



USAID
FROM THE AMERICAN PEOPLE

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Subject: **Request for Applications (RFA) Number: M-OAA-EGAT-605**
John Ogonowski Farmer-to-Farmer Program (FTF) Leader with Associates (LWA)
Cooperative Agreements

Ladies and Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for Assistance Agreements from U.S. organizations for funding to support a program entitled "John Ogonowski Farmer-to-Farmer (FTF) Program." The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

Activities funded under this RFA will be Leader with Associates (LWA) cooperative agreement awards. Successful applicants will be awarded five-year Cooperative Agreement Leader Awards with responsibility for managing global John Ogonowski FTF Programs each with a core program in selected countries of a geographic region. Applicants may apply for awards for programs in multiple geographic regions, but separate proposals will be required for each geographic region. The Recipients of LWA Cooperative Agreement Leader awards will be responsible for ensuring achievement of the program objectives for the FTF program described in its Cooperative Agreement. Please refer to Section I for the Funding Opportunity Description. Additional FTF volunteer program activities in countries within the core country region or other regions may be funded by USAID missions or offices through Associate Awards under the LWA.

USAID strongly encourages applicants to include sub-awards for minority serving institutions (MSIs) and/or Minority Controlled Private Voluntary Organizations (MCPVO). Minority controlled Private Voluntary Organizations are nonprofit organizations that receive some portion of their annual revenue from the private sector, and receive voluntary contributions of money, staff time, or support from the general public. The Minority Controlled Private Voluntary Organization must be controlled by a board of directors or similar governing body with a membership of more than 50 percent Black Americans, Hispanic Americans, Native Americans, or other economically disadvantaged minorities.

While for-profit firms may participate, pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments such as cooperative agreements. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the LWA Cooperative Agreement.

Applicants under consideration for an award that have never received funding from USAID will be subject to a pre-award audit to determine fiscal responsibility, ensure adequacy of financial controls and establish an indirect cost rate.

Subject to the availability of funds, USAID expects to compete and award six to eight, Leader with Associate (LWA) Cooperative Agreements for the John Ogonowski FTF Program. Depending on the

availability of funds, USAID anticipates providing approximately \$7.5 million in funding for each of these Leader with Associate Cooperative Agreements over a five-year period from FY2008 to FY2012. It is possible that Recipients of the LWA awards will be requested in the future to submit applications to expand the Leader award and increase the total funding amount to \$12 million over the five year period. USAID further reserves the right to delay award of some Leader Cooperative Agreements until one year from the deadline for submission of proposals.

Associate awards may be requested, depending on the needs, policies, and funding available to USAID offices and country Missions. USAID reserves the right to fund any or none of the applications submitted. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

For the purposes of this RFA, the terms "LWA Cooperative Agreement", "Cooperative Agreement", and "Grant" are synonymous; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer."

Awards will be made to the responsible applicants whose applications offer the greatest value to the U.S. Government. Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, award of any LWA Cooperative Agreement is subject to the availability of funds.

This RFA and any future amendments can be downloaded from <http://www.grants.gov>. Select "Find Grant Opportunities," then click on "Browse by Agency," and select the "U.S. Agency for International Development" and search for the RFA. In the event of an inconsistency between the documents comprising this RFA, it shall be resolved at the discretion of the Agreement Officer.

Applicants should also note that the documents listed in this RFA under "Useful References" are intended only as sources for background information that may be helpful to applicants, but are not a part of this RFA. All guidance included in this RFA takes precedence over any reference documents referred to in the RFA. Any clarification questions concerning this RFA should be submitted in writing to Albert Moesle, via email at amoesle@usaid.gov by the date listed above. If there are problems in downloading the RFA from the Internet, please contact the federal grants help desk at 1.800.518.4726 or support@grants.gov for technical assistance.

The applicant shall submit applications in BOTH electronic and hard copy format as described in Section IV. Separate applications are required for each Geographic Region in which the applicant proposes core country FTF programs, as described in the RFA. Applicants may submit multiple applications for the different geographic regions, as described in the RFA.

Applications must be received by the closing date and time indicated at the top of this cover letter. Late applications will not be considered for award. Applications must be directly responsive to the terms and conditions of this RFA. Telegraphic or fax applications (entire proposal) are not authorized for this RFA and will not be accepted.

Sincerely,

Martin Fischer
Agreement Officer

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

Pursuant to Automated Directive System (ADS) 303.3.5.2.a, this section includes (1) a general description of the proposed program, (2) a statement identifying the authorizing legislation, (3) program eligibility requirements and (4) a discussion of how the award will be administered.

1. GENERAL DESCRIPTION OF FUNDING OPPORTUNITY

The United States Agency for International Development (USAID)'s Bureau for Economic Growth, Agriculture and Trade (EGAT) under the management of the Office of Agriculture is continuing USAID's long-term support for the Farmer-to-Farmer (FTF) Program. This RFA is issued to solicit applications to manage FTF volunteer programs under Leader with Associate Cooperative Agreements (LWAs). The Cooperative Agreements resulting from this RFA will enable USAID to continue its support for US voluntary assistance for economic growth in the agricultural sector at regional and country levels. The LWA mechanism will facilitate USAID Mission funding to expand volunteer assistance and impact on agricultural program element objectives.

EGAT's primary function supports the Agency's goals of reducing poverty and hunger and promoting peace and prosperity in developing and transition countries. EGAT seeks to strengthen the capability of USAID to work collaboratively with governments, entrepreneurs, investors, traders, scientists, farmers, and community groups. For a complete description of EGAT's programmatic objectives, refer to: http://www.usaid.gov/pubs/cbj2003/cent_prog/egat/egad.html.

A. Background

The FTF Program was first authorized by the U. S. Congress in 1985 to provide for the transfer of knowledge and expertise of U. S. agricultural producers and businesses on a voluntary basis to middle-income countries and emerging democracies. Since that time, the Program has earned respect for the high-quality technical services it provides to developing country host institutions. The U.S. Congress authorized the current FY 2004-2008 phase of the FTF Program in the 2002 Farm Bill, designating it the John Ogonowski FTF Program in honor of one of the pilots killed September 11, 2001.

In September 2003, USAID signed cooperative agreements with eight institutions for the provision of FTF Program volunteer services for international agricultural development. From 2004 to 2008, the program has operated under 12 regional programs involving 40 core countries and providing over 3000 volunteer technical assistance assignments averaging three and a half weeks duration. The eight FTF Program implementing organizations work closely with USAID Missions and local partner organizations, supporting a variety of development programs aimed at reducing poverty and stimulating sustainable and broad-based economic growth. Major areas of current program focus are listed in Table 1.

Table 1: Active Farmer-to-Farmer Programs

Region	Countries	Focus Areas
Asia	Bangladesh, India, Indonesia, Nepal, Sri Lanka, East Timor, Vietnam	Apiculture, Horticulture, Medicinal Plants

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Caribbean	Guyana, Haiti, Jamaica	Horticulture, Non-Traditional High Value Products
Caucasus	Armenia, Azerbaijan, Georgia	Grain Market Development, Horticulture, Livestock, Ag. Support Organizations, Rural Financial Services
Central Asia	Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan	Agribusiness Development, Dairy, Farm Management, Producer Organizations, Water Management, Horticulture, Veterinary Services, Co-op/Association Development; Response to Avian Influenza
Eastern Africa	Kenya, Uganda	Market Development, Natural Resource Mgmt., Producer Organizations, Rural Extension Systems
Eastern Africa	Ethiopia	Farm Diversification, Ag. Services Development, Natural Resource Mgmt.
Latin America	El Salvador, Guatemala, Honduras, Nicaragua, Bolivia	Horticulture, Market Development, Non-Timber Forest Products, Producer Organizations, Livestock/Dairy
Russia	Russia	Agribusiness Development, Crop Production, Dairy, Rural Financial Services
Southern Africa	South Africa	Producer Organization Development
Southern Africa	Angola, Malawi, Mozambique, South Africa, Zambia	Dairy . High Value Crops, Market Development, Oilseeds
Western Africa	Ghana, Guinea, Mali, Nigeria	Natural Resource Mgmt, Horticultural, Non-Traditional Products, Producer Organizations
Western NIS	Belarus, Moldova, Ukraine	Farm Management, Input Supply Services, Market Development, Rural Financial Services

Program evaluations have consistently found that the FTF programs provide high quality technical assistance services from volunteers. Since program initiation, over 10,000 volunteer assignments have been completed in over 80 countries. The total value of volunteers' services provided is estimated at over \$45 million. Approximately one million farmer families (representing about five million people) have been direct beneficiaries of the FTF Program. Volunteers help host individuals and organizations build local institutions and linkages to resolve local problems and have provided direct hands-on training to over 80,000 individuals. Approximately 19 percent of all volunteers and about 39 percent of all individuals trained by FTF volunteers have been women. In addition, the returned volunteers engage in public awareness activities in their communities to share their experiences and promote better understanding of international development issues and objectives.

The FTF Program has evolved, placing increased emphasis on economic impact and obtaining measurable results by concentrating volunteer assignments in specific geographical areas, commodity programs, and service sectors. New programs go beyond simply placing individual volunteers, but rather focus on development of specific market chains for which over-all impact can be evaluated. Programs build institutions and transfer technology and management expertise to link small farmers with markets that exploit comparative advantages in production, processing, and marketing. Volunteers typically work with medium and small agro-enterprises, cooperatives, individual producers, agricultural extension and research agencies, and financial institutions. Additional information on the FTF Program may be found at: http://www.usaid.gov/our_work/agriculture/farmer_to_farmer.htm.

Congress periodically reauthorizes the FTF Program under USDA Farm Bills for five year periods. The 2007 Farm Bill was delayed and a new farm Bill is expected to reauthorize the FTF Program in 2008. The new Farm Bill is expected to continue to fund the FTF program at a minimum of \$10 million per year for the next five years and may provide additional funding. Since there is some uncertainty as to the exact provisions of the new Farm Bill, this RFA includes various elements to allow flexibility in award of LWA Cooperative Agreements.

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B. The Development Problem

Promoting economic growth in rural areas, where most of the world's poor live, is essential to meeting Millennium Development Goals. Agricultural development is a critically important base for sustainable rural economic development, broad-based increase in incomes, and sustainable management of natural resources. Agricultural development and farm livelihoods in different countries are constrained by: lack of appropriate production, marketing, processing and support services technologies (inputs, management systems, production systems); poor or unsustainable management of environmental and natural resources; limited rural and agricultural financial services; and weak sector institutions (farmer cooperatives and associations, agribusinesses, research and extension services, etc). Such constraints occur through out the agricultural value-chain at the farm production-level, in input-supply or sector support institutions, or in agribusinesses and markets that provide the demand for farmers' products.

A related development problem is the limited understanding by the US public of international development and foreign food and agricultural issues. This is frequently mirrored by a poor understanding of Americans and American foreign assistance by peoples in the countries where USAID works.

C. Program Purpose, Goal, and Objectives

The purpose of this RFA is to identify U.S. implementing organizations that are results-oriented, can develop and implement innovative and cost-effective programs, and have the capacity to field highly qualified volunteers to support international agricultural development, with an emphasis on improving private agricultural operations. Recipients of funding under this RFA may implement programs relating to all aspects of agricultural production and post-harvest activities, such as processing, marketing, credit and input supply, as well as improved agri-business management, environmental conservation, and improved policy and regulatory regimes. Recipients' FTF Programs will be implemented through Leader With Associate (LWA) Cooperative Agreements.

The Recipient's FTF Program goal shall be to generate rapid, sustained and broad-based economic growth in the agricultural sector. A secondary goal shall be to increase the American public's understanding of international development issues and programs and international understanding of the U.S. and U.S. development programs.

The Recipient's FTF Program shall include one or more of the following objectives, consistent with the U.S. Foreign Assistance Framework Agricultural Program Area Sub-Elements (See Section I(2)a.).

- a) increase agricultural sector productivity and profitability (consistent with Program Sub-Element 4.5.2.1: Research and Technology Dissemination);
- b) improve conservation and sustainable use of environmental and natural resources(consistent with Program Sub-Element 4.5.2.2: Land and Water Management);
- c) expand agricultural sector access to financial services (consistent with Program Sub-Element 4.5.2.3: Rural and Agricultural Finance); and
- d) strengthen agricultural sector institutions (consistent with Program Sub-Element 4.5.2.4: Agribusiness and Producer Organizations).

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The Recipient's FTF Program need not address all four of the above FTF Program objective, but must address at least one of these and must be able to respond to any of these, as required.

Individual activities under the Recipient FTF Program shall have one defined objective. In addition to the four primary objectives listed above, where the activity supports a broader agricultural sector goal, the activity objective may relate to one of the other objectives for Agricultural Sector Capacity Program Sub-Elements 5.2.5: *Markets and Trade Capacity*, 5.2.6: *Emerging Agricultural Threats*; or 5.2.7: *Agricultural Livelihood Services and Safety Nets* or of the *Agricultural Enabling Environment Program Element*. Defined activity objectives will guide the planning, management and reporting on activities under the Recipient FTF Program. Since the hierarchy of FTF program definitions can be confusing, FTF program terminology as used in this RFA is defined in Box 1.

Box 1: Definitions used in this RFA:

- **Farmer-to-Farmer Program:** the over-all FTF program administered by USAID
- **Recipient FTF Program:** the program administered by an individual Recipient with funding from this RFA
- **Country FTF Program:** the Recipient's FTF activities in a specific country
- **Core Country:** a country with one or more Country FTF Projects
- **Country FTF Project:** the Recipient's FTF activities in a country focused on a specific sub-sector objective
- **Flexible assignment:** a volunteer assignment undertaken outside of a Country FTF Project
- **Host:** a local institution or person receiving assistance from one or more FTF volunteers
- **Host project:** may be used to refer to all of a Recipient's FTF activities with one host
- **Partner:** an institution, project or program with which a FTF Recipient works in a country to plan and implement Country FTF Projects

Recipient FTF Program objectives shall be pursued through strategies consistent with the broader USAID strategies described in Section I (2).

D. Geographic Focus: Countries and Regions

The Recipient's Leader Award FTF Program shall be global in scope, but with core country FTF programs in a limited number of selected core countries within a given geographic region. The regional focus will allow the Recipient to leverage synergies in developing coordinated country programs in a given region (as recommended by the 2007 FTF Program Assessment). The global scope will allow the Recipient to maintain capability to support innovative activities and institutional programs and respond to USAID Mission requests and development opportunities worldwide.

The Recipient FTF Program (See Box 2) shall consist of two main sets of activities: Country FTF Projects (as further described) and "flexible assignments". The Country FTF Programs shall be based in core countries in one of the geographic regions defined in Table 2. Country eligibility for Caribbean & African regions are as defined by the U.S. Farm Bill. Core countries are those in which the Recipient carries out one or more Country FTF Projects and shall be limited to those with USAID Missions or supported through regional USAID platforms. Non-core countries within a region are eligible for programming flexible FTF volunteer assignments.

