under this project, noting that the specific awards activities results will contribute to these results. The below provides the list of the standard and customized indicators that will be used to measure the intermediate results of CMM and data from all awards will be collected to report against them.

Goal: Contribute to expanding constituency of peace among Israelis and Palestinians and other neighboring nations.

IR 1: Perceptions and attitudes of Palestinians, Israelis and other neighboring nations towards each other improved Indicators:

- 1) 1.6.2-01: (OP-Custom) Percentage of targeted participants who agree that they have better understanding of the others that helped in changing their attitude positively
- 2) 1.6.2-12 (OP-Std) Number of USG-funded events, trainings, or activities designed to build support for peace or reconciliation on a mass scale.
- 3) 1.6.2-14 (OP-Std) Number of people participating in USG-supported events, trainings, or activities designed to build mass support for peace and reconciliation (disaggregation: 1.6.2-14-1 Male; 1.6.2-14-2 Female)

IR 2: Partnerships between Israelis and Palestinians and others from the Middle East region created or enhanced Indicators:

- 1) Number of partnerships between Palestinians and Israelis created/enhanced
- 2) Number of regional partnerships (Israelis, Jordanians and Palestinians)

IR 3: Issues of common interest addressed and mutual gains achieved Indicators:

- 1) Number of joint initiatives (Palestinians, Israelis and/or Jordanians)
- 2) Number of joint ventures (Palestinians, Israelis and/or Jordanians)

Per ADS 201, each award will develop its individual monitoring and evaluation plan (M&E). Each plan will build its results framework in order to measure achievements specific to the chosen subject; however, they should be designed to contribute to measuring the progress towards the CMM's results framework. All planned results must be realistically achievable. Applicants are required to use the three OP indicators under IR 1 and pick up relevant indicators under IR 2 and IR 3. Applicant(s) should make their best effort to provide concrete indicators linked to their respective results to carefully track awards

activities progress and outcome/impact. USAID will support awardees to integrate Foreign Assistance Framework, custom high-level outcome/impact, and output indicators. While innovative ideas will be encouraged, the applicant needs to be able to set realistic targets and goals. Selected awardees will receive support from USAID through the M&E development process and should expect to consult with USAID to refine the indicators, expected results, and anticipated outcome/impact.

USAID/WBG will constantly work with the selected recipients on the M&E Plan to ensure that their monitoring, evaluation, and reporting of activities and indicators are realistic, feasible, and contribute to overall Mission objectives.

B.1.d ACCOUNTABILITY

Recipients will be fully responsible for all funds disbursed to it under the award. Funds will be denominated and disbursed in the U.S. Dollars.

USAID's West Bank & Gaza (USAID/WBG) Recipients and significant sub-recipients are subject to the audit requirements as mandated under the annual appropriation law and in accordance with the regulations under 2 CFR-200. All awards for U.S. and non-U.S recipients will be subject to annual financial audits. In addition, U.S. sub-recipients will be subject to annual financial audits should the sub-recipients incur expenditures of federal funds totaling \$500,000 or more during its fiscal year. Non -U.S. sub-recipients will be subject to annual financial audits should the sub-recipients incur expenditures of federal funds totaling \$300,000 or more during its fiscal year. USAID/WBG has the discretion to audit sub-recipients at a lower threshold if deemed necessary.

Organizations receiving an award under this APS must comply with all applicable U.S. laws and regulations. Failure to comply with applicable U.S. law and regulations may result in termination of award and/or disallowed costs.

B.1.f SUBSTANTIAL INVOLVEMENT

USAID will have substantial involvement in Cooperative Agreements through approval of all sub-awards, key personnel, implementation plans, monitoring/evaluation plans, and Agency and Recipient collaboration or joint participation. Substantial involvement will be in accordance with ADS 303.3.11 as incorporated in the award document.

B.2 APPLICATION PROCESS

a. Responsiveness. All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Section D addresses technical evaluation application criteria. **Applicants must review, understand, and comply with all aspects of this APS. Failure to do so may lead to the disqualification of an application.**

b. LIMITED USE OF DATA STATEMENT

An application may include data that the Applicant does not want disclosed for any purpose other than evaluation. The Government's determination to withhold or disclose a record will be based upon the particular circumstances involving the record in question and whether the record may be exempted from

disclosure under the Freedom of Information Act. If the Applicant wishes to restrict the data in the application, the title page must be marked with the following legend:

“USE AND DISCLOSURE OF DATA

Unless disclosure is required by the Freedom of Information Act, 5 U.S.C. 552, as amended, (the Act) as determined by Freedom of Information (FOI) officials of the U.S. Agency for International Development, data contained in the portions of this application which have been specifically identified by page number, paragraph, etc. by the Applicant as containing restricted information shall not be used or disclosed except for evaluation purposes.

The Applicant acknowledges that the Agency may not be able to withhold a record (data, document, etc.) nor deny access to a record requested pursuant to the Act and that the Agency's FOI officials must make that determination. The Applicant hereby agrees that the Government is not liable for disclosure if the Agency has determined that disclosure is required by the Act.

If a Cooperative Agreement is awarded to the Applicant as a result of, or in connection with, the submission of this application, the Government shall have the right to use or disclose the data to the extent provided in the Cooperative Agreement. Applications not resulting in a Cooperative Agreement remain subject to the Act.

The Applicant also agrees that the Government is not liable for disclosure or use of unmarked data and may use or disclose the data for any purpose, including the release of the information pursuant to requests under the Act.

“The data subject to this restriction are contained in pages _____ (Applicant to insert page numbers, paragraph designations, etc. or other identification).”

In addition, the Applicant should mark each page of data it wishes to restrict with the following statement:

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

c. Point of Contact. Applicants must clearly identify the person authorized as the official point of contact, the legal mailing and street addresses, phone and e-mail address.

d. Questions and Answers. All questions must be submitted ONLY to WBG-APS-CMM@usaid.gov by the “DEADLINE FOR QUESTIONS” date on the over page. Answers and all questions received by that date from emails and the pre-application conferences will be posted publicly on the listing for this opportunity on grants.gov.

Oral explanations or instructions given before award of a grant or a Cooperative Agreement will not be binding. Any information given to a prospective Applicant concerning this APS will be made available to all other prospective Applicants through an amendment of this APS posted on Grants.gov, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicants.

B.3 APPLICATION SUBMISSION GUIDELINES

Applications must be submitted with the name and address of the Applicant and the APS number (referenced above) inscribed thereon, to the following mailbox ONLY: WBG-APS-CMM@usaid.gov. For electronic submissions, your organization must ensure that the applications are received at USAID/West Bank and Gaza in their entirety. No additions or modifications to submitted applications will be accepted after the initial closing date of submission. E-mail attachments must be compatible with MS Word™, PDF™ (Adobe Acrobat™ with Optical Character Recognition) and/or Microsoft Excel™. Please convert your documents to one of these formats before sending them to USAID/West Bank and Gaza, or provide scanned copies of pages if they include signatures or forms. USAID/West Bank and Gaza cannot accept zip files, as they will be blocked by USAID's firewall.

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

- a. After you have sent your applications electronically, please immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Please do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.
- b. The technical application and the cost application must be submitted as separate email attachments, and applicants must consolidate the various parts of a technical application into a single document or file before sending them.
- c. Applications submitted by email must include the following attachments:
 - 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.
- d. Applicants must request a receipt confirmation to ensure that the application was received to the correct e-mail address.

B.4 SUMMARY APPLICATION FORMAT: STANDARD ASSISTANCE AWARDS

To facilitate the competitive review of the summary applications, USAID will only consider summary applications conforming to the format prescribed below.