Box 2: Illustrative Recipient FTF Program:

Recipient FTF Programs will vary depending on country and sector needs and conditions and the specific Country FTF Projects being undertaken. For an example only, a Recipient FTF Program might consist of:

- three Country FTF Programs in core countries of one geographic region;
- two Country FTF Projects in each of the core countries;
- 62 volunteer assignments programmed to each of the Country FTF Projects over five years; and
- 63 volunteers programmed over five years in other flexible assignments outside the Country FTF Projects.

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Table 2: FTF RFA Program Regions

FTF Focus Region	Eligible Countries
<i>Caribbean & African Regions:</i>	
Caribbean Basin:	Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, British Virgin Islands, Costa Rica, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Montserrat, Netherlands Antilles, Nicaragua, Panama, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago (24)
East Africa:	Congo, Ethiopia, Kenya, Rwanda, Tanzania, Uganda, Comoros, Djibouti, Seychelles, Sudan (10)
Southern Africa:	Angola, Malawi, Mozambique, South Africa, Zambia, Zimbabwe, Botswana, Lesotho, Madagascar, Mauritius, Namibia, Swaziland (12)
West Africa:	Ghana, Guinea, Mali, Nigeria, Senegal, Benin, Burkina Faso, Cameroon, Burundi, Cape Verde, Central African Republic, Chad, Republic of the Congo, Democratic Republic of Congo, Cote d'Ivoire, Equatorial Guinea, Gabon, Gambia, Guinea-Bissau, Liberia, Mauritania, Niger, Sao Tome and Principe, Sierra Leone, Togo (25)
<i>Non- Caribbean/African Regions:</i>	
Asia:	Bangladesh, East Timor, India, Indonesia, Mongolia, Nepal, Philippines, Sri Lanka, Vietnam, Afghanistan (10)
Middle East & North Africa:	Jordan, Morocco, Yemen, Egypt, Lebanon, West Bank/Gaza (6)
Europe, Caucasus and Central Asia	Russia, Belarus, Armenia, Georgia, Moldova, Ukraine, Albania, Azerbaijan, Serbia, Kyrgyz Republic, Pakistan, Tajikistan, Kazakhstan, Turkmenistan (14)
Latin America:	Bolivia, Ecuador, Mexico, Peru (4)

Core country selection criteria may vary and may include factors such as: country needs and opportunities, the applicant's experience and/or assets in a country, relevance of the country to USG interests and objectives (See Section I(2).), ability to provide rewarding and productive volunteer assignments in the country, fit with USAID Mission objectives, cost-effectiveness, ability to recruit volunteers for assignments in the country, and/or other factors. Typically, it is desirable for FTF programs to work in countries with good enabling environments so that the ideas of the volunteers can have wide impact, unencumbered by price distortions, corruption and red tape, but it is recognized that many countries have limitations in this regard and that substantial development impacts and rewarding volunteer assignments are also possible in other country situations.

Up to 20 percent of volunteer assignments may be used for "flexible" assignments in countries and sectors outside of the Recipient's Country FTF Projects. These flexible assignments will allow the Recipient to use volunteers to carry out exploratory activities in new countries and sectors, respond to emerging needs and opportunities, and exploit targets of opportunity. The flexible assignments must be approved in Annual Work Plans or in specific approvals by the USAID CTO. Flexible assignments may be in any country, within or outside of the geographic region for the core country FTF programs. Flexible assignments shall generally not be undertaken in countries in which another Recipient has an on-going Country Program, and, for any exceptional circumstance for which this might be proposed, prior approval shall be obtained from the USAID CTO.

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Applicants should – to the extent possible – coordinate their applications and proposed country activities in response to this RFA with USAID Mission programs. USAID Missions were solicited for input to planning for this RFA and responded as summarized in Annex F. Following the award of LWA Cooperative Agreements, the approval and start-up of country activities will be subject to the concurrence of the country USAID Mission.

Note: USAID expects to establish a separate mechanism for funding smaller specialized FTF Programs targeting special topics, minority-serving institutions (MSIs), individual country programs, or new program areas and sources of volunteers. It is possible, but not expected, that specialized Country FTF Projects might overlap with the Country FTF Programs of Recipients funded under this RFA. Prior consultations with the Recipient would take place before approval of any such overlapping Country FTF Projects. Recipients would not be barred from implementing flexible assignments or Associate awards in countries where specialized FTF programs are also operating.

USAID Missions and offices may request applications for Associate awards under this LWA. Associate awards would typically be for: a) additional volunteer services within countries of the core country region; b) complementary training, technical assistance or other support for programs on which FTF volunteers are providing services; and/or c) new agricultural volunteer programs in countries outside of the core country region.

E. FTF Program Approach

Through the FTF Program, USAID facilitates delivery of a broad range of U.S. agricultural expertise, using American volunteers who work with farmers, agricultural support systems and agribusinesses in developing countries. Volunteers' work helps to improve the quality of the agricultural sector workforce through training and advisory services provided to farmers, private agribusinesses, cooperatives, services providers, and government leaders. The volunteer assignments are designed to improve farm and agribusiness operations and agricultural systems, including animal care and health, field crop cultivation, fruit and vegetable growing, livestock operations, food processing and packaging, farm credit, marketing, inputs, agricultural extension, and the strengthening of cooperatives and other farmer organizations.

FTF has been an effective, low cost program that blends two goals—providing good people-to-people level exchanges and enhancing sustainable economic development. As FTF has learned since its founding in 1985, a rewarding cross-cultural experience for American agriculturalists abroad is made even more satisfying when the assignments are well designed to have a permanent development impact. The success of an FTF program depends on two key steps: first, identifying and structuring good assignments, and second, identifying the right volunteers to respond to the needs of the hosts/customers/clients.

Box 3: Past Farmer-to-Farmer Program Operating Principles

The following operating principles have been common to past FTF programs. While none are inherent in all FTF programs, they have generally stood the test of time for work in over 80 countries.

Working directly with or in support of private sector, competitive, market-based farms and enterprises

Placing highly qualified volunteers for two to three week assignments.

Working with strong country partners to develop assignments and support volunteers.

Selecting host organizations committed to change and with sufficient resources to share costs of volunteer support (e.g., providing food, lodging, etc) and to implement volunteer recommendations.

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- Working in countries with good enabling environments.
- Targeting small farmers and rural poor as principal beneficiaries.
Working with higher value crops and marketing and processing activities that have more profit potential and where American volunteers are more likely to have a comparative advantage.
Selecting volunteers likely to maintain a relationship with the host after the assignment, thus continuing volunteer assistance to the host.
Assigning staff capable of working with hosts in planning, follow-up, and impact monitoring of assignments and able to identify and respond to targets of opportunity for volunteer assignments.

A program evaluation on the FTF program in 2003 found a need to strengthen the overall analytical framework and methodology for achieving more sector-focused (specific agricultural commodity chains or agricultural support services, such as credit input supply technologies advisory services) impact. This recommendation was further supported by a 2007 “John Ogonowski Farmer-to-Farmer Program Mid-Term Assessment” (http://pdf.usaid.gov/pdf_docs/PDACJ398.pdf).

The FTF volunteer program by its nature involves a number of fundamental trade-offs that must be balanced in implementation. These generally do not require either/or decisions, but present challenges to planning and implementing the FTF programs so as to maximize impact and respond to the multiple demands on the volunteer program. These trade-offs include:

Development impact vs. the volunteer experience: The key objective in the program is that of developmental impact. At the same time, an important subsidiary objective is to provide the volunteer with meaningful cross-cultural experience and understanding of development and foreign policy issues. The balance in this affects such decisions as: how often to use repeat volunteers, as opposed to maximizing numbers of discrete individuals placed as volunteers; how much emphasis to put on outreach activities by returned volunteers; how much to spend on support costs to make volunteer services more effective; and what types of volunteer assignments to develop.

Poverty reduction vs. economic growth: These two objectives can be quite compatible. Volunteers and implementing partners often prefer to work directly with the poor, rather than with larger firms and farmers, and USAID strategy supports broad-based economic growth and poverty reduction. Still, larger farmers and businesses are often better able to use services of the volunteers and might ultimately have broader, but indirect, impacts on the poor. Often the need is to enhance spread of innovations and benefits from volunteer assignments to prevent “capture” by elite hosts.

Poorer vs. wealthier countries: Similar to the issue with type of hosts, countries with more dynamic economies and better regulatory and governance systems are best able to use services and benefit from volunteers. However, needs may be greater in countries with less developed private sectors and market economies. While, a bad policy environment may limit ability of volunteers to influence change, volunteer assistance can benefit the immediate host organizations and can help to establish a base for future policy reform that improve a country’s prospects for development.

Immediate vs. long term impacts: As in any development program, FTF programs must recognize that many activities may have broad impacts, but only in the long term. It may be more effective to work on regulatory or extension programs that ultimately will affect many farmers than to work with a few individual agribusiness firms. Still, volunteers and funding agencies want to see and be able to report on immediate impacts that come from activities with short term objectives.

Demand vs. supply driven: Programs typically should seek volunteers to meet needs of hosts rather than seeking host assignment opportunities for pre-identified potential volunteers. Still, volunteer supply considerations are important to providing volunteer opportunities to qualified people and to being able to provide volunteers to fill specific host requests.

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Focused activities vs. targets of opportunity: Volunteers can work with host institutions through out the agricultural sector, and good assignments often come up in diverse sub-sectors. But, experience has shown that working in a restricted sub-sector allows for better planning, synergistic assignments, and greater impact. The concept of a ‘demand-driven’ program that responds only to needs of host institutions argues for providing volunteers exclusively in response to host requests. Such an approach however need not imply a commitment to responding to all sub-sectors, as responsiveness to hosts can be limited to pre-identified sub-sectors. Even with the most extreme demand-driven approach, requests must be subject to the test that they are for activities that are legal, viable, and in the public interest. Program parameters can impose appropriate restrictions on host eligibility and program promotion to focus work on industries or sub-sectors expected to produce high impact, while still responding to host demand within the defined sub-sector.

- ***Maximizing number of volunteers vs. ensuring adequate support:*** Programs must seek to hold costs down and make the volunteer services cost effective. But, adequate logistical and planning support is essential to volunteer safety, morale, and effectiveness. Qualified program staff are needed to plan, support, follow up, and report on volunteer assignments.

Longer vs. shorter assignments: Longer assignments appear more cost efficient in that they tend to lower the cost per volunteer-day of services. But, many potential volunteers are unwilling or unable to serve for longer than two to three weeks and some hosts do not want to spend more time with volunteers. The two to four week assignment has been the standard for FTF programs and has proven quite successful. Ultimately, the scope of work and the length of assignment must be defined by the requirements of the hosts and the country sector needs and by the ability to recruit qualified volunteers. Still, alternative assignment options may provide volunteer opportunities to other populations of potential volunteers and may offer new services to hosts. This might also allow for use of intern-volunteers or volunteer consultants to support implementation of the volunteer program itself.

- ***Supporting partner programs vs. achieving independent results:*** Volunteer programs generally work best when the volunteers can work with an on-going program that provides a framework for their assistance and follow up as necessary. Effectiveness of an FTF program is enhanced when it can draw on other resources to support its work. USAID and other donor projects are often good partners. But, it may be a questionable use of volunteer services to simply substitute for or duplicate work of consultants needed and potentially available from other USAID or other donor programs. FTF program volunteer assignments should add value, not simply replace other donor or private sector resources.
- ***Volunteer services vs. complementary support:*** Complementary support (training, additional technical assistance, international travel by hosts, demonstration grants and pilot programs, etc.) can often greatly facilitate the adoption of volunteers’ recommendations and expanded impact from volunteer assignments. But, the FTF Program funding is limited and therefore funds only volunteer services. Other USAID Mission and office funding, if available, does not have the same restrictions and can fund needed complementary support, either through co-financing Leader Cooperative agreements, through Associate awards, or through parallel-financed projects.

Many of the lessons learned from past FTF programs are summarized in a paper “Managing International Volunteer Programs: A Farmer-to-Farmer Program Manual”. This summarizes the FTF approach and draws on examples from FTF program implementation to provide generic advice on economic growth volunteer program planning and implementation. This manual is not a part of the RFA, but may be a useful reference for applicants. It is found at: http://pdf.usaid.gov/pdf_docs/PNADC356.pdf.

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FTF program design should be based on sound development planning to be efficient and effective. There are many sources of information on “best practice” in the various areas of development in which FTF program might work. Two general references are: the World Bank’s *Agricultural Investment Sourcebook* (<http://www-esd.worldbank.org/ais/>) and the *World Development Report 2008: Agriculture for Development* (<http://econ.worldbank.org/WBSITE/EXTERNAL/EXTDEC/EXTRESEARCH/EXTWDRS/EXTWDR2008/0,,menuPK:2795178~pagePK:64167702~piPK:64167676~theSitePK:2795143,00.html>).

F. Programmatic Focus: Country FTF Projects

The sum of all Country FTF Projects and any flexible assignments within a country will constitute the Recipient’s Country FTF Program. The Recipient shall program no less than 80 percent of volunteer assignments under Country FTF Projects. Applications in response to this RFA shall include detailed proposals for at least one Country FTF Project and shall provide further details of a plan for developing additional Country FTF Projects.

The Recipient’s Country FTF Projects shall be designed to address constraints within a specific commodity or value chain (e.g., dairy, horticulture, aquaculture, rice, forest products, etc.) or in a specific support sector (e.g., extension services, cooperative development, input supply, financial services, agribusiness, etc.). Either approach is fully acceptable, but Country FTF Project design must have a clearly defined objective, must be supported by adequate analysis of sector constraints and opportunities, and must link to impacts at the farmer level.

The Recipient shall give adequate attention to analysis and planning for Country FTF Programs to achieve desired developmental objectives. The Recipient’s Country FTF Programs and Projects do not need to work at all levels in a country sub-sector or value chain (although this might be possible and at times necessary). Rather, the Recipient’s analysis shall identify key constraints (policy, technology, organizations, etc.) and opportunities that can be addressed by voluntary technical assistance within a sub-sector. The generic levels of the value chain that may need to be analyzed in order to program volunteer resources effectively include: input supply (land, labor, capital, seed, and equipment); on-farm production; post-harvest handling, transport, and storage; and processing and marketing (pricing, advertising, and customer support). Each of these levels in the value chain may have multiple actors, including public and private sector institutions that participate or influence activities.

The Recipient’s sector and sub-sector analyses shall result in Country FTF Project designs setting out what the Recipient intends to accomplish and how it is to be achieved. The Country FTF Project descriptions should summarize the problem to be addressed, important implementation issues, how volunteers’ services and other resources will be used, and the results expected from the project. Box 4 provides an outline for description of a proposed Country FTF Project. This description shall include a summary of the development hypothesis of how planned activities will lead to the desired results.

Box 4: Outline for Country FTF Project Descriptions

1. Objective (approx one sentence)
2. Description of sub-sector (what is being targeted for assistance; why is this sub-sector being targeted)
 - a. General description (possibly use market chain analysis)
 - b. Policy, regulatory, human resources, financial, and physical infrastructure environments
 - c. Key problems/constraints to be addressed

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- d. Opportunities for impact on agricultural growth
3. Proposed Activities
 - a. What will the FTF program do and how will volunteers be used?
 - b. Key partners (if any) and their roles
 - c. Target hosts: No. and type of expected hosts; names of those identified; criteria for identifying others
 - d. Numbers and types of volunteer assignments planned; sequencing of assignments if planned
 - e. How can volunteer recommendations be shared broadly to maximize impacts
4. Key feasibility issues: economic/financial, institutional, environmental, social, technical
5. Other resources available and/or needed to accomplished desired objectives (partner projects, loans, etc)
6. Target beneficiaries (farmers and consumers, both direct and indirect)
 - a. Numbers and location
 - b. How they will be impacted and expected benefits
7. Monitoring and Evaluation Plan
 - a. What indicators/proxies will be used
 - b. Who will collect the data and how
 - c. Targets for activities, results, and impacts
8. Logframe or similar results framework summarizing project design.

The Recipient shall use a logical framework (logframe) or a similar results framework for presenting the project concept and rationale in a concise conceptual framework that demonstrates how project activities will lead to expected impacts. The logframe relates indicators and targets in a logical hierarchy based on expected cause-and-effect relationship between project activities, outputs, outcomes, and goals (see Table 3). The logframe is a standard project-planning tool, although specific formats vary. Many references are available describing the use of this tool in project planning and evaluation. [See for example: <http://www.kar-dht.org/logframe.html#matrix.>] Key elements of a project plan set out in the logframe are:

Impacts (or goal, overall objective, development objective): The long-term objective, change of state or improved situation towards which the project is making a contribution.

Outcomes (or results, purpose, or project objective): The immediate project objective, the overall observable changes in performance, behavior, or resource status that should occur as a result of the project.

Outputs: The products, services, or results that must be delivered by the project for the component outcomes to be achieved.

Inputs: The resources required to achieve the outputs through project activities. For FTF Country FTF Projects, the main inputs available are the volunteer technical assistance and technical assistance from local staff.

Table 3: The Logical Framework (generally only the Indicators column needs to be completed)

<i>Narrative Summary</i>	<i>Key Performance Indicators</i>	<i>Source of Data</i>	<i>Critical Assumptions</i>
Impacts:		Special studies	Suitability of volunteer recommendations; weather; global market trends
Outcomes:		Recipient's MIS and Special studies	Availability of required complementary markets & services
Outputs:		Recipient's MIS	Ability to identify hosts that can effectively use volunteer services
Inputs:		Recipient's MIS	Ability to recruit qualified volunteers

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The Recipient shall take a pragmatic approach to Country FTF Project analysis, description and design. FTF Program budgets do not permit extensive analytical work. Rather Recipients will generally have to rely on existing sector and sub-sector analyses completed by other institutions (donors, governments, partners, etc.) and synthesize this for Country FTF Project analysis. **A full Country FTF Project description will likely be 5 to 15 pages.** The Recipient shall use staff, consultants, volunteers and available studies and data to complete required analyses and Country FTF Project designs.

Note: Recipient FTF Programs shall retain the flexibility to adjust activities based on experience and changing conditions. Most Country FTF Projects will likely be five-year activities. Some may be shorter and some may be shortened if experience so indicates. New Country FTF Projects can be initiated during the course of the five-year program. The Recipient shall also, as appropriate, maintain the flexibility to expand activities under the Recipient FTF Program, if additional funding should become available.

G. Expected Results

The Recipient shall manage the Recipient FTF Program with a focus on achieving developmental results and impacts. Routine monitoring and reporting shall focus on program performance and impact. Specific performance and results indicators will depend on the final Country FTF Program and Country FTF Project designs. It is expected that the Recipient will report on indicators, such as are summarized in the following illustrative example of an FTF Program of \$7.5 million over five years.

Table 4: Summary of Selected Performance and Impact Indicators for an Illustrative FTF Program

Indicator	Five Year Target
Number of Volunteers	435
Number of Volunteer-Days	8,700
Number of Flexible Assignments	60
Number of Host Organizations	290
Number of Innovations or Technologies Recommended by Volunteers	2175
Number of Volunteer Recommended Innovations or Technologies Adopted	870
Number of Hosts Adopting Volunteer Recommendations	261
Number of Persons Trained	6,525
Number of Direct Participating Beneficiaries (taught/advised by volunteers)	8,700
Number of Direct Beneficiaries	17,400
Number of Country Economic Projects	3
Increased Net Annual Income of Direct Beneficiaries	\$783,000
Number of Country Organizational Capacity Projects	1
Increased Number of Persons with Improved Organizational Support Services	8,600
Number of Country Environmental Projects	1
Increased Area Under Improved Environmental Management (ha.)	22,500
Number of Country Financial Services Projects	1
Increased Agricultural Lending	\$4.3 million
Number of Volunteer Outreach Activities	217
Number of Persons Reached by Public Outreach Messages	84,700

H. Management Information System (MIS)

The Recipient shall establish a management information system (MIS) adequate to inform FTF program management decisions and report routinely on inputs, activities and outputs and – when possible, on outcomes. The management information system shall include indicators, procedures, and reporting systems used in tracking program performance and impact. Since the Recipient’s FTF program will likely involve diverse activities in different country and host projects with differing objectives, hosts, strategies, and timeframes, the MIS must be able to capture adequate detail on individual activities to reflect program and host performance and progress. A robust MIS should be adaptable to different program and country situations, and capable of generating a range of routine and special reports and making data accessible to multiple users. The Recipient may use whatever MIS systems and technologies are adequate and appropriate to meeting expected program requirements.

Program performance and impact indicators provide the basis for an MIS. Initial monitoring systems for FTF programs focused mainly on simple—yet relevant—input indicators of numbers of volunteer assignments and budget expenditures. With greater emphasis on achieving results, FTF programs have had to adopt more comprehensive MISs to track and report on indicator changes along the cause and effect pathway of the project’s development hypothesis—from inputs and activities to outputs, outcomes (results) and impacts.

The Recipient’s MIS shall report against four sets of performance and impact indicators: a) Standardized FTF Program Indicators (See this section and Annex D); b) Country FTF Project-specific performance and impact indicators; c) USAID special concern indicators, which will be identified and incorporated into Annual Work Plans; and d) Foreign Assistance Framework program standard indicators, as applicable to the Recipient’s FTF Program (See Box 5).

Box 5: Standard Foreign Assistance Framework Indicators

- Number of policy reforms analyzed with USG assistance
- Number of policy reforms presented for legislation/ decree as a result of USG assistance
- Number of institutions/organizations undergoing capacity/ competency assessments as a result of USG assistance
Number of institutions/organizations making significant improvements based on recommendations made via USG supported assessment
- Number of individuals who have received USG supported short-term agricultural enabling environment training
Number of individuals who have received USG supported long term agricultural enabling environment training
Number of new technologies or management practices under research as a result of USG assistance
Number of new technologies or management practices under field testing as a result of USG assistance
- Number of new technologies or management practices made available for transfer as a result of USG assistance
Number of additional hectares under improved technologies or management practices as a result of USG assistance
- Number of additional surveillance and/or control systems in place for agricultural threats (biological and environmental) as a result of USG assistance
Number of vulnerable households benefiting directly from USG assistance
- Number of rural households benefiting directly from USG interventions
- Number of producers organizations, water users associations, trade and business associations, and community-based organizations (CBOs) receiving USG assistance
Number of agriculture-related firms benefiting directly from USG supported interventions
- Number of public-private partnerships formed as a result of USG assistance
- Number of individuals who have received USG supported short term agricultural sector productivity training
- Number of individuals who have received USG supported long term agricultural sector productivity training
- Percent change in value of intra-regional exports of targeted agricultural commodities as a result of USG assistance
- Percent change in value of international exports of targeted agricultural commodities as a result of USG assistance

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- Amount of private financing mobilized with a DCA guarantee
- Percent change in value of purchases from smallholders of targeted commodities as a result of USG assistance
- Number of women's organizations/associations assisted as a result of USG supported interventions

The Standardized FTF Program Indicators will be relevant to most Country FTF projects, but it is likely that other indicators, specific to the activities and objectives of the project, will be needed to assess performance and impact under the specific Country FTF Project. Such indicators would be identified in the Country FTF Project description to track and report on implementation progress and program impacts. USAID special concern indicators may or may not apply to an FTF program or country program. These would include such reporting needs as the Initiative to End Hunger in Africa (IEHA), which requires special reporting on relevant activities in Africa.

Table 5: Standard Performance and Impact Indicators in Use in the FTF Program

Inputs	Outputs	Outcomes	Impacts
Number of volunteers: • Male • Female • Total Number of volunteer days completed Program expenditures (U.S.\$) Average FTF Program cost per volunteer day (U.S.\$/day) Value (U.S.\$) of volunteer professional time Value of resources leveraged by grantee/ volunteers in the U.S. Value of resources mobilized by Host Value of host contributions (U.S.\$) Type of volunteer assistance: • Technology transfer • Organizational development • Business/Enterprise development • Financial services • Environmental conservation Commodity chain activities: • Information and input (pre-production) • Support services • On farm production • Processing (product transformation, storage, transportation) • Marketing (branding, advertising, promotion, distribution, sales)	Host Institutions: • Cooperatives and associations • Individual private farmers • Other private enterprises • Non-profit, public interest NGOs • Public and private education institutions • Rural financial institutions • Public sector technical agencies Beneficiaries receiving formal training: • Male • Female • Total Beneficiaries receiving on-the-job training: • Male • Female • Total Total direct beneficiaries: • Male • Female • Total Indirect beneficiaries	Economic: • Number of relevant hosts • Number of hosts adopting volunteer recommendations • Number of hosts reporting improvement • Number of beneficiaries associated with hosts Organizational capacity: • Number of relevant hosts • Number of hosts adopting volunteer recommendations • Number of hosts reporting improvement • Number of beneficiaries associated with hosts Financial services: • Number of relevant hosts • Number of hosts adopting volunteer recommendations • Number of hosts reporting improvement • Number of beneficiaries associated with hosts Environmental: • Number of relevant hosts	Economic: • Increased net income across hosts adopting (U.S.\$) • Increased gross value of sales (U.S.\$) Organizational capacity: • Increase in revenues (U.S.\$) • Number of new or improved products and/or services Financial services: • Number of hosts with loan delinquency rate less than 10% • Increase in the amount of rural/ agricultural loans (U.S.\$) • Number of rural/ agricultural loans • Increase in the value of the institution's net equity (U.S.\$) Environmental: • Increased gross sales (U.S.\$) • Area under improved NRM (ha) • Number of hosts adopting one or more environmental technologies • People with improved safety and working conditions • People with improved environmental services Public outreach: • Number of volunteers performing public

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		• Number of hosts adopting volunteer recommendations • Number of hosts reporting improvement • Number of beneficiaries associated with hosts	outreach activities • Number of press releases issued • Number of media events by implementers and volunteers • Number and attendance of group presentations
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Since USAID is required to report on performance and impact of the overall FTF Program covering the programs and activities of various implementing partners, common definitions are required for the Standard FTF Indicators. Many of the relevant definitions are included in the Standard FTF Program Indicator Tables (See Annex D.), but these definitions are not always straight-forward. USAID will convene an implementing partner's workshop on reporting and program monitoring for Recipients funded under this RFA soon after award of the LWA Cooperative Agreements.

The Recipient's MIS shall include an appropriate, possibly simplified, system for monitoring performance and impacts of the dispersed (possibly, geographically and programmatically) flexible volunteer assignments.

The Recipient shall take a pragmatic approach to impact monitoring, establishing systems that are feasible and cost-effective. Clearly monitoring inputs and outputs is much easier than monitoring outcomes and impacts, which take time to develop (or may not develop or may develop and then disappear) and which are affected by many other factors. Monitoring and reporting on outcomes and impacts may require special efforts, special studies, or sample surveys of hosts and beneficiaries. The Recipient need not report on all outcome and impact indicators in all performance reports, but shall include such reporting in the Annual Reports for Year 3 and Year 5 of the Recipient FTF Program.

Note: Most past FTF programs have sought economic impacts on hosts and beneficiaries by stimulating agricultural production and improving value-added agricultural products and services. This is likely to remain a major objective in Country FTF Projects, but the Recipient should note that environmental, institutional capacity, and financial services objectives are equally valid for FTF programs. These frequently require different indicators, as provided for in Table 5, but may also have longer-term economic impacts, which the Recipient might also choose to monitor.

H. Key Personnel

Key personnel for the Recipient's FTF Program shall include: the Recipient's FTF Program Director/Coordinator and the FTF Program Country Director for each core country, up to a maximum total of five key personnel. **The total number of Key Personnel, up to that maximum of five individuals, will therefore depend on the number of core countries in which the Recipient proposes to implement Country FTF Projects.** Recipients shall propose Key Personnel in their applications for all proposed core countries, even when detailed Country FTF Project designs will not be completed until after award of the LWA Cooperative Agreement and start up of program activity.

The FTF Program Director/Coordinator shall have over-all responsibility for the implementation of the Recipient's FTF Program and shall be the principal point of contact for USAID for issues in FTF program

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planning and implementation. The FTF Program Director/Coordinator will be responsible for Country Program coordination, Country FTF Project approvals, planning and use of flexible assignment volunteers, Work Plan development, project reporting, over-all program monitoring and evaluation, and coordination and representation of the Program with USAID and other stakeholders. The FTF Program Director/Coordinator minimum qualifications include: a university degree in a subject relevant to international agricultural development (technical agriculture, business administration, international development, economics, rural sociology, etc.) and at least two years experience in international development.

The FTF Program Country Directors shall be responsible for coordination of all FTF program activities within a country, including: identifying, designing, and implementing Country FTF Projects; coordinating any flexible assignments; identifying potential partners and hosts; developing volunteer scopes of work; facilitating volunteer assignments; providing pre-assignment and post-assignment assistance to hosts; updating sector and sub-sector analyses; ensuring sound systems for monitoring and assessing impact from program activities; coordinating work with other stakeholders. The FTF Program Country Directors minimum qualifications include: a university degree (preferably an advanced degree in a subject relevant to one of the major Country FTF Project areas) and at least four years professional experience in assignments relevant to the Recipient's FTF Country Program. Fluency in language(s) of the host country is desirable.

Note: Key Personnel need not be assigned full-time to the Recipient FTF Program, as cost considerations and program needs may not require full time assignment. The Recipient shall justify its proposed level-of-effort from each Key Personnel position and obtain USAID CTO approval for time allocation of any position not assigned full-time to the Recipient FTF Program.