Order	Required Item	Page Limit	Required Item Instructions
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

B.4.1 TECHNICAL APPLICATION CONTENTS

a.) Page Limit / Font

FIVE PAGE SUMMARY APPLICATION LIMIT. Summary technical applications are limited to FIVE (5) pages, using Times New Roman Font 12. This five page limit does NOT include any of the following attachments:

- Standard Assistance Technical Application Cover Page (two page limit, see template in Attachment E);
- Résumés or CVs of up to three proposed key personnel (one page limit each);

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.) PEOPLE-TO-PEOPLE PROGRAMMATIC APPROACH

Applicants must provide a clear description of the overall objectives, the results to be achieved, the resources and steps required to meet them in an identifiable period of time, and benchmark measures of progress towards achievement by addressing the following:

- Context & Conflict Analysis:** Identify the sources of conflict and impediments to reconciliation as they relate to the Applicant's proposed activities, and should include an assessment of gender dynamics as applicable.
- Program Hypothesis** Explain the theory of change⁴ at the activity level that underlies the programmatic approach taken in their application. The program hypothesis will describe the

⁴ Additional information on Theories of Change as they apply to conflict mitigation and peacebuilding may be found in *Theories and Indicators of Change Briefing Paper: Concepts and Primer for Conflict Management and Mitigation*, <https://dec.usaid.gov/dec/content/Detail.aspx?ctID=ODVhZjk4NWQtM2YyMi00YjRmLTkxNjktZTcxMjM2NDBmY2Uy&ID=MzMzNDI4> or *Theories and Indicators of Change: Concepts and Primer for Conflict Management and Mitigation*, <https://dec.usaid.gov/dec/content/Detail.aspx?ctID=ODVhZjk4NWQtM2YyMi00YjRmLTkxNjktZTcxMjM2NDBmY2Uy&r>

anticipated causal link between the proposed activities and their intended impact on the problems identified in the context and conflict analysis. Program hypotheses are generally articulated as “if-then” statements, e.g., “If young people from opposing sides become friends, *then* they will be less vulnerable to violent political rhetoric and be inspired to work for peace.” Programs are generally stronger when they have a single clear and focused theory of change that guides their overall implementation and that address specific elements of the conflict dynamics. Applicants must provide a succinct program hypothesis that does not exceed five lines.

- iii. **Activities:** Proposed interventions will employ a people-to-people approach to break down barriers among parties through personal contact in order to reach common goals or solve shared issues.⁵ Applicants must describe what activities will contribute to achieving the programmatic goals as described in the program hypothesis.
- iv. **Sustainability:** The entire CMM effort is one referred to in the Congressional language as a “people-to-people” effort, focused on attitudinal change. ADS 201.3.16.3(c) states: “In conflict situations, or other highly volatile environments, sustainability of program benefits may be unpredictable.” USAID seeks applications that demonstrate impact on conflict mitigation that lasts beyond of the life of the program. In addition, proposed activities must promote, strengthen and be supported by sustainable local organizations that champion sound concepts, innovative practices and changes beyond the life of the award through targeting key people and seeking social and institutional change. USAID encourages supporting local organizations and working with new partners to build their capacity to manage U.S. Government awards. Current CMM partners continuously indicate that they became financially and technically stronger organizations due to the USAID offered trainings, financial reviews, reporting requirements, and overall support.
- v. **Gender Equality and Female Empowerment:** USAID/WBG is dedicated to gender equality, the empowerment and protection of women and girls as key requirements for achieving our broader development and humanitarian objectives. USAID/WBG is also committed to adhering to USAID ADS Chapters 201 & 205 and USAID’s Gender Equality and Female Empowerment Policy requirements, which focus on integration of gender equality and female empowerment in all stages of the program cycle.

In situations of crisis and conflict, women’s participation can be vital to the success of peace building processes. The United States National Action Plan on Women, Peace and Security, issued in December 2011 (referred to as NAP in this document) highlights that when women are included as meaningful participants in peace building processes, they enlarge the scope of agreements to include the broader set of critical societal priorities and needs required for a lasting and just peace. Further, the NAP charts a roadmap for integrating women in conflict prevention, conflict resolution and peace building processes in countries affected by war, violence and insecurity.

ID=MzMzNDI3 and *Reflective Peacebuilding: A Planning, Monitoring, and Learning Toolkit* available at: http://kroc.nd.edu/sites/default/files/reflective_peacebuilding.pdf.

⁵ Please see *People-to-People Peacebuilding: A Program Guide* on CMM’s publication page at <http://www.usaid.gov/sites/default/files/documents/1866/CMMP2PGuidelines2010-01-19.pdf>

USAID/WBG accordingly aims to expose the gendered dimensions of the conflict that are affected by the different cultures and norms of the two sides of the conflict and ensure that gender inequalities and oppressions are not overlooked and that key measures are in place to mitigate them. The Recipient will ensure that a gender-sensitive analysis is conducted on the program level in order to examine social relations between men and women and any unequal divisions of power and privilege, behaviors, and social norms which are crucial in understanding both the potential of and obstacles to peace building and conflict transformation.

Gender-based violence (GBV) is rooted in structural inequalities between men and women and is characterized by the use and abuse of physical, emotional, or financial power and control. Preventing and responding to gender-based violence is a cornerstone of the USAID commitment to advancing gender equality. Proposed programs that work to prevent and respond to gender-based violence are encouraged whether through prevention, protection of victims or accountability of the relevant systems.

Given this emphasis, applications that present a coherent approach for increasing the meaningful participation of women in conflict mitigation are sought. USAID/WBG seeks applications that focus not only on increasing the number of women ‘present’ but the extent to which the skills and confidence of women and girls to participate have been measurably enhanced. The DCHA/CMM publication: “Women in Conflict, A Guide to Programming” USAID’s Gender Equality and Female Empowerment Policy (2012), the NAP, and United States Strategy to Prevent and Respond to Gender-based Violence Globally. (http://pdf.usaid.gov/pdf_docs/pnadj133.pdf)

- vi. ***Do No Harm:*** Throughout the application, the Applicant must reflect thoughtful consideration of any risks that may result by bringing together conflicting parties and provide sufficient explanation of how appropriate safeguards will be put in place to avoid intensifying the conflict or creating harmful situations for participants. Do No Harm should not be an isolated discussion in the application but be addressed holistically throughout all sections. Any program being implemented will become part of the conflict context and thus, the impact of planned activities must be analyzed vis-à-vis how they will affect the conflict environment. It is not satisfactory to simply indicate the program will “Do No Harm”; more thoughtful analysis and specific examples are necessary. The applicant must explain how the proposed program will not exacerbate tensions in a way that will spark further violence or, at the very least, explain how the Applicant will mitigate against any risks to do harm and ensure individuals or communities will not be placed at greater risk as a consequence of the program.

c.) **MANAGEMENT PLAN AND KEY PERSONNEL**

Management Plan: The composition and organizational structure of the proposed program team should be well described. These plans are to be presented as a table that includes the names and titles of personnel, description of their roles and responsibilities on the program and level of effort. For example:

Position	Name	Level of Effort	Responsibilities
Activity Director	Dr. XYZ	75%/1545 Hours per year	Activity leadership, organization management
Finance Director	Mr. ABC	30%/618 Hours per year	Vouchers, audits, records, billing/payments
Compliance Manager	Ms. GHI	60%/1442 Hours per year	Reporting, organizational development, vetting

The management plan should be structured so as to best support the program's goals and implementation and accordingly needs to highlight the conflict management and mitigation expertise and qualifications available as well as overall compliance responsibilities that will ensure proper adherence to the resultant awards' terms and conditions. The positions listed in the table need not be limited to the three key personnel below, but should present a full description of the management and programmatic team structures.

- i. **Key Personnel:** The Applicant must provide experienced, qualified personnel in relevant disciplines and areas for program management and conflict mitigation. The Applicant must provide sufficient information on the technical and managerial experience of the proposed program director as well as any other key personnel. Résumés of up to three key personnel are to be included as attachments to the summary application and must not exceed one page each. Résumés must only be provided for individuals identified as key personnel under the management plan.

d.) ORGANIZATION QUALIFICATIONS; PAST EXPERIENCE

Provide a concise summary of your organization's qualifications. The summary should include a description of your present and on-going programs that have a direct relationship to the proposed activities under the Award that demonstrate past experience implementing conflict management and mitigation programs in the region. The summary may also include a description of relevant collaborative efforts your organization has undertaken jointly or in coordination with other institutions with a focus on developing and/or transitional countries. If your organization is newly established, please describe the past experience and efforts that resulted in its formation.

Applicants must provide a concise summary of the positive impact that resulted from past experience and should also include information on any problems encountered and the Applicant's corrective actions.

In addition, Applicants may provide a description of any publications or reports that demonstrate any special qualification and experience that your organization has, related directly to the proposed activities.

Finally, Applicants are required to supply the names of the entities (i.e., donors) from which Applicants have received assistance awards or contracts for similar activities over the past three years. Reference

information should include the name of the awarding organization, addresses, current telephone numbers, current points of contact, amounts, award numbers if available, and brief descriptions of the work performed.