I. FTF Program Implementation Requirements

The Recipient shall establish necessary institutional capacity and management systems to effectively and efficiently implement FTF volunteer assignments in support of the objectives of the Recipient FTF Program. While other functions and activities may also be required, the Recipient shall establish systems required to carry out the functions, as described below.

a) Sector Analysis and Planning: The Recipient shall ensure adequate sector analysis and planning to guide implementation of the FTF program. Such planning and analysis will need to be reflected in the application in response to this RFA and may need to continue intermittently through the life of the FTF program. Analyses shall include, as appropriate, economic, social, environmental, and institutional issues, with emphasis on development of private sector market chains for agricultural products.

Earlier generations of FTF programs assigned volunteers wherever good hosts were found. As a result, volunteers worked in a wide range of areas and capacities. Volunteer assignments may have had substantial impact on activities of their specific host, but may not have maximized spread effects or addressed the key sectoral constraints needed for broader impacts. Evaluations indicated that greater impact was achieved when activities were focused geographically and on targeted commodity and service sub-sectors. The 2007 FTF Program Assessment noted the need for a balanced assessment of the agricultural sector and potential sub-sectors in selecting and designing country projects.

Various methodologies can be used in analyzing agricultural sector needs and opportunities. Some of these include: sub-sector analysis, supply chain analysis, value chain analysis, industrial organization,

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food systems framework, or SWOT (Strength-Weakness-Opportunity-Threat) analysis. Whatever analytical tool is used, it is important that analysis of commodity and service sub-sectors provide a framework for programming volunteers. (see value chain analysis at <http://www.quickmba.com/strategy/value-chain/>). Because of limitations on funding for FTF programs, **the Recipient shall make maximum use of sector analytical work available from other sources**, such as USAID Mission projects, other donors, host country governments, private institutions, and others.

b) Selecting partners: The Recipient shall identify any key partners with which it intends to work to accomplish objectives of the Recipient FTF Program. Recipients are not required, or necessarily encouraged, to work with or through partners. Still, partners with in-country capabilities may assist the Recipient in the development and implementation of the country FTF program and project strategies and plans. Such partners can be public or private agencies and can include trade associations, NGOs, commercial firms, projects, government departments and programs (e.g., Peace Corps) or educational institutions. Partners are commonly involved in providing goods and/or services to agricultural producers or agribusinesses. The clients of such partners are often the public and private sector organizations that are potential hosts for volunteers. Roles of partners vary, but commonly include serving as: a) local representative for the FTF program implementer; b) retailer of volunteer services; c) link to clients (hosts); or d) technical backstop.

In some cases, volunteers may work with partners to strengthen the partner's own capacity to provide goods and services to their clients (in which case the partner is also the "host" organization). Generally, good partners will help to see that the specific knowledge or skills that volunteers bring to a host organization are spread more widely to benefit the sector.

c) Selecting hosts: The Recipient shall establish systems necessary to identify appropriate hosts with which it will work to implement the Recipient FTF Program. The hosts are organizations or individuals that request volunteer services and work directly with the volunteers. Host organizations commonly include private businesses, community groups, trade or business associations, local government offices, cooperatives, or public or private service providers (inputs, credit, information, marketing, processing, storage, etc.). Hosts may be the ultimate beneficiaries (typically small farmers) that the Recipient FTF Program is designed to assist, but may also be intermediaries (service providers, agribusinesses, etc) whose improved operations benefit the target populations.

The ability of host organizations to absorb, utilize, and disseminate information provided by volunteers is a critical consideration in determining the impact of a volunteer's assignment. Host organizations should be involved early on in developing the FTF program strategies and plans. They should also, where possible, contribute to the costs of fielding volunteers and facilitate an assessment of the impact of the volunteer's efforts. The impacts of a volunteer program are primarily a function of what host organizations do as a result of the information and training provided by volunteers.

d) Development of assignments: The Recipient shall establish systems to develop scopes of work (SOW) that describe services required by host organizations and identify the skills and experience volunteers will need for the assignment. SOWs may also include background on the sub-sector and host project, relating the specific volunteer assignment to the Country FTF Project strategy and plan. The SOW identifies the results anticipated from the assignment. The SOW may also identify complementary inputs that expected to be forthcoming from the host and other partners.

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SOWs translate program and project plans into specific tasks for volunteers. Ideally, there should be a high degree of participation by host organizations in the preparation of SOWs. The SOWs document the understandings reached among the parties involved, namely the host organization, any partners, and the Recipient FTF program implementer. The clearer the SOW can be in terms of specifying who, what, where, when, why, and how, the easier it will be to recruit for the volunteer assignment, guide the volunteer once on the job, and finally assess the success of the volunteer assignment. The process of approving a SOW also clarifies the roles of the Recipient implementing agency, the volunteer(s), any partners, and the hosts in making the assignment a success. Ideally, individual volunteers work with farmers and target beneficiaries to develop personal relationships and mutual understanding. Often effective assignments require volunteers to work with agribusinesses, financial institutions, or government institutions that benefit the target group. In such assignments it is desirable for volunteers to have some exposure and interaction with farmers and other beneficiaries at the field level.

The Recipient shall consider options for innovative or non-traditional volunteer assignments and uses of volunteer services, such as use of volunteers as program management interns to reduce costs of program management, use of longer term volunteers or group assignments, use of self-financed volunteers, or others. [Note: Use of innovative or non-traditional volunteer assignments is not mandatory, but should be considered relative to the needs of the FTF program.]

e) Volunteer recruitment: The Recipient shall establish systems for identifying and recruiting volunteers to provide services as per defined SOWs. The success of any given assignment is largely a function of the quality of the volunteer. Building institutional capacity or influencing overall sub-sector development typically requires the aggregate efforts of a series of effective volunteers working in tandem with local partners and other development programs. The Recipient may require an extensive databases of potential volunteers and/or develop linkages with farm, professional, cooperative, agribusinesses, university, and trade groups to assist in identifying and recruiting volunteers. FTF Program experience has indicated that many Americans are interested in serving as volunteers and – with a well-developed recruitment system – recruitment is generally not a problem, except for very specialized technical assignments.

The Recipient shall consider options for recruiting from new or non-traditional sources of volunteers to maximize the pool of volunteer resources available to the FTF program and to maximize the potential for public education and outreach. [Note: Use of strategies for recruiting from new or non-traditional volunteer populations is not mandatory, but should be considered relative to the needs of the FTF program.] The Recipient's FTF Program shall support services of U.S. volunteers (U.S. citizens and permanent residents); non-U.S. volunteers shall not be used, unless prior approval is obtained from the USAID CTO for any unique situation requiring such use of non-U.S. volunteers.

f) Volunteer orientation: The Recipient shall establish systems for appropriate volunteer orientation, including information about travel, health and security issues, other logistics and support, the country, and the organizations and individuals with whom the volunteer will work, as well as the specific tasks of the assignment. The orientation process begins as part of volunteer recruitment and extends through the initial days of their arrival in the host country. The more informed volunteers are about what they are getting themselves into, the better equipped they will be to make their assignment successful both for the host as well as for themselves.

g) Volunteer logistics and support: The Recipient shall establish systems to ensure that volunteers are provided with adequate logistical and technical support to provide efficient and effective services to hosts. The logistics and support services greatly impact the effectiveness of volunteers. Logistical support includes transport, housing, translators, secretarial assistance, compensation arrangements, and other

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services. Technical support includes information, links to local technology programs, teaching aids, and equipment. Volunteers that are appropriately supported will have more time to focus on their assignments and will develop a better understanding of the host's operating environment and constraints. Technical support can help volunteers adapt their technical knowledge and skills to local conditions and develop appropriate linkages to local technical support institutions. Such support is particularly important given the relatively short duration of many volunteer assignments. The Recipient shall provide adequate medical and evacuation insurance, vaccination and health briefings, in-country security and other support to ensure safety and wellbeing of volunteers.

h) Complementary support to hosts: The Recipient shall consider needs and make appropriate arrangements, as far as is possible, to ensure that complementary services (e.g., financial services, equipment and infrastructure, input supply, marketing, and processing arrangements, etc.) are available to enable hosts to make use of volunteers' recommendations. Complementary support services represent the range of resources available to enable host organizations to operate effectively, including such things as financial services (especially credit), equipment and infrastructure, input supply, database services (e.g. marketing and pricing information), marketing, and processing arrangements. These services are generally not within the scope of an individual volunteer assignment, but volunteers' recommendations often implicitly or explicitly require a host to draw on such resources to implement recommendation. Thus, while a volunteer may complete his/her assignment satisfactorily without such services, their availability varies according to the environment in which the host operates and they are often critical determinants of the level of impact from a volunteer assignment. FTF programs with limited budgets are not likely to be able to provide complementary support to hosts, but may be able to facilitate access to such services from other programs.

i) Project staffing: The Recipient shall assign adequate staff and staff support resources for efficient and effective implementation of the volunteer program, including the planning, implementation, and monitoring and evaluation of the FTF program. Key staff requirements for Recipient FTF Programs are defined in I(1)I. In addition to the Key Personnel positions, the Recipient shall provide adequate professional and support staff to efficiently and effectively implement Country FTF Programs. This requires an appropriate organizational structure and the right staff, both in the U.S. and abroad. Good staff, good procedures, good systems, and a good chain of command increase the chances that volunteers will achieve results. Past strategies have focused on keeping costs of this program overhead to the minimum necessary to manage volunteer assignments. The 2007 FTF program assessment noted the need for strengthening country level staffing with technical capabilities needed to support work in defined Country FTF Project areas and ensure sound monitoring and evaluation.

j) Volunteer outreach activities: The Recipient shall establish systems to encourage and maximize the amount and impact of outreach activities carried out by returned volunteers. Outreach encompasses the full set of activities designed to inform both the general public and particular interested parties of the character and accomplishments of the FTF program. Outreach has three principle benefits: 1) educating the public on global development issues and market opportunities; 2) building public support for international development efforts; and 3) recruiting new volunteers. The 2007 FTF program assessment noted the need to strengthen outreach activity by returned volunteers, perhaps requiring an increase in funding support for such activities.

k) Associate Awards: The Recipient shall maintain the capability to respond, as appropriate, to requests from USAID Missions or offices with proposals for Associate awards under the Leader Cooperative Agreement. Associate Awards may strengthen a Country FTF Program by providing for additional volunteer services, complementary support services for hosts, additional technical assistance, and/or other

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inputs that can improve the FTF Program outreach and impact. Associate awards may also expand FTF program activities into additional countries within or outside of the given region.

J. Other Critical Implementation Requirements

The Recipient shall plan and implement the Recipient FTF Program with attention to planned and unplanned results and impacts, including especially as may relate to USAID policy issues of importance to the FTF programs. Implementation issues requiring special attention by the Recipient include those discussed below.

a) Gender: The Recipient shall provide systematic consideration of gender issues and impacts in the FTF program and shall seek to promote gender equity. Each Country FTF Project description shall assess gender issues relevant to the sub-sector and measures the project may take to enhance positive gender impacts. Although gender analysis considers impacts on both men and women, in practice, the concern is nearly always ensuring equitable participation and access to benefits by women. Biases against women are pervasive in much of the world, as are differentiated roles between the sexes. Programs can have unintended negative impacts on women. For example, economic development has occasionally increased the gap between the status of women and men by introducing technologies and crops that require more labor (e.g. weeding, watering) from women while men control the profits from the increased yields. Benefit distribution is a key consideration for ensuring gender equity in development. Furthermore, it is not uncommon for development programs to fall short of their goals (e.g., improvements in health and education) specifically because women have not been permitted to participate fully in program design and implementation. The Recipient shall assess gender impacts and gender equity issues in all Country FTF Programs.

b) Environment: The Recipient shall ensure systematic consideration of the implications of the Recipient FTF Program activities on environmental and natural resources and should seek to mitigate any adverse impacts. USAID environmental guidelines for Recipients implementing FTF programs funded under this RFA are included in Annex E. The Recipient shall exercise special care in any activities involving pesticides or genetically modified organisms (GMOs).

Economic activities impact on environmental and natural resource resources. In the case of agriculture, development may be completely dependent on natural resources and potentially deplete them or degrade environmental resources. A healthy environment and the sustainable use of natural resources are essential to long-term economic growth. All U.S. government financed programs, including the FTF program, are obligated to comply with U.S. environmental regulations stipulating that the environment is to be safeguarded from adverse consequences in the implementation of all program activities. USAID's environmental guidelines require programs that it funds to:

Ensure that the environmental consequences of USAID-financed activities are identified and considered by USAID and the host country prior to a final decision to proceed and that appropriate environmental safeguards are adopted;

Assist developing countries to strengthen their capabilities to appreciate and effectively evaluate the potential environmental effects of proposed development strategies and projects, and to select, implement, and manage effective environmental programs;

Identify impacts resulting from USAID's actions upon the environment, including those aspects of the biosphere which are the common and cultural heritage of all mankind; and

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- Define environmental limiting factors that constrain development and identify and carry out activities that assist in restoring the renewable resource base on which sustained development depends.

The Initial Environmental Evaluation (IEE) completed by USAID for the FTF Program made a Recommended Threshold Determination of a Negative Determination with Conditions. The majority of FTF Program activities qualify for Categorical Exclusion under 22CFR216.2(c):

- per 22 CFR 216.2(c)(2)(i) for activities limited to education, technical assistance or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.)
- per 22 CFR 216.2(c)(2)(iii) for activities limited to the performance of analyses, studies, academic or research workshops and meetings.
- per 22 CFR 216.2(c)(2)(v) for activities limited to document and information transfers.
- per 22 CFR 216.2(c)(2)(xiv) for activities limited to studies, projects or programs intended to develop the capability of recipient countries to engage in development planning, except to the extent designed to result in activities directly affecting the environment

However, even though the FTF program will be essentially training and advisory activities with no direct effect on the environment, the subject of the training or advice may involve use of pesticides. While there will be no procurement or physical use of pesticides, the training in how to decide when to use them and how to use them safely can be seen as constituting a “use.” This requires that some environmental safeguards be put in place on any involvement with pesticide use. The same holds true for any involvement with genetically modified organisms (GMOs), which are politically sensitive in some countries and which present some environmental dangers.

The Recipient shall ensure that no pesticides are provided, used, or sold under the program. Any pesticide-related training shall be in an IPM context and emphasize training on safe use of pesticides. Training and recommendations for use shall be in an IPM context where pesticide use is the last resort. The focus of the training shall be on IPM and the environmentally responsible and safe use of pesticides when they are needed. The Recipient shall ensure this caveat is included as a standard element in briefing materials provided to all volunteers prior to their traveling.