B.4.2 COST APPLICATION CONTENTS

The budget and budget narrative must be submitted under a separate cover from the technical application (see submission instructions provided in the cover letter of this APS). The following sections describe the documentation that Applicants must submit to USAID prior to award.

a. SF 424, 424A and 424B

The budget and budget summary must be submitted using the Face Sheet-Cost Volume of Application (OMB Standard Form 424), the budget summary (OMB Standard Form 424A) and SF-424B for Assurances-Nonconstruction Programs. These forms are available at:

<http://www.grants.gov/web/grants/forms/sf-424-family.html>

b DETAILED BUDGET AND BUDGET NARRATIVE

The budget must be submitted in Excel (see template in Attachment G), and must be accompanied by a budget narrative in Word document (see sample in Attachment H). The budget is to outline the total proposed costs for implementation of the program described in this APS. The budget narrative must provide sufficient information to adequately support and explain all proposed costs, i.e. the actual cost basis for the line items in the detailed budget.

The proposed costs will be examined for allowability, allocability and reasonableness. Applicants are required to provide a detailed breakdown of each budget line item and explain the basis under which the proposed costs were determined.

SECTION C - FIXED AMOUNT AWARDS (FAAs)

C.1 OVERVIEW OF FIXED AMOUNT AWARDS

Fixed Amount Awards (FAAs) support a program with very specific elements and are appropriate for supporting specific programs when USAID is confident that a reasonable estimate of the actual cost of the overall effort can be established. The Applicant must be able to identify and quantify programmatic accomplishments or results in establishing grant milestones. FAAs are based on the achievement of these milestones. It focuses on outputs and results. Guidance on FAAs can be found in ADS 303.3.25 at the following link: <http://www.usaid.gov/policy/ads/300/303.pdf>

Appropriate activities for FAAs include, but are not limited to:

- Conferences
- Workshops
- Technical development assistance when costs can be segregated by milestone

Applicants who submit applications that fall within the parameters of FAAs will not be required to submit a Full Application and will be notified if successful or unsuccessful based on the evaluation of their summary application only. Furthermore, if appropriate, these Applicants may be given additional instructions on how their application should be revised to meet the requirements of this APS.

Budgets submitted under potential FAAs should be associated with specific milestones (see Attachment F) and should describe in sufficient detail established program milestone and associated amount.

The responsibility determination of Applicants to be awarded FAAs will be made in accordance with the requirements set forth under the “FAA Entity Eligibility Checklist” reflected under ADS 303.3.25. (See Attachment D)

Congress has mandated that all contractors and grantees, and significant sub-contractors and sub-grantees at USAID WBG be audited at least annually. As such, Applicants agree to maintain records of transactions related to the FAA agreement for at least three years. USAID retains the right, at its discretion, to examine all or a sample of the recipient’s records or transactions related to a FAA where concerns of implementation irregularities arise

Please note the TWO types of Fixed Amount Awards (FAAs) anticipated to be awarded as a result of this APS, and the minimum/maximum award amounts and period of performance:

- 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.
- II. 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.

REPORTS/DELIVERABLES

In the cost application, Applicants are to propose what deliverables (reports, participant training logs etc) will be provided to USAID at intervals throughout the period of performance so that USAID may process payment.

MONITORING AND EVALUATION

Throughout the period of performance, USAID will conduct monitoring of the activity, including site visits as appropriate.

C.2 APPLICATION PROCESS

a. Responsiveness. All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Section D addresses technical evaluation application criteria. **Applicants must review, understand, and comply with all aspects of this APS. Failure to do so may lead to the disqualification of an application.**

b. LIMITED USE OF DATA STATEMENT

An application may include data that the Applicant does not want disclosed for any purpose other than evaluation. The Government's determination to withhold or disclose a record will be based upon the particular circumstances involving the record in question and whether the record may be exempted from disclosure under the Freedom of Information Act. If the Applicant wishes to restrict the data in the application, the title page must be marked with the following legend:

“USE AND DISCLOSURE OF DATA

Unless disclosure is required by the Freedom of Information Act, 5 U.S.C. 552, as amended, (the Act) as determined by Freedom of Information (FOI) officials of the U.S. Agency for International Development, data contained in the portions of this application which have been specifically identified by page number, paragraph, etc. by the Applicant as containing restricted information shall not be used or disclosed except for evaluation purposes.

The Applicant acknowledges that the Agency may not be able to withhold a record (data, document, etc.) nor deny access to a record requested pursuant to the Act and that the Agency's FOI officials must make that determination. The Applicant hereby agrees that the Government is not liable for disclosure if the Agency has determined that disclosure is required by the Act.

If a Cooperative Agreement is awarded to the applicant as a result of, or in connection with, the submission of this application, the Government shall have the right to use or disclose the data to the extent provided in the Cooperative Agreement. Applications not resulting in a Cooperative Agreement remain subject to the Act.

The Applicant also agrees that the Government is not liable for disclosure or use of unmarked data and may use or disclose the data for any purpose, including the release of the information pursuant to requests under the Act.

“The data subject to this restriction are contained in pages _____ (Applicant to insert page numbers, paragraph designations, etc. or other identification).”

In addition, the Applicant should mark each page of data it wishes to restrict with the following statement:

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

c. Point of Contact. Applicants must clearly identify the person authorized as the official point of contact, the legal mailing and street addresses, phone and e-mail address.

d. Questions and Answers. All questions must be submitted ONLY to WBG-APS-CMM@usaid.gov by the “DEADLINE FOR QUESTIONS” date on the over page. Answers and all questions received by that date from emails and the pre-application conferences will be posted publicly on the listing for this opportunity on grants.gov.

Oral explanations or instructions given before award of a grant or a Cooperative Agreement will not be binding. Any information given to a prospective Applicant concerning this APS will be made available to all other prospective Applicants through an amendment of this APS posted on Grants.gov, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicants.

C.3 APPLICATION SUBMISSION GUIDELINES

Applications must be submitted with the name and address of the Applicant and the APS number (referenced above) inscribed thereon, to the following mailbox ONLY: WBG-APS-CMM@usaid.gov. For electronic submissions, your organization must ensure that the applications are received at USAID/West Bank and Gaza in their entirety. No additions or modifications to submitted applications will be accepted after the initial closing date of submission. E-mail attachments must be compatible with MS Word™, PDF™ (Adobe Acrobat™ with Optical Character Recognition) and/or Microsoft Excel™. Please convert your documents to one of these formats before sending them to USAID/West Bank and Gaza, or provide scanned copies of pages if they include signatures or forms. USAID/West Bank and Gaza cannot accept zip files, as they will be blocked by USAID's firewall.

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

e. After you have sent your applications electronically, please immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Please do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

- f. The technical application and the cost application must be submitted as separate email attachments, and applicants must consolidate the various parts of a technical application into a single document or file before sending them.
- g. Applications submitted by email must include the following attachments:
- 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.
- h. Applicants must request a receipt confirmation to ensure that the application was received to the correct e-mail address.

C.4 SUMMARY APPLICATION FORMAT: FIXED AMOUNT AWARDS

To facilitate the competitive review of the summary applications, USAID will only consider summary applications conforming to the format prescribed below.

Order	Required Item	Page Limit	Required Item Instructions
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

C.4.1 TECHNICAL APPLICATION CONTENTS

a.) Page Limit

FIVE PAGE SUMMARY APPLICATION LIMIT. Summary Applications are limited to **5 pages** using Times New Roman, Font 12. This five page limit does not include the following attachments:

- FAA Technical Application Cover Page (one page limit) and Program Summary (three page limit including the milestone table, see template in Attachment F)
- Résumés of up to three proposed “key personnel” (one page limit each);

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.) PEOPLE-TO-PEOPLE PROGRAMMATIC APPROACH

Applicants must provide a clear description of the overall objectives, the results to be achieved, the resources and steps required to meet them in an identifiable period of time, and benchmark measures of progress towards achievement by addressing the following:

- i. **Context & Conflict Analysis:** Identify the sources of conflict and impediments to reconciliation as they relate to the applicant's proposed activities, and should include an assessment of gender dynamics as applicable.
- ii. **Program Hypothesis:** Explain the theory of change⁶ at the activity level that underlies the programmatic approach taken in their application. The program hypothesis will describe the anticipated causal link between the proposed activities and their intended impact on the problems identified in the context and conflict analysis. Program hypotheses are generally articulated as "if-then" statements, e.g., "If young people from opposing sides become friends, then they will be less vulnerable to violent political rhetoric and be inspired to work for peace." Programs are generally stronger when they have a single clear and focused theory of change that guides their overall implementation and that address specific elements of the conflict dynamics. Applicants must provide a succinct program hypothesis that does not exceed five lines.
- iii. **Activities:** Proposed interventions will employ a people-to-people approach to break down barriers among parties through personal contact in order to reach common goals or solve shared issues.⁷ Describe what activities will contribute to achieving the programmatic goals as described in the program hypothesis.
- iv. **Sustainability:** The entire CMM effort is one referred to in the Congressional language as a "people-to-people" effort, focused on attitudinal change. ADS 201.3.16.3(c) states: "In conflict situations, or other highly volatile environments, sustainability of program benefits may be unpredictable." However, USAID seeks applications that demonstrate impact on conflict mitigation that lasts beyond the life of the program. In addition, proposed activities must promote, strengthen and be supported by sustainable local organizations that champion sound concepts, innovative practices and changes beyond the life of the award through targeting key people and seeking social and institutional change. USAID encourages supporting local organizations and working with new partners to build their capacity to manage U.S. Government