No genetically modified organisms shall be provided, used or sold. Only the benefits and disadvantages of GMOs shall be discussed during any training. If research, provision, use or recommendation for use of a GMO is subsequently planned, it shall first be submitted to USAID for clearance by the USAID bio-safety committee and subsequently the information flowing from the USAID bio-safety committee shall be used as the basis for an amendment to this IEE to make a final determination whether such GMO may be researched, provided, used, or recommended for use. This IEE amendment must be approved in writing by the EGAT Bureau Environmental Officer prior to a final decision or expenditure of funds to research, provide, use or recommend the use of a GMO.

Given the sensitivity of both the use of pesticides and the use of GMOs, the Recipient shall ensure that the following specific conditions are applied in its Recipient FTF Program:

The syllabus for each training event shall be reviewed and approved by the Mission environmental officer and/or the USAID CTO.

A representative from USAID (preferably the Mission) should attend the training sessions to the extent possible.

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If any specific pesticides are to be used, procured or recommended for use, the USAID Pesticide Procedures (§216.3(b)) must be followed. An amended IEE shall be prepared prior to the training and must include a separate section evaluating the risks and benefits of the proposed use. The 12 factors outlined in Section 216.3(b) shall be analyzed in that evaluation. This evaluation is known as a Pesticide Evaluation Report and Safe Use Action Plan (PERSUAP).

If the training includes recommendation for use of Genetically Modified Organisms (GMOs), a Biosafety Analysis shall be required and an amendment to this IEE shall be prepared. The extent of such an analysis will depend on the type of activity proposed and the current status of acceptance of the GMO.

If the activity will have a significant adverse effect on the environment, based on the analysis in an amended IEE, a full Environmental Assessment shall be required.

The Recipient shall familiarize all staff with the summary “*FTF Program Environmental and Natural Resources Management Guidelines for Implementing Partners*” (Annex E) and with FTF guidelines for volunteers.

The Recipient shall ensure that volunteers consider the potential environmental consequences of their work and promote active environmental stewardship. All local laws regarding pesticide or GMO regulation shall be respected. Any variation to these principles must be preceded by USAID approval of an amended IEE. If, during implementation, activities are considered other than those described in this RFA as the basis for the categorical exclusions, the Recipient shall inform the USAID CTO and request approval for an amended IEE before proceeding with such activities. The Recipient may use funds from the Cooperative Agreement to pay for the cost of undertaking any required IEE amendments.

The training of applicators, vendors, decision makers, and farmers will improve IPM decision making and reduce pesticide misuse, thus benefiting the agricultural areas. The eventual effect on the environment is expected to be highly beneficial as trained host institutions and individuals are likely to make better decisions regarding pest management technologies and, when pesticides are used, they will be used in a safe and environmentally responsible manner.

c) Restricted sub-sectors and activities: The Recipient shall not support FTF Program activities that are restricted by USG policies and restrictions. USAID policies and regulations restrict support for certain activities involving: tobacco production and processing; African oil palm production or processing; degradation or conversion of tropical forests; agricultural products in surplus on world markets; assistance to activities or projects of Communist countries; assistance to military, police or prisons; luxury goods; alcoholic beverage production or marketing; export of U.S. jobs, relocation of U.S. businesses or restrictions on internationally recognized workers’ rights; or production of agricultural products that compete with U.S. products in international markets. Activities involving support for any host projects that might involve support to such sub-sectors, products, or activities shall be discussed with USAID before initiating or making any commitments to work with hosts on such activities. The Recipient shall obtain prior approval from the USAID CTO in Annual Work Plans or activity-specific approval prior to undertaking work on any activities involving these products and sub-sectors.

USAID will not support the growth of tobacco as a cash crop, nor will it support agribusiness activities contributing to tobacco production, promotion, and use. In countries in which tobacco is a major cash crop and an important source of income for low-income farmers, USAID may work with local agricultural interests to identify crops that are economic alternatives to tobacco and may support the introduction or expansion of these alternative crops.

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d) Initiative to End Hunger in Africa (IEHA): The Recipient shall, to the extent possible, align activities of FTF Programs in Africa with IEHA objectives and with the Comprehensive Africa Agriculture Development Program (CAADP). Information on IEHA and current IEHA countries can be found at: http://www.usaid.gov/locations/sub-saharan_africa/initiatives/ieha.html. Information on CAADP can be found at: <http://www.nepad.org/2005/files/caadp.php>.

2. DEVELOPMENT OBJECTIVES AND AUTHORIZING LEGISLATION

The authorizing legislation for this activity is the Foreign Assistance Act, as amended, and/or the Farm Bill. **Any awards resulting from this RFA will be subject to 22 CFR 226.** The FTF Program development objectives are shaped by a complex hierarchy of initiatives framing strategies, goals, and objectives for US foreign assistance programs.

a) US Foreign Assistance Framework (FAF). The 2003 joint US Department of State and USAID “Strategic Plan: Fiscal Years 2004–2009—Aligning Diplomacy and Development Assistance” recognized the importance of agricultural development in its statement: “A productive agricultural sector is a critical engine for economic growth in many developing countries, particularly in Africa. It also is critical for food security, improved nutrition and health, and environmental sustainability and security both in developing and transition countries.”

The FAF establishes an overarching goal “to help build and sustain democratic, well-governed states that respond to the needs of their people, reduce widespread poverty and conduct themselves responsibly in the international system.” Five FAF Program Areas contribute to this goal: Peace and Stability; Governing Justly and Democratically; Investing in People; Economic Growth; and Humanitarian Assistance. FTF programs fall under the Economic Growth Objective in Program Area 4.5, “*Agriculture*”, under Program Element 4.5.2 “*Agricultural Sector Capacity*”. This Program Element has seven Sub-Elements:

- 4.5.2.1 Research and Technology Dissemination;
- 4.5.2.2 Land and Water Management;
- 4.5.2.3 Rural and Agricultural Finance;
- 4.5.2.4 Agribusiness and Producer Organizations
- 4.5.2.5 Markets and Trade Capacity;
- 4.5.2.6 Emerging Agricultural Threats; and
- 4.5.2.7 Agricultural Livelihood Services and Safety Nets.

Most FTF activities typically fall under Sub-Elements 4.5.2.1 *Research and Technology Dissemination* and 4.5.2.4 *Agribusiness and Producer Organizations*. The wide range of FTF voluntary technical assistance activities could also allow the FTF Program to report under: Program Elements 4.5.1 “*Agricultural Enabling Environment*”; and Economic Growth Program Areas 4.3.1 “*Financial Sector*” and 4.8.1 “*Environment*”; and Program Objectives for “*Governing Justly and Democratically*” and “*Investing in People*.” Consolidating FTF activities and reporting under “*Agricultural Sector Capacity*” facilitates reporting and, more importantly recognizes the Program’s focus on farms and farmer level impacts.

The FAF identifies five country categories based on shared characteristics--Rebuilding, Developing, Transforming, Sustaining, and Restrictive countries. These country categories allow planners to tailor

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assistance programs to the particular needs of each category of country. During the period 2003-2007, FTF programs operated in each of the categories of countries: Rebuilding Countries (2 programs-Haiti and Nepal); Developing Countries (25 programs); Transforming Countries (10 programs); Sustaining Countries (2 programs- Russia and South Africa); and Restrictive Countries (1 country-Belarus). Economic Growth Program Area objectives and FTF country category definitions are set out in Table 6.

Table 6: Foreign Assistance Framework Country Categories and Economic Growth Objectives

Country Category	Definition	Economic Growth Objective
Rebuilding Countries	States in or emerging from and rebuilding after internal or external conflict, which affects: 1) resources available to meet citizen's needs, and/or 2) government's ability to move forward on transformational development	Assist in construction/reconstruction of key internal infrastructure and market mechanisms to stabilize the economy.
Developing Countries	States with low or lower-middle income, not yet meeting MCC performance criteria, and the criterion related to political rights.	Encourage adoption of progressive economic policies and strengthening of institutional capabilities in the public and private sectors.
Transforming	States with low or lower-middle income, meeting MCC performance criteria, and the criterion related to political rights.	Provide financial resources and technical assistance to accelerate growth.
Sustaining Partnership Countries	States with upper-middle income or greater for which U.S. support is provided to sustain partnerships, progress, and peace.	Create and promote sustained partnerships on trade, investment, and resource management.
Restrictive Countries	States of concern where: 1) there are significant governance issues and/or 2) there may be legislative restrictions on direct U.S. funding.	Promote a market-based economy.

b) USAID Agricultural Strategy. The importance of the agricultural sector to development is clear. "The world's agriculture produces \$1.3 trillion a year in food and fiber. Agriculture, forestry, and fishing account for one of every two jobs worldwide and seven of 10 jobs in sub-Saharan Africa, East Asia, and the Pacific. Maintaining the natural resource base that sustains these jobs is critical in the coming decades." (Foreign Aid in the National Interest, 2003). As a result, in 2004, USAID identified agricultural development as a strategic priority for the Agency and prepared an Agricultural Strategy "Linking Farmers to Markets." (See: http://inside.usaid.gov/EGAT/off-ag/ag_strategy_9_04_508.pdf). This strategy clarifies two major issues. First, it explicitly expands the definition of agriculture to include, not just staple foods, such as grains, but also fish, animals, forestry products, and horticulture. Second, it recognizes the entire value chain for agricultural products, from agricultural research, through production, processing, marketing, to consumption. This is particularly important in moving away from production for production sake to responding to market signals of quality, quantity, timeliness, and price. The Agricultural Strategy focuses on increasing agricultural productivity and smallholder participation in markets through four strategic themes:

1. To expand trade opportunities and improve the trade capacity of producers and rural industries, USAID will support the development of sound policy environments; promote building institutions and good governance; expand rural finance; strengthen producers' groups and other rural organizations; enhance access to production, storage, and processing technologies; and focus on higher-value nutritious foods benefiting producers and consumers.

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2. To improve the social, economic, and environmental sustainability of agriculture, USAID will work to restore the health of land, water, and forestry resources; develop sustainable and renewable energy sources; develop environmental assessment methodologies that enable communities and implementing partners to assess environmental risks and damage due to natural and conflict-related disasters; and strengthen local capacity for integrated management of agricultural and natural landscapes.
3. To mobilize science and technology and foster capacity for innovation, USAID will assist countries and regions to formulate science policies, strategies, and governance systems; support technology development and application; expand public and private sector partnerships and collaborative networks of specialists; and foster innovation within and among developing countries so that they can generate, utilize, and direct new technologies in locally appropriate directions.
4. To strengthen agricultural training and education, outreach, and adaptive research, USAID will support education and training tailored to reach women and girls; develop and extend innovative rural information and communication technology systems; and improve problem-based, site-specific learning approaches.

The FTF Program contributes to all four of these strategic themes.

c) The US Farm Bill. The U.S. Farm Bill specifically authorizes the FTF Program to assist developing countries, middle-income countries, and emerging markets in increasing farm production and farmer incomes. The Farm Bill mandates that FTF:

Assist in the achievement of increased food production and distribution, and improved effectiveness of the farming and marketing operations of agricultural producers.
Assist in the improvement of agricultural and agribusiness operations, including improving animal care and health, field crop cultivation, fruit and vegetable growing, livestock operations, food processing and packaging, farm credit, marketing, inputs, and agricultural extension; and
Strengthen cooperatives and other agricultural groups.

The Farm Bill further establishes goals for FTF Programs in sub-Saharan African and Caribbean Basin countries to:

Expand small agricultural operations into agribusiness enterprises by increasing access to credit for agricultural producers through the development and use of village banking systems and the use of agricultural risk insurance pilot products;
Provide training to agricultural producers to enhance local food security and help mitigate and alleviate hunger;
Provide training to agricultural producers in groups to encourage participants to share and pass on knowledge to other agricultural producers in the home communities of the participants; and
Maximize the number of beneficiaries.

d) USAID Mission Strategies. At a minimum, FTF programs must have concurrence of USAID Missions to operate in any particular country. The Farm Bill specifically stipulates that FTF should coordinate with other U.S. foreign assistance programs and activities. In some cases, FTF program have been programmed very closely with Mission programs. In still other cases, FTF has been an effective economic growth complement to other Mission programs and objectives. FTF programs have operated where the USAID bi-lateral program has almost no agricultural or economic growth program activities or objectives. In fact the Farm Bill stipulates that FTF should work in middle-income countries that have

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developed economically to the point that they do not receive bilateral development assistance from the United States.

EGAT/AG solicited USAID Missions for comment and input to development of this RFA. Mission responses and interests in the FTF Program are summarized in Annex F of this RFA. FTF Programs when supporting USAID Mission strategies should have clear and independent objectives and not be simply a source of additional free technical assistance for other free-standing projects.

e) Other Strategies and Initiatives. USAID is charged with implementing various other foreign assistance strategies and initiatives to which FTF programs may contribute. One such initiative is the Presidential Initiative to End Hunger in Africa (IEHA), launched in August 2002 to form partnerships with committed African leaders and their governments, regional and multilateral organizations and the private sector to work in support of a smallholder producer-oriented agricultural growth strategy. (See http://www.usaid.gov/locations/sub-saharan_africa/initiatives/ieha.html). IEHA currently focuses on six countries—Mozambique, Malawi, Zambia, Uganda, Kenya, Mali, Niger, and Ghana. The FTF program is a valuable resource for IEHA, because of its ability to train and organize farmers to develop markets at the local level. FTF contributes effectively to two IEHA intervention areas: a) improving agricultural trade and market systems for major African producers and products in local, regional, and international markets; and b) promoting and strengthening community-based producer organizations to link business and farmers through opportunities that add value and increase incomes. FTF programs operating in IEHA countries must report on impacts in furtherance of IEHA objectives. USAID also supports the African Union's new Economic Partnership for Africa's Development (NEPAD) Comprehensive Africa Agriculture Development Program (CAADP) and FTF programs should align activities to support priorities established by countries in CAADP compacts (See <http://www.nepad.org/2005/files/caadp.php>).

Specialized strategy development and reporting will be required when FTF programs are supportive of other USAID special initiatives and strategies.

f) Implications for FTF: While multiple strategies and initiatives define objectives for the FTF program, these are generally quite compatible. The FTF programs funded under this RFA will be tailored to the country categories of the FAF and country conditions and environments. In general, the FTF program will use volunteers to increase sustainable private sector agricultural growth; improve productivity, trade and competitiveness; and develop market opportunities. Programs will: increase farm and enterprise profitability; increase institutional capacities; improve financial services; or improve natural and environmental resource management. The underlying approach will concentrate on the agricultural value chains that offer the greatest potential for expansion and economic impact on small and medium scale agricultural producers. In addition, the FTF programs enhance U.S. public knowledge of the developing world through the volunteer's experience and his/her dissemination of information on assignments to the general public following return to the U.S. they also promote better host country understanding of U.S. foreign assistance programs through volunteers work with and interaction with people of the host country.