⁶ Additional information on Theories of Change as they apply to conflict mitigation and peacebuilding may be found in *Theories and Indicators of Change Briefing Paper: Concepts and Primer for Conflict Management and Mitigation*, <https://dec.usaid.gov/dec/content/Detail.aspx?ctID=ODVhZjk4NWQtM2YyMi00YjRmLTkxNjktZTcxMjM2NDBmY2Uy&rID=MzMzNDI4> or *Theories and Indicators of Change: Concepts and Primer for Conflict Management and Mitigation*, <https://dec.usaid.gov/dec/content/Detail.aspx?ctID=ODVhZjk4NWQtM2YyMi00YjRmLTkxNjktZTcxMjM2NDBmY2Uy&rID=MzMzNDI3> and *Reflective Peacebuilding: A Planning, Monitoring, and Learning Toolkit* available at: http://kroc.nd.edu/sites/default/files/reflective_peacebuilding.pdf.

⁷ Please see *People-to-People Peacebuilding: A Program Guide* on CMM's publication page at <http://www.usaid.gov/sites/default/files/documents/1866/CMMP2PGuidelines2010-01-19.pdf>

awards. Current CMM partners continuously indicate that they became financially and technically stronger organizations due to the USAID offered trainings, financial reviews, reporting requirements, and overall support.

- v. ***Gender Equality and Female Empowerment:*** USAID/WBG is dedicated to gender equality, the empowerment and protection of women and girls as key requirements for achieving our broader development and humanitarian objectives. USAID/WBG is also committed to adhering to USAID ADS Chapters 201 & 205 and USAID's Gender Equality and Female Empowerment Policy requirements, which focus on integration of gender equality and female empowerment in all stages of the program cycle.

In situations of crisis and conflict, women's participation can be vital to the success of peace building processes. The United States National Action Plan on Women, Peace and Security, issued in December 2011 (referred to as NAP in this document) highlights that when women are included as meaningful participants in peace building processes, they enlarge the scope of agreements to include the broader set of critical societal priorities and needs required for a lasting and just peace. Further, the NAP charts a roadmap for integrating women in conflict prevention, conflict resolution and peace building processes in countries affected by war, violence and insecurity.

USAID/WBG accordingly aims to expose the gendered dimensions of the conflict that are affected by the different cultures and norms of the two sides of the conflict and ensure that gender inequalities and oppressions are not overlooked and that key measures are in place to mitigate them. The Recipient will ensure that a gender-sensitive analysis is conducted on the program level in order to examine social relations between men and women and any unequal divisions of power and privilege, behaviors, and social norms which are crucial in understanding both the potential of and obstacles to peace building and conflict transformation.

Gender-based violence (GBV) is rooted in structural inequalities between men and women and is characterized by the use and abuse of physical, emotional, or financial power and control. Preventing and responding to gender-based violence is a cornerstone of the USAID commitment to advancing gender equality. The proposed programs that work to prevent and respond to gender-based violence are encouraged whether through prevention, protection of victims or accountability of the relevant systems.

Given this emphasis, applications that present a coherent approach for increasing the meaningful participation of women in conflict mitigation are sought. USAID/WBG seeks applications that focus not only on increasing the number of women 'present' but the extent to which the skills and confidence of women and girls to participate have been measurably enhanced. The DCHA/CMM publication: "Women in Conflict, A Guide to Programming" USAID's Gender Equality and Female Empowerment Policy (2012), the NAP, and United States Strategy to Prevent and Respond to Gender-based Violence Globally (http://pdf.usaid.gov/pdf_docs/pnadj133.pdf)).

- vi. ***Do No Harm:*** Throughout the application, the applicant must reflect thoughtful consideration of any risks that may result by bringing together conflicting parties and should provide sufficient

explanation of how appropriate safeguards will be put in place to avoid intensifying the conflict or creating harmful situations for participants. Do No Harm should not be an isolated discussion in the application but be addressed holistically throughout all sections. Any program being implemented will become part of the conflict context and thus, the impact of planned activities must be analyzed vis-à-vis how they will affect the conflict environment. It is not satisfactory to simply indicate the program will “Do No Harm”; more thoughtful analysis and specific examples are necessary. The applicant must explain how the proposed program will not exacerbate tensions in a way that will spark further violence or, at the very least, explain how the applicant will mitigate against any risks to do harm and ensure individuals or communities will not be placed at greater risk as a consequence of the program.

c) MANAGEMENT PLAN AND KEY PERSONNEL

- i. **Management Plan:** The composition and organizational structure of the proposed program team should be well described. These plans are to be presented as a table that includes the names and titles of personnel, description of their roles and responsibilities on the program and level of effort. For example:

Position	Name	Level of Effort	Responsibilities
Activity Director	Dr. XYZ	75%/1545 Hours per year	Activity leadership, organization management
Finance Director	Mr. ABC	30%/618 Hours per year	Vouchers, audits, records, billing/payments
Compliance Manager	Ms. GHI	60%/1442 Hours per year	Reporting, organizational development, vetting

The management plan should be structured so as to best support the program’s goals and implementation and accordingly needs to highlight the conflict management and mitigation expertise and qualifications available as well as overall compliance responsibilities that will ensure proper adherence to the resultant awards' terms and conditions. The positions listed in the table need not be limited to the three key personnel below, but should present a full description of the management and programmatic team structures.

- ii. **Key Personnel:** The Applicant must provide experienced, qualified personnel in relevant disciplines and areas for program management and conflict mitigation. The Applicant must provide sufficient information on the technical and managerial experience of the proposed program director as well as any other key personnel. Résumés of up to three key personnel are to be included as attachments to the Summary Application and should not exceed one page each. Résumés must only be provided for individuals identified as key personnel in the management plan.

d) ORGANIZATION QUALIFICATIONS; PAST EXPERIENCE

Provide a concise summary of your organization's qualifications. The summary must include a description of your present and on-going programs that have a direct relationship to the proposed activities under the Award that demonstrate past experience implementing conflict management and mitigation programs in the region. The summary may also include a description of relevant collaborative efforts your organization has undertaken jointly or in coordination with other institutions with a focus on developing and/or transitional countries. If your organization is newly established, please describe the past experience and efforts that resulted in its formation. Please also provide a concise summary of the positive impact that resulted from past experience described above.

In addition, applicants may provide a description of any publications or reports that demonstrate any special qualification and experience that your organization has, related directly to the proposed activities.

Applicants must provide a concise summary of the positive impact that resulted from past experience. Applicants must also include information on any problems encountered and the Applicant's corrective actions.

Finally, Applicants are required to supply the names of the entities (i.e., donors) from which applicants have received assistance awards or contracts for similar activities over the past three years. Reference information should include addresses, current telephone numbers, current points of contact, amounts, award numbers if available, and brief descriptions of the work performed.

C.4.2 COST APPLICATION CONTENTS

The budget and budget narrative are to be submitted under a separate cover from the technical application (see submission instructions provided in the cover letter of this APS). The following sections describe the documentation that Applicants must submit to USAID prior to award.

a). SF 424 424A & 424B

The budget and budget summary must be submitted using the Face Sheet- Cost Volume of Application (OMB Standard Form 424), the budget summary (OMB Standard Form 424A) and SF-424B for Assurances-Nonconstruction Programs. These forms are available at:
<http://www.grants.gov/web/grants/forms/sf-424-family.html>

b) DETAILED BUDGET AND BUDGET NARRATIVE

In addition to the FAA technical cover page and program summary (Attachment F), a budget must be submitted in Excel (see template in Attachment G), and must be accompanied by a budget narrative in Word document (see sample in Attachment H). The budget is to outline the total proposed costs for implementation of the program described in this APS. The budget narrative must provide sufficient information to adequately support and explain all proposed costs, i.e. the actual cost basis for the line items in the detailed budget.

The proposed costs will be examined for allowability, allocablility and reasonableness. Applicants are required to provide a detailed breakdown of each budget line item and explain the basis under which the proposed costs were determined.

SECTION D- SELECTION CRITERIA

D.1. OVERVIEW

The criteria presented below have been tailored to the requirements of this particular APS. 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. To facilitate the review of applications, Applicants must organize the narrative sections of their technical applications in the same order as the selection criteria.

Technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost application of all Applicants submitting a technically acceptable application will be evaluated for reasonableness, allowability, and allocability. While technical criteria are paramount, cost considerations may also be a factor for award.

The technical application will be the most important item of consideration in selection for these assistance awards. It should be specific, complete, and presented concisely. Applicants should review all information in this APS prior to preparing applications, especially the program description, eligibility criteria, and evaluation criteria.

The technical application must be directly responsive to the terms, conditions, guidelines and provisions of this APS to be assured for consideration. Applications not conforming to this APS may be categorized as not meeting the minimum requirements of the Government, thereby eliminating them from further consideration.

The technical application must set forth in detail the conceptual approach, methodology, and techniques for accomplishment of the stated program objectives. The application must define results and benchmarks for monitoring progress in achieving the results.

Applicants are reminded that the U.S. Government is not obligated to make an award on the basis of lowest proposed cost or to the Applicant with the highest technical evaluation score. The Agreement Officer will make award to the Applicants whose applications are judged to be the most advantageous in accomplishing USAID's foreign assistance objectives. Programmatic diversity as well as other USG strategic and policy priorities will also be taken under consideration in making final award decisions.

D.2. COST EVALUATION CRITERIA

Applications must include a budget and budget narrative that details the total costs for full implementation of the proposed program and explains all contemplated costs. The budget should clearly show how funds will be used to support the activities proposed in the application's Technical Narrative. The budget should display unit costs (if applicable) and costs by year; and include sub-budgets for each component. Suggested line items include, but are not limited to: personnel, fringe benefits, office rent, utilities, equipment, communications, local travel, program expenses and sub-awards.

The budget and budget narrative will not be scored; however, they will be evaluated for cost effectiveness and realism. This will consist of a review of the cost portion of an application for the work

to be performed, to determine whether the costs reflect that the Applicant understands the requirements of the APS, and whether the costs are consistent with the technical application.

D.3. TECHNICAL EVALUATION CRITERIA

Standard Assistance Applications will be evaluated and scored on the basis of the evaluation criteria described in D.3.I (see first table below). Fixed Amount Award Applications will be evaluated and scored on the basis of the evaluation criteria described in D.3.II (see second table below).

The below criteria are organized in descending order of importance per award type. Criterion A (Proposed Program) is of highest importance. Criteria B and C are of equal importance.

I. STANDARD ASSISTANCE AWARDS

TECHNICAL EVALUATION CRITERIA
A. Proposed Program
The extent to which the program convincingly supports the objectives of the APS as reflected in sections A.1 and B.4.1(b)
B. Management Plan and Key Personnel
The extent to which the applicant's proposed management plan, including key personnel, convincingly supports the success of program implementation and, the achievement of results as reflected in section B.4.1(c)
C. Organization Qualifications / Past Experience
The extent to which the summary application describes the applicant's experience and success in implementing similar interventions, and which demonstrates the positive impact resulting from that experience as reflected in section B.4.1(d)

II. FIXED AMOUNT AWARDS

TECHNICAL EVALUATION CRITERIA
A. Proposed Program
The extent to which the program convincingly supports the objectives of the APS as reflected in sections A.1 and C.4.1(b)
B. Management Plan and Key Personnel
The extent to which the applicant's proposed management plan, including key personnel, convincingly supports the success of program implementation and, the achievement of results as reflected in section C.4.1(c).
C. Organization Qualifications / Past Experience
The extent to which the summary application describes the applicant's experience and success in implementing similar interventions, and which demonstrates the positive impact resulting from that experience as reflected in section C.4.1 (d)

ATTACHMENT A- STANDARD ASSISTANCE AWARD – FULL APPLICATION FORMAT

NOTE: THIS ATTACHMENT IS ONLY FOR THOSE WHO ARE NOTIFIED BY USAID AS FINALISTS

Finalists will be invited to submit Full Applications, which provide greater detail of the proposed program. Full Applications must address the comments provided by USAID in the request letter.

Full Applications will have the following sections, which expand on the information provided in the summary applications, and must conform to the following page limits:

- Cover Page (limit two pages, must use template provided in Attachment E of this APS.);
- Program Summary (limit five pages);
- Management Plan and Organizational Qualifications (limit one page);
- Résumés of up to three key personnel (limit one page each);
- Implementation, Monitoring and Evaluation Plan (limit two pages);
- Budget;
- Budget Narrative;
- Branding and Marking Plan;
- Certifications and Representations;
- Past Performance Information.

A.1. TECHNICAL APPLICATION

STANDARD ASSISTANCE AWARD

A.1.a. TECHNICAL APPLICATION COVER PAGE

The technical application cover page must conform to requirements stated in Attachment E of this APS.

A.1.b. PROGRAM DESCRIPTION (LIMIT 5 PAGES)

This section must address the requested information specified in Section B.3.a of this APS, “Programmatic and People-to-People Approach”, for Summary Applications. The full application should include more detailed information about program participants, specific geographic location, timeframes of program implementation, and more comprehensive description of program activities.

In addition, to ensure that all selected programs are in accordance with USAID’s policies related to gender equality and female empowerment, applications will address the following questions:

- 1- Which obstacles - related to access and control over resources, cultural and gender norms, roles, control over assets, responsibilities and time use, policies, procedures or laws - have been identified that prevent women’s participation in the proposed program?

- 2- How will the program address these obstacles?
- 3- What specific elements have been integrated in the program design to increase the participation of women - as relevant to the program's objective - to insure higher impact?
- 4- How will increased access to and meaningful participation in the program be measured?

A.1.c. MANAGEMENT PLAN, KEY PERSONNEL AND INSTITUTIONAL SUSTAINABILITY

- i. **Management Plan (one page):** In addition to the information requested for the Summary Application (Section B), the Management Plan for the Full Application should clearly present the Applicant's management and administrative arrangements to oversee execution of the proposed activities; organizational structure; logistical support; functions and responsibilities of key personnel and other staff, including any sub-awards; and management and evaluation of USAID award compliance. The Management Plan should also include a brief description of the organizational history and experience of the Applicant and proposed sub-partner organization(s) (if applicable).
- ii. **Key Personnel (up to three pages):** In addition to the information requested for the Summary Application (Section B), the Key Personnel for the Full Application should clearly identify a maximum of three key persons (those whose participation in the proposed activities is considered essential) by name and position, and quantified according to the level of effort planned under each activity area presented in the application. Résumés for each key person must not exceed one page in length, and must be in chronological order starting with most recent experience. Each résumé must be accompanied by a SIGNED letter of a commitment from each individual indicating his/her (a) availability to serve in the stated position and for the stated term of service; and (b) agreement to the compensation levels as set forth in the Cost application. Key Personnel must include, at a minimum, the program Director and the Financial Officer.

A.1.d. IMPLEMENTATION PLAN, MONITORING & EVALUATION PLAN (LIMIT TWO PAGES)

As part of the Full Application, the Applicant must provide a Monitoring, Evaluation and Implementation plan that outlines proposed activities and timelines for the program, with increased detail provided for the first year. The plan must explain how activities will be sequenced, monitored and subsequently evaluated. The plan should identify activity outputs (with targets and indicators) and outcomes (with indicators and targets) that correspond to the overall program level impact. For each indicator, Applicants must describe data collection methods, data quality assurances (if applicable), and indicator reporting timelines.

Applicants must also include a separate detailed description of how compliance with USAID/WBG Mission Order 21 on Anti-Terrorism Procedures (See Attachment J) will be actively monitored and evaluated.

A.2. BUDGET AND BUDGET NARRATIVE FORMAT

The Budget and Budget Narrative must conform to requirements stated in Sections B of this APS for Summary Applications, and must include the following additional details. While there is no page limit for this portion, Applicants are encouraged to be as clear and concise as possible, but still provide the necessary detail to address the following:

- The 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 according to each partner organization 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) contributions of all organizations involved in implementing this program.
- Potential cost-share and/or contributions of non-USAID donors or other entities to this program.