The FTF Program remains very relevant to agricultural sector development needs. This is reflected in the 2008 World Development Report, which states: "An emerging vision of agriculture for development redefines the roles of producers, the private sector, and the state. Production is mainly by smallholders, who often remain the most efficient producers, in particular when supported by their organizations. But when these organizations cannot capture economies of scale in production and marketing, labor-intensive commercial farming can be a better form of production, and efficient and fair labor markets are the key instrument to reducing rural poverty. The private sector drives the organization of value chains that bring the market to smallholders and commercial farms. The state—through enhanced capacity and new forms

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of governance—corrects market failures, regulates competition, and engages strategically in public-private partnerships to promote competitiveness in the agribusiness sector and support the greater inclusion of smallholders and rural workers. In this emerging vision, agriculture assumes a prominent role in the development agenda.” By building capacities of smallholder organizations, private farms and firms, and public support agencies, the FTF can be an extremely effective development tool.

3. PROGRAM ELIGIBILITY REQUIREMENTS

The FTF Cooperative Agreements will be fully competed among eligible organizations. Eligible applicants must be either: a US Private Voluntary Organization (PVO) registered with USAID; a U.S. nonprofit farm organization or other U.S. non-governmental organization (NGO); a US agricultural cooperative; a private U.S. agribusiness or agriculturally-related business; or a college, university or foundation maintained by a college or university. Moreover, applicants must have within the past five (5) years a minimum of two (2) years experience in planning, managing, monitoring and reporting on international agricultural development programs. For-profit businesses must waive profits and/or fees to be eligible to submit an application.

USAID strongly encourages applications from new partners. In part the paper “Managing International Volunteer Programs: A Farmer-to-Farmer Program Manual” was prepared to share lessons learned with potential new implementing organizations and facilitate their introduction to the program.

4. AWARD ADMINISTRATION

For U.S. organizations, 22 CFR 226, OMB Circulars, and the Standard Provisions for U.S. nongovernmental Recipients will be applicable. For non-U.S. organizations, the Standard Provisions for Non-U.S. Nongovernmental Recipients will apply. Please refer to http://inside.usaid.gov/EE/dgst/trafficking/usaids/program_design/usaids_program_design-ads303_grants_and_cooperative_agreements_to_ngos.pdf for copies of these documents.

SECTION II – AWARD INFORMATION

1. ESTIMATE OF THE FUNDS AVAILABLE, THE NUMBER OF AWARDS USAID EXPECTS, AND THE RANGE OF EXPECTED AMOUNTS OF INDIVIDUAL AWARDS

Depending on the availability of funds, USAID anticipates providing approximately \$7.5 million in funding for each of these Leader with Associate Cooperative Agreements over a five-year period from FY2008 to FY2012.

Applications in response to this RFA will be evaluated with awards expected to be made in five competitive groups:

1. proposals for core country activities in the Caribbean region (one LWA Cooperative Agreement planned at approximately \$7.5 million over five years);
2. proposals for core country activities in the West Africa region (one LWA Cooperative Agreement planned at approximately \$7.5 million over five years);

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3. proposals for core country activities in the East Africa region (one LWA Cooperative Agreement planned at approximately \$7.5 million over five years);
4. proposals for core country activities in the Southern Africa region (one LWA Cooperative Agreement planned at approximately \$7.5 million over five years); and
5. proposals for core country activities in the Non-Caribbean/African regions (two LWA Cooperative Agreements planned at approximately \$7.5 million each over five years).

Applicants may submit applications for funding for Recipient FTF Programs with core country programs in any one or more of the Geographic Regions defined in Section I. Separate applications are required for each geographic region. Applicants may submit multiple applications in competitive group #5 ("Non-Caribbean/African regions") for Recipient FTF Programs in different geographic regions under that competition.

Note: USAID reserves the following rights in making LWA Cooperative Agreement awards under this RFA:

- not to issue an award in one or more, or in any, of the competitive groups.
- to make additional awards at a later date, if funding permits.
- to make a second LWA Cooperative Agreement award in a geographic region, provided there is no overlap in core countries for Country FTF Projects.
- to make awards until up to one year after the deadline for submission of Applications.
- to request applications for amendment to Recipient Leader agreements to increase total funding up to \$12.0 million over five years.

2. ANTICIPATED START DATE AND PERFORMANCE PERIOD

The anticipated start date is October 01, 2008, with a performance period of five years.

3. USAID'S INTENT TO AWARD COOPERATIVE AGREEMENTS

USAID intends to award cooperative agreements, as indicated. The intended purpose of CTO involvement during the Leader award is to assist the Recipient in achieving the supported objectives. The Agreement Officer has delegated the Substantial Involvement approvals listed below to the Cognizant Technical Officer (CTO). Such approval delegation does not extend to approvals for changes to the Program Description or the approved budget. Any changes to the Program Description or the approved budget shall only be approved by the Agreement Officer, after first being reviewed by the Cognizant Technical Officer.

USAID will be substantially involved in the LWA Cooperative Agreements as follows:

- Approval of the Recipient's Annual Work Plans and Country FTF Projects;
- Approval of key personnel (FTF Program Director/Coordinator and FTF Program Country Directors);
- Approval of FTF volunteer assignments outside of normal program parameters;
- Approval of the Recipient's monitoring and evaluation plan; and
- Concurrence in Requests for Associate Award applications.

Specific substantial involvement provisions for associate awards will be identified for each award. These provisions may include: a) approval of the Recipient's implementation plans; b) approval of specified key personnel; and c) USAID and the Recipient collaboration or joint participation. The Mission or other office/bureau commissioning activities through an associate award will propose terms for substantive involvement, but terms for the associate awards should be consistent with the leader award.

SECTION III – ELIGIBILITY INFORMATION

1. IDENTIFICATION OF THE TYPES OF ENTITIES THAT MAY APPLY

The FTF Cooperative Agreements will be fully competed among eligible organizations. Eligible applicants must be either: a US Private Voluntary Organization (PVO) registered with USAID; a U.S. nonprofit farm organization or other U.S. non-governmental organization (NGO); a US agricultural cooperative; a private U.S. agribusiness or agriculturally-related business; or a college, university or foundation maintained by a college or university. Moreover, applicants must have within the past five (5) years a minimum of two (2) years experience in planning, managing, monitoring and reporting on international agricultural development programs. For-profit businesses must waive profits and/or fees to be eligible to submit an application. Faith-based and community organizations are eligible to apply.

2. APPLICATIONS FROM NEW PARTNERS

USAID strongly encourages applications from new partners. In part the paper “Managing International Volunteer Programs: A Farmer-to-Farmer Program Manual” was prepared to share lessons learned with potential new implementing organizations and facilitate their introduction to the program.

3. LEVERAGING / COST SHARING

The FTF program leverages additional resources from various sources for implementing host projects. Typically, this includes: the value of volunteer services provided; host contributions to costs of volunteer logistics and support; funds mobilized by hosts as a result of volunteer assistance and/or to implement volunteer recommendations (loans or grants); and additional assistance provided by or mobilized by volunteers to assist hosts. The Recipient shall be responsible for monitoring and reporting on all resources leveraged by the Recipient's FTF Program.

Note: The only leveraged resource required for the Recipient's FTF Program is the value of volunteers' services provided. Typically hosts are asked to contribute to costs of volunteer assignments, often by providing lodging, interpreters, transport or meals. This can be difficult for some hosts. In addition, experience indicates that it is best for the Recipient to maintain control over volunteer logistical support, as difficulties in this, particularly with transport, interpreters or lodging can severely restrict the efficiency and effectiveness of the volunteer.

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There is no mandatory cost share requirement for this program. If an applicant decides to include cost share to demonstrate its commitment to the program, the cost share contributions cannot be federally funded and must meet all of the requirements specified ADS 303.5.10 and 22 CFR 226.23.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

1. POINT OF CONTACT

The RFA contains all of the information a potential applicant needs to apply. The USAID point of contact for this RFA is:

Albert Moesle, Contract Specialist
1300 Pennsylvania Avenue, NW
Washington, DC 20523
Tel: (202) 712-4991
FAX: (202) 216-3134
amoesle@usaid.gov.

2. APPLICATION SUBMISSION

Applicants must submit their applications using the SF-424 form series, which includes:

SF-424, Application for Federal Assistance
SF-424A, Budget Information – Nonconstruction Programs
SF-424B, Assurances – Nonconstruction Programs

3. REQUIRED CERTIFICATIONS

The following certifications are required: a) Certification Regarding Terrorist Financing in accordance with AAPD 04-14. (Please note that this certification requires your organization to ensure that recipients of subcontracts and grants are not listed as Specially Designated Nationals and Blocked Persons by the U.S. Treasury's Office of Foreign Assets Control.); b) Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs; c) Restrictions of Lobbying (See 22 CFR 227); and d) Prohibition on Assistance to Drug Traffickers for Key Individuals (See ADS 206). See Annex J for full text of the required certifications.

4. REQUIRED APPLICATION FORMAT

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

a) Page Limits: The application must address all items requested under the sections listed below. The technical application must not to exceed thirty-five (35) pages. The technical application will include the following sections with page limits noted in parentheses.

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1. Technical Application (35 pages)

- (1) Cover Page (1 page)
- (2) Executive Summary (2 pages)
- (3) Recipient FTF Program Description (16 pages)
- (4) Recipient Implementation & Management Capacity (16 pages)

Annexes and Other

- (5) Charts, Results Frameworks, Indicator Tables, and Other Tables (10 pages)
- (6) Past Performance and References (10 pages)
- (7) Curriculum Vitae (CVs) for Key Personnel (4 pages per individual)
- (8) Draft Annual Work Plan for First Year of the Recipient FTF Program, including one complete proposal for a Country FTF Project following the outline provided in Box 4 of this RFA (20 pages)

Binders and dividers are not encouraged. The Table of Contents does not count towards the page limit.

Pages in excess of stated limitation may not be considered at the discretion of the Agreement Officer. The hard copy application submitted will be used for the official page count.

2. Cost Application (No page limit)

See below for the required components of the cost application.

TECHNICAL APPLICATION FORMAT

The Applicant should organize the Application according to the following sections. Page limitations apply.

a) Cover Page (1 page): The cover page shall include the name of the prime organization applying for the award. If any sub-contractors or sub-grantees are included in the application, they should be listed separately, and indicated as subordinate to the prime organization. A summary table should be included that lists the prime applicant and all partner organizations as well as the percentage of overall program activities that each partner will contribute. The cover page should also identify a point of contact, hereafter referred to as the “agent,” with the authority to negotiate and sign on behalf of the applicant. The individual's name (both typed and his/her signature), title or position in the organization, email and postal addresses, telephone and fax numbers should be included.

b) Executive Summary (2 pages): This section shall provide a concise summary of the applicant's program description, program methodology and expected results and impacts.

c) Program Description (16 pages): This section shall describe the applicant's proposed FTF program. The application must address the overall strategy, proposed approach and planning, development goals and objectives. Annexes, including the proposed Work Plan for Year One, shall be relevant to and supportive of the program description. The Application shall include:

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1. A description of the applicant's proposed **Program Strategy**, including, but not limited to:

- Identification and rationale for the proposed program objectives (See Section I).
- Identification and rationale for the proposed core country region and core countries selected.
- Description of the proposed program strategy for innovative use of voluntary technical assistance to achieve development objectives, balancing the various objectives and considerations inherent in a FTF program.
- For African countries, strategy for support for the Initiative to end Hunger in Africa (IEHA) and alignment with the African Union's New Economic Partnership for Africa's Development Comprehensive African Agriculture Development Program (CAADP), for countries with CAADP compacts.
- Identification and rationale for any proposed programmatic or technical focus within or across the core countries of the region.
- Description of the proposed program's linkage (if any) to USAID field mission strategies and program objectives.
- Strategy for responding to any requests for applications for Associate awards to further objectives of the FTF Program.
- Summary strategy (approximately 1/2 page) for expanding the FTF Program, if additional funding were to become available and allow for expansion of funding for the Leader Cooperative Agreement up to \$12.0 million.

2. A description of the applicant's proposed **Country Project Planning**, including, but not limited to:

- Preliminary plan for each core country, including a proposal for Country FTF Projects and tentative indicators of performance and impact that applicant expects to achieve (See Section I).
- Discussion of whether Country FTF Projects will focus on commodities (e.g., Horticulture, Dairy, Aquaculture, etc.) or support services (e.g., Extension Services, Financial Services, Cooperative and Association Development, etc.) and the rationale for such decision, including value chain or other analyses.
- Discussion of which FTF Program objective(s) are targeted by each Country FTF Project and linkages (if any) among the different Country FTF Projects.
- Full analysis and detail design for at least one Country FTF Project, including background analysis of need and opportunity, proposed inputs, description of activities, planned outputs, and expected outcomes and impacts, as per the outline provided in Box 4 of this RFA. (May be included in Annex for Proposed Work Plan for Year One.)
- Preliminary proposal for other Country FTF Projects with a proposed plan and timeline for completing full analysis and design. [Note: it is recognized that further analysis during project implementation may lead to changes in the specific Country FTF Projects approved.]
- Identification, description and rationale for the collaboration with and participation of any key partners, sub-contractors, host institutions or types of host institution, and/or intended beneficiary groups participating in the Recipient's Country FTF Program.

3. A description of the applicant's proposed **Results Planning**, including, but not limited to:

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- Potential for substantive and sustainable developmental impacts within the context of the FTF program, including projection of estimated life-of-project targets for the Recipient FTF Program for all Standard FTF Performance and Impact Indicators (See Section I). [Note: It is recognized that such projections will need to be revised following final identification and design of all Country FTF Projects.]
- Proposed systems and procedures for a management information system and for monitoring and reporting on the Recipient FTF Program progress and impacts (See Section I).
- Detailed performance and impact targets by year for the five year project for the Country FTF Project designed, including all FTF Program Standard Indicators and all Country FTF Project-specific performance and impact indicators (See Section I).
- Proposed procedures to ensure that the Recipient FTF Program results are in compliance with USAID policies and regulations regarding environmental, gender and commodity support issues (See Section I). Discussion of important gender issues should be provided to demonstrate the applicant's conceptualization of gender. Efforts should be made to ensure balance in access to training and capacity building opportunities in terms of the gender of trainees and other participants, and integrate appropriate gender sensitivity into all activities (see USAID policy in ADS 253.3.8).

d) Implementation and Management Capacity: This section shall describe the applicant's capacity and proposed implementation and management plan for carrying out the proposed FTF program. Annexes, including the proposed Work Plan for Year One shall be relevant to and supportive of the program description. The Application shall include:

1. A description of the applicant's proposed Implementation Plan, including, but not limited to:

- Summary plan outlining key steps in the implementation of the proposed FTF program, including a timeline for major activities and benchmarks and targets for achieving overall program goals.
- Description of proposed systems and procedures for volunteer scope of work development, volunteer recruitment, and volunteer logistical and technical support (See Section I).
- Description of proposed systems, procedures and mechanisms to maximize the extent and effectiveness of returned volunteers' outreach and educational activities.
- Description of the proposed management structure and approach, including organizational structure, proposed lines of responsibility, authority and communication, and procedures to ensure productivity as well as cost and quality control.
- Description of any key partner or sub-contractor agreements, including description of the participating organization, rationale and benefits from their participation, and arrangements to ensure streamlined and efficient program management.
- Description of any participation or role proposed for U.S. minority serving institutions.
- Description of any mechanisms or innovative approaches to recruit from non-traditional populations of potential volunteers, use of volunteers to reduce program management costs, use of volunteers in non-traditional assignments, and/or innovative returned volunteer outreach efforts.
- Proposed staffing configuration at country and central office levels.