A.3. BRANDING STRATEGY AND MARKING PLAN

Applicants are requested to note that in accordance with **2 CFR 700.16**, USAID requires the submission of a Branding Strategy and a Marking Plan by the “apparently successful applicant.” The apparently successful Applicant’s proposed Marking Plan may include a request for approval of one or more exceptions to the marking requirements in **2 CFR 700.16**. The AO evaluates the apparently successful applicant’s Branding Strategy and Marking Plan (including any requests for exceptions) for approval consistent with the regulations contained in **AAPD 05-11, 2 CFR 700.16**, and **ADS 320**.

A.4. CERTIFICATIONS AND REPRESENTATIONS

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

- a. A signed copy of [Certifications and Assurances](#), which includes:
 1. **Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs** (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
 2. **Restrictions on Lobbying (2 CFR 200.450)**;
 3. **Prohibition on Assistance to Drug Traffickers (ADS 206)**; and
 4. **Certification Regarding Terrorist Funding (AAPD 04-14)**.
- b. Other certifications and statements found in [Certifications, Assurances, and Other Statements of the Recipient](#):

1. The **Survey on Ensuring Equal Opportunity for Applicants**;
2. A Data Universal Numbering System (DUNS) number (See **Use of a Universal Identifier by Grant Applicants** for background information.);
3. A signed copy of **Key Individual Certification Narcotics Offenses and Drug Trafficking**, (ADS 206.3.10) when applicable;
4. A signed copy of **Participant Certification Narcotics Offenses and Drug Trafficking** (ADS 206.3.10) when applicable.
5. Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements- Representation.

ATTACHMENT B- MANDATORY SPECIAL PROVISIONS

I. SUBCONTRACTING WITH GOVERNMENT OR QUASI-GOVERNMENT ENTITIES

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

II. CAPITAL ASSISTANCE (611e REQUIREMENTS)

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

III. PROHIBITION AGAINST SUPPORT FOR TERRORISM

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

- (e) USAID reserves the right to terminate this contract/agreement if USAID determines that the Contractor/Recipient is involved in or advocates terrorist activity or has failed to comply with any of the requirements of this provision.
- (f) This provision, including this paragraph (f), shall be included in all contracts, subcontracts, grants and subgrants issued under this contract/agreement. Upon request, the Contractor/Recipient shall promptly provide to USAID's Contracting/Agreement Officer a copy of the pages from each subaward that contain this provision
- (g) The Contractor/Recipient agrees to promptly notify USAID's Contracting Officer Representative (COR)/Agreement Officer Representative (AOR) in the event of any change in the identity of its "key individuals" or in the identity of "key individuals" of any recipient of a subaward described in paragraph (c). For purposes of this requirement, "key individuals" means (i) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) the program manager or chief of party for the USAID-financed program; and (iv) any other person with significant responsibilities for administration of USAID-financed activities or resources. Note that this definition differs from the definition of "key personnel" under contracts and cooperative agreements.
- (h) Before awarding any grant or similar instrument providing [cash or in-kind assistance under this contract][cash assistance under this agreement], the Contractor/Recipient shall (1) obtain from the proposed subawardee the certification required under USAID's Acquisition and Assistance Policy Determination 04-14 (AAPD 04-14), "Certification Regarding Terrorist Financing Implementation E.O. 13224 (Revision 2)," and (2) provide a copy of the certification to USAID's Agreement/Contracting Officer.

IV. PROHIBITION AGAINST CASH ASSISTANCE TO THE PALESTINIAN AUTHORITY

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

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

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

V. RESTRICTION ON FACILITY NAMES

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

VI. VALUE ADDED TAX AND CUSTOMS DUTIES

Local Recipients are not exempt from paying VAT to the Palestinian Authority. As such, USAID/WBG cannot obtain a VAT exemption for these entities from the PA. There is no VAT exemption agreement/system in place with the Government of Israel. Hence, the Recipient shall obtain original TAX Invoices/ VAT receipts from vendors at the point of sale, and submit such Invoices/ receipts to USAID on a monthly basis to enable USAID/WBG to obtain VAT refunds from the PA or Israeli VAT authorities. Invoices/ Receipts must be addressed to the project “name / USAID” to enable USAID to claim refunds.

The Recipient is responsible for ensuring that sub-grantees or subcontractors comply with this requirement. All VAT claims for the sub-grantees and subcontractors shall be submitted to USAID through the prime Grantee/Recipient. TAX Invoices/ Receipts for sub-grantees and subcontractors must be addressed to the sub-grantee/contractor name / project name / USAID name to enable USAID to claim refunds.

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

(Please refer to VAT Guidance dated April 2, 2003 issued to the USAID WBG Contractors and Grantees as Attachment 7).

VII. REPORTING OF FOREIGN TAXES

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

(b) Contents of Report. The reports must be in the format provided in attachment E and contain:

(i) Recipient name.

(ii) Contact name with phone, fax and email.

(iii) Award number(s); separate report needs to be provided for each award.

(iv) Amount of foreign taxes assessed by the Palestinian Authority on commodity purchase transactions valued at \$500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year.

(v) Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance are to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if an assistance program for the Palestinian Authority involves the purchase of commodities in Israel using foreign assistance funds, any taxes imposed by Israel would not be reported.

(vi) Any reimbursements on the taxes reported in (iv) received by the recipient through March 31. Any refund from the Palestinian Authority that is received directly by the awardee should be reflected. For refunds processed by USAID, we will fill in the VAT refunded amount. If a VAT refund receipt was provided to USAID for refund processing the awardee will need to provide the month under which the claim was submitted to USAID and the serial number of the invoice as included in the claim.

(vii) Reports are required even if the recipient did not pay any taxes during the report period.

(viii) Cumulative reports may be provided if the recipient is implementing more than one program in a foreign country.

(c) Definitions. For purposes of this clause:

(i) "Agreement" includes USAID direct and country contracts, grants, cooperative agreements and interagency agreements.

(ii) "Commodity" means any material, article, supply, goods, or equipment.

(iii) "Foreign government" includes only a Palestinian Authority entity.

(iv) "Foreign taxes" means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

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

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

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

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

VIII. PROHIBITION ON ASSISTANCE TO THE PALESTINIAN BROADCASTING CORPORATION

- (a) U.S. legislation provides that none of USAID's funding "may be used to provide equipment, technical support, consulting services, or any other form of assistance to the Palestinian Broadcasting Corporation." In accordance with this prohibition, the Grantee shall not provide any assistance to the Palestinian Broadcasting Corporation.
- (b) This provision, including this paragraph (b), shall be included in all contracts, subcontracts, grants and subgrants issued under this grant.

IX. USAID/WEST BANK AND GAZA MISSION NOTICES

The Recipient will comply and adhere to all USAID West Bank and Gaza notices to Contractors and Grantees. The notices are posted on the USAID/West Bank Gaza website under Partners resources and can be found at the following link:

<http://www.usaid.gov/west-bank-and-gaza/work-with-us/partner-resources>

X. USAID/ WEST BANK AND GAZA MISSION AGENCY CONTRACTED AUDIT PROGRAM (ACA)

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

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

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

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

XI. USAID/WEST BANK AND GAZA MISSION ORDER NO. 21

The Contractor must comply with the Mission's updated anti-terrorism policies and procedures as stated under the revised Mission Order No. 21 (Mission Notice No. 2007-WBG-26) and any amendments thereafter. The Mission Order No. 21 can be accessed through the following URL:

<http://www.usaid.gov/west-bank-and-gaza/work-with-us/partner-resources>

XII. PROHIBITION ON PROVIDING FEDERAL ASSISTANCE TO ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS - REPRESENTATION (APRIL 2015)

(a) In accordance with section 743 of Division E, Title VII, of the Consolidated and further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), Government agencies are not permitted to use funds appropriated (or otherwise made available) under that or any other Act for providing federal assistance to an entity that requires employees, subawardees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) By submission of its application, the prospective recipient represents that it does not require employees, subawardees, or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

XIII. COOPERATING COUNTRY NATIONALS (CCNS) EMPLOYED BY THE RECIPIENT TO WORK EXCLUSIVELY UNDER THIS USAID AGREEMENT

The USAID-funded program implemented under this program is for a specified period. Accordingly, USAID considers Cooperating Country Nationals (CCNs) employed by the Recipient and working exclusively under the resultant USAID Cooperative Agreement to be employed for a specified fixed period (a specified period employee). The Recipient, however, at its sole discretion, may employ CCNs and direct them to work exclusively under the Cooperative Agreement for an unspecified period (as a permanent employee), in accordance with allowances and provisions established under local law.

If the Recipient elects, at its sole discretion, to employ unspecified period CCNs, and directs them to exclusively work under the fixed period of the award, the Recipient (and not USAID) will be responsible for the payment of any benefits, severance or otherwise, that may be due and owing to such employees under local law if the Recipient then elects to terminate their employment at any time during the award.

XIV. ADDITIONAL REQUIREMENTS FOR PERSONNEL COMPENSATION

- a) Direct salaries and wages for each year of the award shall be in accordance with the organization's established personnel policies and the applicable cost principles. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, be subject to review and approval at a high enough organizational level to assure its uniform enforcement, and result in costs which are reasonable and allowable in accordance with applicable cost principles.
- b) The reasonableness of salaries under the resultant Agreement will be evaluated applying the factors set forth in the applicable cost principles (2 CFR 230) OMB Circular A-122 (Cost Principles for Non-Profit Organizations) or (2 CFR 220) OMB Circular A-21 (Cost Principles for Educational Institutions). These guidance will be considered in making the determination as to reasonableness.
- c) Annual Salary Increase
 - (1) International Staff: One annual salary increase of not more than 5% (including promotional increase) may be granted after the employee's completing of each twelve months of satisfactory services under this Agreement.
 - (2) CCN Staff: One annual salary increase of not more than 5% (including promotional increase) may be granted after the employee's completing of each twelve months of satisfactory services under this Agreement.

XV. CLIMATE CHANGE CONSIDERATIONS AND REQUIREMENTS

- 1. Executive Order 13677 requires all US agencies to factor climate change into their foreign assistance planning and manage the associated climate risks.
- 2. In the annual implementation plans, where applicable, the Recipient will identify expected climate change risks and impacts over the life of the activity and demonstrate how these risks will be reduced.
- 3. The Recipient will also identify in the annual implementation plan, where applicable, opportunities to reduce greenhouse gas (GHG) emissions and propose emissions approaches where possible.
- 4. Climate Change analysis and relevant considerations will be reported in the monitoring and evaluation plan.

ATTACHMENT C- OTHER INFORMATION - REFERENCES

I. APPLICABLE REGULATIONS & REFERENCES

1. STANDARD PROVISIONS FOR U.S., NONGOVERNMENTAL RECIPIENTS
<http://www.usaid.gov/ads/policy/300/303maa>
2. MANDATORY STANDARD PROVISIONS FOR NON U.S NON GOVERNMENTAL RECIPIENTS
<http://www.usaid.gov/ads/policy/300/303mab>
3. 2 CFR 700
<https://www.ecfr.gov/cgi-bin/text-idx?SID=2d1b5d9221b2dd0c0fe7ad5a5a9b98fd&mc=true&node=pt2.1.700&rgn=div5>
4. 2 CFR 200
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
5. Awards to PIOs – ADS 308
<https://www.usaid.gov/who-we-are/agency-policy/series-300>
6. ADS SERIES 300 ACQUISITION AND ASSISTANCE
<http://www.usaid.gov/pubs/ads/>
7. SF-424 DOWNLOADS
<http://www.grants.gov/web/grants/forms/sf-424-family.html>
8. <http://www.usaid.gov/work-usaid/aapds-cibs/aapd-15-01>

ATTACHMENT D-FIXED AMOUNT AWARD ENTITY ELIGIBILITY CHECKLIST

SECTION A - ENTITY ELIGIBILITY

1. Organizational Integrity

- a. Obtain a copy of the articles of incorporation or other documentation which substantiates the legal character/registration of the entity in country/region of operation.
- b. Identify principals/key personnel/organization structure.
- c. Vet the organization/principals through the
 - i. Regional Security Officer or other checkpoints to validate good standing in the local community (integrity, reputation, internal controls) and ensure that the minimum statutory requirements are met.
 - ii. Excluded Parties List System (EPLS).
 - iii. Terrorism/Special Designated Nationals (SDN)/Blocked Persons/Office of Foreign Assets Control (OFAC)/etc.

2. Organizational Capacity to Achieve the Proposed Fixed Amount Award Activity

- a. Assess management and staff expertise/resources to accomplish the Fixed Amount Award activity
- b. Intellectual property to be applied
- c. Technology resources to be applied
- d. Other assets available and commitments incurred to determine cash flow
- e. Assess ability to procure/manage property/personnel

1. Past Performance in the Sector

- a. Identify similar activities the entity has implemented
- b. Obtain third-party information on performance related to quality of performance, timeliness of completion, and input from past funding entities and activity beneficiaries
- c. Review, if available, objective performance documentation, such as evaluations

4. Fixed Amount Award Activity Implementation Viability

- a. Are the milestones appropriate to the activity?
- b. Can USAID reasonably define the accomplishments required to achieve the purpose of the grant in the milestones?

- c. Are the milestones verifiable?
- d. Is there sufficient information available on estimated costs to:
 - 1. price milestones such that the Fixed Amount Award represents a good value to the Agency?
 - 2. identify risks to both the implementing entity and Agency, and mitigate the risks through “special conditions”?
- e. Are the milestones priced to balance liquidity with incentives for the recipient to keep performing?

5. Fixed Amount Award Pre-Award Financial Review Checklist Applicable for Authorizing Advances of Funds, if Necessary

- a. Is there a properly established bank account to receive USAID advances?
- b. Are account-related unused bank checks and petty cash on hand adequately safeguarded?
- c. Are there appropriate controls established over account disbursements?
- d. Are procedures established adequate to document account disbursement usage for grant activities?
- e. Are appropriate procedures established for regular reconciliation of bank account statements with internal records?
- f. If Recipient had prior experience with managing advances from external sources, was past accountability adequate and were any past issues resolved? (Note: prior advance management experience not required).
- g. Does Recipient have a comprehensive cash-flow projection for the proposed activity which supports the proposed implementation plan?
- h. Does the Recipient understand USAID cash management requirements using either the 30-day rolling advance process or the working capital advance type methodology (see ADS 303, Awarding Fixed Amount Awards Additional Help Document)?
- i. A written report of findings on the above points should be made as part of the Fixed Amount Award checklist documentation. The report should provide a summary assessment of the overall advance fiduciary risks as high, medium or low, with a brief summary supporting narrative.

6. Certifications/Representations Included/Obtained, as Appropriate

Use the certifications as specified in ADS 303.3.8 with particular attention given to applicability for Non-U.S. Non-Governmental Organization (NGO) recipients when awarding to a Non-U.S. NGO.

ATTACHMENT E – STANDARD ASSISTANCE AWARD
TECHNICAL APPLICATION COVER PAGE

General Characteristics	
Program's Title:	
Applicant's organization information - Name - Mailing Address - Main point of Contact - Telephone - Fax	
Sub-Partner's Name and Place of Origin	
Total Amount of sub-partner award under proposed program:	
Total Amount of USAID Funds Requested	
Total Cost-Share Amount	
Period of Program (in months)	
Brief Description of the program (up to five sentences)	
Geographic Location of Proposed program 1. <u>Israel, West Bank and Gaza</u> 2. <u>Israel, West Bank and Gaza and Jordan</u> 3. <u>Israel Only</u>	<u>Proposed Locations of Activities:</u> ▪ ... ▪ ... ▪ ... ▪ ...

Program's Main Expected Impact, Outputs, and Activities	
Main Impact Expected to be Achieved in Terms of Conflict Mitigation	Please link your program's expected impact to mitigation of conflict. Explain how your program is expected to change perceptions and/or behaviors
Main Results	Please list at least three main results at the output level to be achieved by your program
Main program Activities	Please include at least three illustrative activities to achieve your outputs

**ATTACHMENT F-
 FAA TECHNICAL APPLICATION COVER PAGE AND PROGRAM SUMMARY**

Applicants should ensure all fields are complete. This should be the only information provided on the cover page.

FAA – TECHNICAL APPLICATION COVER PAGE General Characteristics	
Program's Title:	
Applicant's organization information - Name - Mailing Address - Main point of Contact - Telephone - Fax	
Sub-Partner's Name and Place of Origin	
Total Amount of sub-partner award under proposed Program :	
Total Amount of USAID Funds Requested	
Total Cost-Share Amount	
Period of Program (in months)	
Brief Description of the Program (up to five sentences)	
Geographic Location of Proposed Program 1. <u>Israel, West Bank and Gaza</u> 2. <u>Israel, West Bank and Gaza and Jordan</u> 3. <u>Israel Only</u>	<u>Proposed Locations of Activities:</u> ▪ ▪ ▪ ▪

Program's Main Expected Impact, Outputs, and Activities	
Main Impact Expected to be Achieved in Terms of Conflict Mitigation	Please link your program's expected impact to mitigation of conflict. Explain how your program is expected to change perceptions and/or behaviors
Main Results	Please list at least three main results at the output level to be achieved by your program
Main program Activities	Please include at least three illustrative activities to achieve your outputs

Milestones' definition and table

- Milestones: are measurable objective products that the grantee is responsible to accomplish and complete in order to get paid. AORs should be able to measure completion of these products.
- FAA Payment: Recipients are paid only after specific milestones are met. Initial milestone may provide recipient with financial liquidity (example, submission of implementation plan typically within 14-30 days after award). For additional information please review the following ADS 303.3.25 regulations on FAAs (<http://www.usaid.gov/policy/ads/300/303.pdf>)
- Milestones Table: Include each milestone with a detailed explanation of what it encompasses, and a clear date of when they will be accomplished.