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- Description of any innovations, mechanisms or strategies to reduce costs of providing volunteer services or to maximize the leveraging of other resources towards program objectives (See Section I).
- Plans to leverage other resources, including resources from donors, partners, hosts, volunteers, and the private sector, to accomplish project objectives.
- Proposed procedures for responding to any requests for applications for Associate awards (See Section I).

2. A description of the applicant's proposed Key Personnel, including, but not limited to:

- Full CV for the proposed FTF Program Director/Coordinator (See Section I), to be placed in annex.
- CVs for each proposed FTF Country Director (See Section I), to be placed in annex.
- Description of the strengths of the proposed Key Personnel and the suitability of their education and work experience for proposed positions on the Recipient's FTF Program, including their ability to plan, manage, provide quality control, and provide technical and programmatic leadership in support of proposed Country FTF Projects and volunteer activities.
- At least five past performance references for each individual proposed for a Key Personnel position, including individuals knowledgeable about the individual's work performance and qualifications over the past ten years. At least two references should be for work performance over the past two years. References should include names, current and functional email addresses and valid current phone numbers for individuals able to serve as references.
- Discussion of how the Recipient would respond to any changes in Country FTF Projects that result in need for a different set of skills and experience than those held by the proposed Country Director.
- An explanation of the time allocation for any staff that is less than full time.
- Explanation of any other management issues relating to personnel, roles and responsibilities, and how possible attrition of staffing would be addressed.

3. A description of the applicant's Past Performance References. Applicants must use the past performance form provided in Annex I. Applicants shall be evaluated based on past performance references on relevant current programs or those completed during the past ten years. At least one of the references submitted for the applicant should be for work performed during the past five years. Any past performance references older than ten years will not be evaluated. The description should include, but not be limited to:

- Description of the degree to which the applicant completed related work successfully, satisfied its customers/sponsors under past agreements, and complied with relevant laws and regulations.
- Demonstrating the applicant's capacity for creativity and leadership, to deliver high-impact results, and effectively partner with other organizations.
- At least six past performance references that demonstrate ability to comply with terms and conditions of contract or grant awards to achieve desired results through innovative planning and implementation, sound business practice and relations, and effectiveness and efficiency in achieving objectives. References should include names, current and

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functional email addresses and valid current phone numbers for individuals able to serve as references.

COST APPLICATION FORMAT

The cost application includes specific cost information for this project and additional required information from the applicant. Certain documents are required to be submitted by an applicant in order for an Agreement Officer to make a determination of responsibility. However, it is USAID's policy not to burden applicants with undue reporting requirements when the information is readily available through other sources.

The cost application must cover the budget for all core funds. While the specific plans for most Country FTF Projects will not be known until after further analysis and design during implementation, the applicant's five-year budget can use indicative levels for illustrative Country FTF Projects and Programs. In this way, the applicant can show the approximately numbers of volunteer assignments, hosts, Country FTF Projects and activities that will be completed. The cost application must include the following:

a. Description of Costs

1. A completed SF-424 form in which the applicant provides a summary and detailed budget for the Leader award budget only. Please see Section II for the Government Estimated funding for the Leader (base program of \$7.5 million). The applicant is instructed not to include any Associate Award budgets in the cost application. The Government estimate for the Associate awards is provided in this RFA so that the recipients understand the overall magnitude of the program. Budgets must be submitted using Standard Form 424 which is included in this RFA package.
2. Detailed breakdown of each line item captured in SF-424;
3. Breakdown of all costs according to each partner organization involved in the program;
4. Separate and joint summary budgets (unlocked in Excel) for the Recipient and any partner organizations. The excel spreadsheet must be submitted electronically and text accessible.
5. The budget must have an accompanying detailed budget narrative that provides in detail the total costs for implementation of the program your organization is proposing. Combined with the spreadsheet, the budget narrative must provide sufficient information to determine the reasonableness and realism of all proposed costs. The budget narrative must be written in the third person.
6. The budget must provide a breakdown of the financial and in-kind cost share contributions, converted to dollar value, of all organizations involved in implementing this Cooperative Agreement. Please indicate clearly if the cost share will be in-kind or cash in the budget and budget narrative.

b. Negotiated Indirect Cost Rate Agreement: A current Negotiated Indirect Cost Rate Agreement or rate agreement with another federal agency or audited financial statements for the Recipient and any proposed partner organizations must be submitted. Applicants that do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:

1. Copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID; and
2. Projected budget, cash flow and organizational chart

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c. Required certifications and assurances (See Section IV):

d. Additional evidence of responsibility: Applicants should submit any additional evidence of responsibility for the Agreement Officer to make a determination of responsibility. The information submitted must be provided in third-person and substantiate that the Applicant:

1. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award.
2. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant - nongovernmental and governmental.
3. 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.
4. Has a satisfactory record of integrity and business ethics; and
5. Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).

e. Other: Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal Office has a copy, and provide a point of contact with contact information (i.e., phone number).

5. SUBMISSION DEADLINE

See Cover Letter above for the submission deadline. Late or incomplete applications may be considered at the discretion of the Agreement Officer subject to ADS 303.3.6.7.

6. FUNDING RESTRICTIONS

Funding for the FTF program may be affected by future budget levels, policy decisions, and the U.S. Farm Bill. USAID expects to provide funding for each Recipient FTF Program as set forth in the Table below. This is a projection for planning purposes only. Any and all funding for the FTF Program is subject to the availability of funding to USAID for this purpose. Funding for Associate Agreements will be subject to

USAID Mission and other USAID operating unit budget levels and strategies.

a) Leader Award budget: The Recipient shall plan to implement a Leader award,

based on a five-year budget level of \$7.5 million. An estimated funding plan for this LWA is presented in Table 7 here. USAID reserves the right to request applications for amendment of LWA Awards to increase Leader Cooperative Agreement funding for the Recipient FTF Programs to total funding of up to

Table 7: Projected Funding for Recipient FTF Program (Estimated)			
	Leader Cooperative Agreement	Associate Agreements	Total
FY08	\$1.5 million	0 million	\$1.5 million
FY09	\$1.5 million	0 to \$1.0 million	\$1.5 to \$2.5 million
FY10	\$1.5 million	0 to \$2.0 million	\$1.5 to \$3.5 million
FY11	\$1.5 million	0 to \$2.0 million	\$1.5 to \$3.5 million
FY12	\$1.5 million	0 to \$3.0 million	\$1.5 to \$4.5 million
Total	\$7.5 million	0 to \$8.0 million	\$7.5 to \$15.5 million

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\$12 million over the five year life-of-project. Note again that all funding is subject to the future availability of funds.

b) Associate Award budget: Associate awards will be subject to the needs, priorities and funding available to USAID Missions and offices. Table 7 presents an estimated funding scenario for Associate awards for planning purposes only. Based on previous experience with Mission buy-ins to FTF programs, the Table 6 estimates would be high. However, the flexibility inherent in the LWA mechanism may facilitate increased funding for Associate Agreements. There is no ceiling on funding for Associate awards. Associate awards may run for up to five years from date of award and may extend beyond the period for the Leader award.

c) Leveraged resources: The FTF program leverages additional resources from various sources for implementing host projects. Typically, this includes: the value of volunteer services provided; host contributions to costs of volunteer logistics and support; funds mobilized by hosts as a result of volunteer assistance and/or to implement volunteer recommendations (loans or grants); and additional assistance provided by or mobilized by volunteers to assist hosts. The Recipient shall be responsible for monitoring and reporting on all resources leveraged by the Recipient's FTF Program.

Note: The only leveraged resource required for the Recipient's FTF Program is the value of volunteers' services provided. Typically hosts are asked to contribute to costs of volunteer assignments, often by providing lodging, interpreters, transport or meals. This can be difficult for some hosts. In addition, experience indicates that it is best for the Recipient to maintain control over volunteer logistical support, as difficulties in this, particularly with transport, interpreters or lodging can severely restrict the efficiency and effectiveness of the volunteer.

d) Cost Share Criterion: There is no mandatory cost share requirement for this program. If an applicant decides to include cost share to demonstrate its commitment to the program, the cost share contributions cannot be federally funded and must meet all of the requirements specified ADS 303.5.10 and 22 CFR 226.23.

e) Cost per volunteer day: The Recipient shall monitor and report on cost per volunteer-day, including all USAID program costs in the calculation of cost per volunteer-day. Note: There is no standard or ceiling for cost per volunteer-day, as costs vary by country and by length of assignment. A low cost per volunteer-day may indicate inadequate logistics or support for volunteer assignments and may be as problematic as a high cost per volunteer-day. Still monitoring this indicator retains a focus on cost-efficiencies in FTF program administration.

Note: The FTF Program to date has not included provisions for cost-sharing by volunteers. This is common in other international volunteer programs and might be considered by the Recipient as another means of leveraging resources for the program. This may be most appropriate for non-traditional types of volunteer assignments.

The award will not allow for reimbursement of any pre-award costs.

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7. OTHER SUBMISSION REQUIREMENTS

Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.

Each applicant shall furnish the information required by this RFA. The applicant shall sign the application and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

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

1. Mark the title page with the following legend: "This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a cooperative agreement is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting cooperative agreement. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets"; and
2. Mark each sheet of data it wishes to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

Applications must be prepared in English.

- Narrative portions of the application should be prepared in Microsoft Word, in Times New Roman font size 12, except for footnotes, charts, or tables (determination of abuse of this exception will be at the discretion of the Agreement Officer). The budget portions of the cost application should be prepared in Microsoft Excel with formulas. Certifications and other signed pages may be submitted in Adobe Acrobat.
Page size cannot exceed 8½" x 11" for the technical proposal and 8 ½" x 14" for the cost proposal.

Applications must be received by the closing date and time indicated at the top of the RFA cover letter via <http://www.Grants.gov> following the instructions on the website. The application should also be submitted via e-mail to amoesle@usaid.gov. The date and time the e-mailed submission is sent by the applicant (according to USAID records) and/or the date and time of submission through www.Grants.gov will be used as measures of timeliness. In addition, two hard copies must be submitted, unbound and unstapled; one copy must include original signatures. Although the electronic submissions are the official submission for purposes of establishing timeliness, USAID expects all hard copies to be delivered within one business day of the electronic submissions.

The technical and cost applications shall be submitted in separate volumes. Hard copies must be submitted in an envelope with the name and address of the applicant and RFA number inscribed. Also, to be marked on the outside of each envelope and the cover of each application is the name of Geographic Region of the core countries in which the applicant is proposing to implement its Country FTF Programs. When an applicant is submitting multiple applications for Recipient FTF Programs with core country FTF

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programs in different Geographic regions, the applications should be submitted separately. Applications should be addressed to:

Via US Postal Service/UPS/ FedEx: U.S. Agency for International Development 1300 Pennsylvania Avenue N.W.; Room 7.10-070 Ronald Reagan Building; M/OAA/EGAT Washington, DC 20523 Attention: Albert Moesle	Hand-carried: U.S. Agency for International Development 14 th Street Entrance Ronald Reagan Building; Washington, DC 20523 From lobby call ext 2-4991 or 2-1277
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Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. If there is a conflict between the hard copy of the application and the electronic version of the application, the hard copy version will be used as the official application. Applications which are incomplete may not be considered in the review process at the discretion of the Agreement Officer.

It is the responsibility of the applicant to ensure that the application is received in hard copy and via email and that it has been submitted in Grants.gov in its entirety.

In the event of any technical difficulties, please contact the federal grants help desk at 1.800.518.4726 or support@grants.gov for technical assistance.

SECTION V – APPLICATION REVIEW INFORMATION

1. EVALUATION CRITERIA

All applications received by the date and time indicated in the cover letter will be reviewed for responsiveness to the specifications outlined in this RFA. The application should be prepared in accordance with the structural format set forth below and should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of the program. While applicants are expected to follow the format and the instructions contained therein, they should also be aware of the Selection Criteria in the solicitation and ensure that their applications reflect and address these criteria.

A. Technical Evaluation Criteria

The technical applications shall be evaluated in accordance with the Technical Evaluation Criteria set forth below relative to the Funding Opportunity Description provided to applicants in Section I and other information contained in other Sections of this RFA. Awards will be made to the responsible applicant or applicants whose applications offer the greatest value to the government, cost and other factors considered.

The Technical Evaluation Committee will evaluate the applications' relative strengths and weaknesses against the evaluation criteria listed below.

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a) Program Description (total of 50 points), including:

Country FTF Project Plans (total of 20 points): Evidence of the applicant's ability to plan for analysis and design of sound Country FTF Projects that integrate voluntary services with other resources to achieve defined sector objectives consistent with the overall FTF Program objectives.

Program Strategy (total of 15 points): Evidence of a sound rationale and coherence in the applicant's overall FTF program proposal for the geographic regions/core countries and development objectives selected, reflecting a good understanding of and ability to balance various FTF program objectives and achieve substantive and sustainable developmental impact through the Leader With Associate award.

Results Planning (total of 15 points): Evidence of the applicant's ability to plan and implement an FTF program to achieve desired results, monitoring and reporting on progress and development impact, while addressing critical implementation issues (e.g., environmental, gender equity, public outreach, etc.) and using flexible assignments (if any) and responding to any requests for Associate award applications.

b) Implementation and Management Capacity (total of 40 points), including:

Implementation Plan (total of 20 points): Evidence of the ability to establish efficient, effective and innovative management systems (e.g., analysis, host selection, scope of work development, volunteer recruitment and orientation, volunteer logistics and support, outreach, etc.) for implementing the applicant's proposed FTF volunteer program, including relationships with any key partners/sub-contractors, leveraging or cost sharing funding, and procedures for responding to requests for applications for Associate awards.

- Key Personnel (total of 15 points): Evidence of the applicant's ability to provide key personnel with appropriate level of education and experience to manage and organize program resources, and provide quality control for proposed program work. [Note: As part of this review, USAID may contact some or all of the references provided by the applicant to assess the proposed individuals' past performance. In addition to the references provided by the applicant, USAID may also contact other past or current customers, partners or others knowledgeable about the individual's qualifications and past performance on specific programs or activities.]