MILESTONES (please write in chronological order)	Activities included in the Milestone	Estimated Date of Accomplishment	Estimated Cost associated with each milestone

ATTACHMENT G- BUDGET TEMPLATE

The budget is the financial expression of the program. The following template represents an example of what USAID anticipates to see in a program budget.

Name of Applicant :							
Program Title:							
Period of Performance							
Total Estimated amount of Program:							
No. of line item	Cost Line Item	Unit Type	No. of units	Year X		Total for X years	
1				USAID	Cost Share	USAID	Cost Share
2	I. Personnel						
3	Program Director 80% LOE	month	12				
4	Admin Assistant 30% LOE	month	6				
5	..etc.						
6							
7	II. Fringe Benefits						
8	Program Director 80% LOE	month	12				
9	..etc.						
10	III. Travel						
11							
12	III. Office Expenses						
13	Office Rent						
14	Utilities						
15	..etc.						
16	IV. Communication						
17							
18	V. Local Travel						
19							
20	VI. Sub-Grants/ Sub-Agreements						
21							
22	VII. Partner Contracted Audit						
23							
24	VIII. Program Expenses						
25	Workshops		5				
26	Conference						
	Grand Total						
Total Program Cost							

ATTACHMENT H- SAMPLE BUDGET NARRATIVE

D.4.1 Examples of cost breakdown:

- Office rent (\$X): Since the program exhausts about 25%-30% of the applicant's staff, work hours and office space a direct cost of 25% will be charged to the program.
- 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).

D.4.2 Applicants should take into consideration the following:

1. Costs should include VAT.
2. The proposed costs are not subject to the dollar fluctuation rate.

ATTACHMENT I -VAT GUIDANCE



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

APRIL 2, 2003

NOTICE FOR USAID CONTRACTORS AND GRANTEES

SUBJECT: VAT GUIDANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

We thank you for your cooperation in this matter.

Attachments:

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

63

No.	Invoice Date	Invoice No.	Supplier Name	Registration No.	Invoice Description	Total Invoice Amount (NIS), including VAT	VAT Amount (NIS)	Total Invoice Amount (\$), including VAT	\$ Rate	Voucher number of SF 1034 of VAT claim submitted to USAID
						100	15.25	\$ 20.83	\$ 3.16	4.8
						150	22.88	\$ 4.77	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
							0.00	\$ -	\$ -	4.8
					TOTAL		0.00	\$ -	\$ -	4.8

ATTACHMENT J - MISSION ORDER NO. 21



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

AMENDED AND RESTATED MISSION ORDER NO. 21

Subject: Anti-Terrorism Procedures

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

Effective Date: October 3, 2007

I. PURPOSE

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

II. LEGAL AUTHORITIES

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

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

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

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

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

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

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

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

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

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

III. ADDITIONAL BACKGROUND INFORMATION

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

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

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

Second, before an award is made to a non-U.S. organization, staff of USAID (in the case of prime awards) or staff of the U.S. prime contractor or grantee (in the case of subawards) scrutinize various aspects of the organization's operations as part of the standard due diligence and pre-award survey. Third, the personal knowledge of USAID staff is taken into account before an award is made or a subaward is approved. Finally, knowing that individuals and organizations will be subject to such scrutiny, organizations that are involved in terrorism are discouraged from applying for USAID-financed assistance in the first place.

IV. DEFINITIONS

As used in this Mission Order –

- A. "Award" means any contract, grant or cooperative agreement awarded by USAID, and any cash or in-kind assistance provided by USAID in any other form, including construction services, equipment, supplies, technical assistance, and training. "Awardee" means any individual or organization that receives an award. Unless the context otherwise requires, "award" includes "subawards," and "awardee" includes "subawardees" as defined below.
- B. "Cognizant Technical Officer" or "CTO" means the USAID officer responsible for day-to-day management of the project or activity in question.
- C. "Key individuals" means the individuals defined in Section V.C below. (The definition of "key individuals" is not the same as "key personnel" under a contract or cooperative agreement.)
- D. "PSU" means the Program Support Unit of the USAID Mission.
- E. "Subaward" means any grant, subgrant or subcontract awarded by a USAID implementing partner, and any cash or in-kind assistance provided by an implementing partner in any other form. "Subawardee" means any individual or organization that receives a "subaward."

V. VETTING PROCEDURES

- A. **Applicability:** Vetting is conducted by USAID in connection with its review and approval of proposed awards and subawards to non-US awardees. Vetting applies to the following organizations and individuals:
 - (1) Contractors and subcontractors: Any non-US organization or individual proposed for award of a contract or subcontract in excess of \$25,000. This includes contracts to be awarded by USAID, subcontracts to be awarded by prime contractors, and contracts to be awarded by grantees and recipients of cooperative agreements. It does not include personal services contracts (PSCs) to be awarded by USAID, which have separate security clearance procedures. A contract includes any instrument that acts as a contract regardless of its form or the name given to it.
 - (2) Recipients of assistance instruments: Any non-US organization or individual (other than a Public International Organization (PIO)) proposed to receive cash or in-kind assistance under a cooperative agreement, grant or subgrant, regardless of the dollar amount. This includes grants and cooperative agreements to be awarded by USAID, grants to be awarded by prime contractors (Grants Under Contracts, or GUCs), and subgrants to be awarded by grantees or recipients of cooperative agreements (Grants Under Grants, or GUGs). An assistance instrument includes any instrument that acts as a grant or cooperative agreement regardless of its form or the name given to it.

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

B. Further Rules on Applicability:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VI. ANTI-TERRORISM CERTIFICATION (ATC)

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

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

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

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

VII. MANDATORY CLAUSES

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

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

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

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

VIII. RESTRICTION ON FACILITY NAMES

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

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

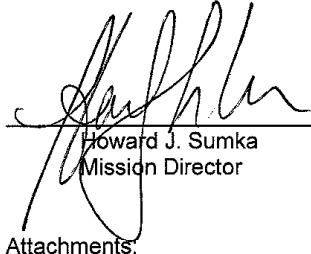
The use of "shuhada" or "shaheed" ("martyr" or "martyrs") in a facility's name may be approved by the Mission Director if he determines (i) that assistance to the facility does not have the purpose of honoring or recognizing any individual who has advocated, sponsored or committed acts of terrorism and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

IX. COOPERATION WITH GOVERNMENT AND GOVERNMENT OFFICIALS

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

X. APPROVAL

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



Howard J. Sumka
Mission Director

10-03-2007
Date

Attachments:

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

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

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

ATTACHMENT A

PARTNER INFORMATION FORM

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

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

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

PARTNER INFORMATION FORM INSTRUCTIONS AND NOTICES

Instructions

Part I

Question 1 – Self-explanatory

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

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

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

Question 5 a-d – Self-explanatory

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

Part II

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

Part III

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

Notices

Privacy Act Statement

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

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

ATTACHMENT B

SUGGESTED NOTICE LANGUAGE

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

Notice of Eligibility

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

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

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

Notice of Ineligibility

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

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

ATTACHMENT C

CERTIFICATION

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

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

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

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

Signed: _____
(Typed Name and Title)
(Name of Organization)

_____ Date

ATTACHMENT D

MANDATORY CLAUSE

Prohibition against Support for Terrorism

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

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

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

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

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

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

ATTACHMENT E

MANDATORY CLAUSE (UN GRANTS)

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

Prohibition against Support for Terrorism (UN Grants)

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

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

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

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

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

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

ATTACHMENT F

RESTRICTION ON FACILITY NAMES

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

ATTACHMENT K

Instructions for Registration in DUNS and SAM

1- D-U-N-S Numbers

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

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

How long should it take?

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

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

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

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

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

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

2. SAM

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

Register/Update Entity

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