Past Performance (total of 5 points): Evidence of ability to comply with terms and conditions of contract or grant awards to effectively and efficiently achieve development objectives and results through innovative planning and implementation and sound business practices and relations. Applicants will be evaluated based on past performance references on relevant current programs or those completed during the past ten years. Any past performance references older than ten years will not be evaluated. As part of this review, USAID may contact some of the applicant's past or current customers and partners to assess the applicant's performance. [Note: In addition to the references provided by the applicant, USAID may also contact other individuals knowledgeable about the applicant's performance on specific programs and other sources of information, including, but not limited to other government agencies, better business bureaus, published media, and electronic data bases.]

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B. Cost Evaluation Criteria (total of 10 points)

The applicant's cost proposal will be evaluated as to its cost effectiveness, cost efficiency, innovative arrangements to minimize FTF Program costs, ability to mobilize additional resources and to leverage federal funds provided, as well as its ability to maximize volunteer assignments, impacts, and outreach. The application should demonstrate a clear basis for all proposed costs and evidence of cost effectiveness, evidence of innovative cost savings approaches, evidence of cost realism with respect to technical approach and achievement of results within funding levels. Budgets providing more direct funding towards the program instead of administrative costs may be deemed better value for the Government provided that the technical application provides for a feasible implementation.

2. COST SHARING

Cost sharing is not a separate evaluation criterion, but any cost share proposed may have an impact in the evaluation of cost effectiveness and efficiency.

3. REVIEW AND SELECTION PROCESS

The technical applications will be evaluated in accordance with the evaluation criteria set forth above by a Technical Evaluation Committee (TEC) comprised of U.S. Government representatives. The cost applications will be evaluated by the Agreement Officer based on the considerations specified under Section V 1 B. above. To the extent that they are necessary (if award is not made based on initial applications), communications with those applicants that are determined to have the greatest chance for award will occur. Award will be made to the responsible applicant whose application offers the greatest value based on the criteria specified above. The final award decision is made, while considering the recommendations of the TEC, by the Agreement Officer.

Authority to obligate the Government: the Agreement Officer is the **only** individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either an Agreement signed by the Agreement Officer or a specific, written authorization from the Agreement Officer.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

1. POST-SELECTION INFORMATION

Following selection of an awardee, USAID will inform the successful applicant concerning the award. A notice of award signed by the Agreement Officer is the official authorizing document, which USAID will provide either electronically or in hard copy to the successful applicant's main point of contact.

USAID also will notify unsuccessful applicants concerning their status after selection has been made.

2. DEVIATIONS

There are no standard provision deviations contemplated under this award.

3. GENERAL INFORMATION ON REPORTING REQUIREMENTS

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The Recipient shall submit subsequent Annual Work Plans and performance reports for the Recipient's FTF Program with format, content and time schedule substantially as described below. The details of the format and submission schedule may be modified in agreement between the USAID CTO and the Recipient. The Recipient's reporting shall correspond to USAID required indicators and should include progress toward benchmarks and result indicators of development impact. In addition, qualitative descriptions of success stories and achievements to illustrate FTF Program impacts shall be included, when possible.

Work Plans and reports shall be prepared to be available for public reference and limited distribution. Financial or other proprietary information can be provided in an Addendum for USAID and noted in the Work Plan or report.

a) Annual Work Plans will be required each year for the Recipient's FTF program, with plans developed based on the US fiscal year (October through September). Work Plans will be submitted and discussed with the EGAT Cognizant Technical Officer (CTO). USAID approval by the CTO is required for each Annual Work Plan. The Recipient shall revise the initial Work Plan, as necessary, and finalize it within two months of award of the LWA Cooperative Agreement. Subsequent Annual Work Plans are required by August 30, prior to the beginning of the fiscal year. CTO approval of the Annual Work Plan will authorize funding for the program for the next fiscal year.

b) Semi-Annual Performance Reports are required for the initial six months of each fiscal year (October through March). These Semi-Annual Performance Reports shall be short, interim reports on program implementation, generally consisting of 5 to 10 pages of narrative and FTF Program Standard Indicator Tables Nos. 1 -4, 7, and 8 [Additional material, such as volunteer assignment "success stories", can be included in annexes and there is no strict page limitation, though lengthy reports are not necessary.] The narrative shall summarize key implementation accomplishments and identify problems or constraints to program implementation. In cases of serious problems, the USAID CTO may request more detailed reporting on problems or special issues. Semi-Annual Progress Reports should include, but are not limited to, the following:

- Summary of Experience with Program Implementation
- Status of Associate Awards
- Data on Performance and Impact Indicators for each Country FTF Project, including gender disaggregated statistical data on indicators prior to the reporting period, during the reporting period, and the total to-date.
- Explanations of Deviations from Expectations for Performance Indicators
- Major Impacts and Accomplishments over the Reporting Period
- Major Implementation Problems
- Planned Activities for the Next Six Months

An exception for the report length will be in cases where new Country FTF Projects are being proposed. In such cases, the Country FTF Project Description may be included as an attachment to the Semi-Annual Performance Report, which will request approval for the Country FTF Project. Country FTF Project proposals may also be submitted to USAID separately, when they are developed, with a request for USAID approval of the Country FTF Project.

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c) FTF Program Annual Reports will cover all of the Recipient's FTF Program activities over the course of a fiscal year (October through September). The Annual Report will be submitted by September 30 of the fiscal year for the report. [Note: It is recognized that some country program data for the entire year may not be available in time for inclusion in the Annual report to be submitted by September 30. The Recipient shall make its best effort to produce a comprehensive Annual Report, but there may be occasions when some program activities and results are carried over for reporting in the subsequent year. The September 30 deadline for Annual Report submission is necessary to meet USAID reporting requirements and minimize ad hoc requests for performance and impact data.]

The Annual Report for the Leader Award should include information concerning any Associate Awards that have been made summarizing activities undertaken, progress made/results achieved, trends, problems, etc. under both the Leader grant and Associate grants.

Annual Reports need not be lengthy (possibly 10-20 pages), but should summarize the status of project implementation over the year, as assessed against planned activities, outputs, and outcomes set forth in the Annual Work Plan and Country FTF Project description. No fixed page limitations are imposed and additional material, such as volunteer assignment "success stories", can be included in annexes, if necessary. Annual Progress Reports should include the same components listed above).

d) A Final Report shall be submitted at the end of the FTF Program. This may be in lieu of the last Annual Report, if the program ends at the end of a fiscal year. The Final Report shall contain the information contained in 22 CFR 226.51(d). The Final Report shall provide a comprehensive presentation of the experience, activities and results achieved under the FTF program. The format for the Final Report shall be discussed with the USAID CTO prior to its preparation. Final Project Reports should include, but are not limited to, the following:

- Executive Summary (1-3 pages)
- Over-all Summary of Implementation Experience
- Status of Associate Awards and Accomplishments in Extending Impacts of the FTF Program
- Summary of Activities and Accomplishments by Country FTF Project
- Data on Performance and Impact Indicators for Each Country FTF Project
- Listing of Major Outputs and Accomplishments
- Key Impacts and Successes and Failures during the Project
- Major Lessons Learned
- Recommendations for the Future

The Final Report shall include an assessment of progress made toward accomplishing the project objectives and expected results, significance of these activities and accomplishments, and potential future impact resulting from project achievements. Inclusion of selected "success stories" from volunteer assignments is encouraged. The final report should also include a final fiscal report that describes how funds were used.

e) Technical Reports shall include any substantive sector assessments, value chain analyses, technical recommendations and analyses, host or partner strategic plans, or other substantive analytical or technical reporting that may be of general interest and that does not compromise proprietary information interests of hosts or partners. The Recipient shall submit such reports to USAID and report on these in routine performance reports.

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f) Program Evaluations shall fit needs of the program. The Recipient may, at its own initiative, conduct internal Program Evaluations at the program-wide, Country FTF Program or Project level to improve its program planning management. Plans for such evaluations shall be included in the Annual Work Plans. Copies of such internal evaluations funded with LWA Cooperative Agreement fund shall be provided to USAID. In addition, USAID may, as deemed necessary, fund external evaluations of the Recipient's FTF program.

g) Financial Reporting. The Recipient shall submit an original and one copy of each required financial report. Financial Reports shall be in keeping with 22 CFR 226.52. Recipient shall list each country included in the program and the total amount expended for each country under the award for the reporting period in the "Remarks" block on the "Financial Status Report" SF 269 or SF-269A, or on a separate sheet of paper with the "Request for Advance or Reimbursement" SF 270. Financial Reports will be required on a quarterly basis. The recipient shall submit these forms in the following manner:

1. The SF 269 shall be submitted to the Cognizant Technical Officer with one copy to the Agreement Officer.
2. The SF 272 and 272a (if necessary) will be submitted via electronic format to the U.S. Department of Health and Human Services (<<http://www.dpm.psc.gov>>). A copy of this form shall also be simultaneously submitted to the Agreement Officer and the Cognizant Technical Officer.
3. In accordance with 22 CFR 226.70-72 the original and two copies of final financial reports shall be submitted as follows: M/FM, the Agreement Officer, and the CTO.

h) Monitoring and Reporting Program Performance. The performance reports are required to be submitted as described and shall present the information contained in 22 CFR 226.51(d).

i) Submission of Reports. In reporting for the Leader Cooperative Agreement, the Recipient shall submit two copies of each performance report and an electronic copy of the report, including the Standard FTF performance and Impact Indicator Tables in Excel format, to the Cognizant Technical Officer in USAID/Washington.

For the Final Report, the Recipient shall submit an original to the Washington CTO, one copy to the Agreement Officer, and one electronic copy to the Development Experience Clearinghouse (DEC). Documents submitted to the DEC should be sent in original format via email to:

E-mail (the preferred means of submission): <docsubmit@dec.cdie.org>

U.S. Postal Service:

Development Experience Clearinghouse
8403 Colesville Road, Suite 210
Silver Spring, MD 20910

Fax Number: (301) 588-7787

Please reference web site http://www.dec.org/submit_doc.cfm or contact one of the following concerning any questions your organization may have on the reporting requirements:

Development Experience Clearinghouse
E-mail: docsubmit@dec.cdie.org
Phone: (301) 562-0641

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USAID/PPD/DEI
Phone (202) 712-4696

j) Evaluation. USAID may fund and carry out External Program Evaluations as deemed necessary to improve management and planning for the FTF Program. Discussions between USAID and the Recipient shall precede such external evaluations, findings from which will be discussed in joint reviews. Such external evaluations may be specific to the Recipient's FTF program, or part of an evaluation of the broader FTF Program managed by USAID. The Recipient shall collaborate with USAID in carrying out such external evaluations. In addition, as per above, the Recipient may carry out its own internal program evaluations.

SECTION VII – AGENCY CONTACTS

The point of contact for this RFA and any question during the RFA process is Albert Moesle, Contract Specialist:

7.10-071, RRB
1300 Pennsylvania Avenue, NW
Washington, DC 20523
amoesle@usaid.gov

Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing by the date listed on the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

SECTION VIII – OTHER INFORMATION

1. USAID’S RESERVED RIGHT

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

2. OTHER INFORMATION

a) Acknowledgement of Amendments to the RFA: By submitting an application in response to this RFA, applicants acknowledge receipt of any amendments to the RFA.

b) Authority to Obligate the Government: The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Cooperative Agreement may be incurred before receipt of either a fully executed Cooperative Agreement or a specific, written authorization from the Agreement Officer.

c) Branding Requirements. In an effort to more accurately credit the American people for the foreign assistance they finance, USAID has engaged in a branding campaign. Effective August 26, 2005, all USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with AAPD 05-11. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, “From the American people” on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. **AAPD 05-11 requires that, after the evaluation of the applications, the USAID Agreement Officer will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged.**

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USAID will not competitively evaluate the proposed Branding Strategy.

http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd05_11.pdf.

d) LWA Assistance Mechanism. This RFA is issued for a Leader with Associates Cooperative Agreement. The Leader Award will be issued to the successful applicant and will provide for the Recipient to oversee a worldwide program of voluntary technical assistance for agricultural sector development. USAID Missions, or other USAID operational units, may fund additional work through Associate awards. These Associate awards will each have their own activity description, but must fall within the overall scope of the leader program description (as outlined in the leader award agreement), and will otherwise be considered to be covered by the terms and conditions of the leader agreement. The Recipient will be the recipient of all funds for this Agreement, including for any Associate awards. Responsibility for the core program under the Leader Award and any Associate awards remains with the Recipient, even though it may make sub-awards for implementation.

After the Leader Cooperative Agreement is awarded, a copy of the award will be sent to all Missions along with any necessary guidance or instructions regarding issuance of Associate awards.

1. **Issuance of Associate Awards.** Prior to issuance of an Associate award, the requesting office or Program Management Team in the Mission (or USAID/W) shall consult with the Cognizant Technical Officer (CTO) in EGAT. After receiving EGAT CTO concurrence, the appropriate Mission personnel shall request the Recipient to provide an application (specific Program Description and budget) to the Mission. The application shall be reviewed by the appropriate technical personnel, and the Agreement Officer shall be responsible for cost review and negotiation of the Associate award. The Mission has the discretion to decide whether or not to award the Associate award. The cognizant Mission Contracting Officer and Mission CTO are responsible for the administration of the Associate award.
2. **Grant vs. Cooperative Agreement.** Regardless of whether the Leader instrument is a grant or cooperative agreement, Missions may issue an Associate instrument as either a grant or cooperative agreement.
3. **Competition.** Once a recipient is selected pursuant to this LWA RFA, no further competition or waiver of competition is required for any Associate grants awarded within the terms of the RFA. The competition under this RFA covers the initial Leader award, which will provide leadership for regional and/or worldwide activities and for subsequent Associate awards providing support to missions and offices. In this manner, Missions and USAID/Washington bureaus may fund specific activities of the recipient that fit within the RFA/Leader program description through Associate awards without further competition.
4. **Period of Performance.** The Leader award will be issued for a period of five years. Associate awards may be issued until the Leader award expires and can be for a period of performance up to five years past the expiration date of the Leader award.
5. **Certifications.** The required certifications, including validation of the umbrella organization as a single entity with a single accounting system, shall be obtained from the applicant prior to award of the Leader cooperative agreement. Prior to award of an Associate grant, the recipient must affirm that those certifications remain valid, or provide new certifications.

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6. Reporting Requirements. Reporting—both financial and performance—for Associate awards is submitted directly to the Mission or Office that issues the Associate award. The reporting frequency, i.e. semi annually or annually, content and format will be established in the Associate agreement schedule. Copies of this reporting should be provided to the EGAT CTO for the CRSP.

For more information on Leader with Associates Awards, applicants are referred to CIB 99-10
http://www.usaid.gov/business/business_opportunities/cib/pdf/cib9910.pdf.

e) Geographic Codes. In accordance with the limitations on USAID's ability to procure goods and services outside of the United States (see the Foreign Assistance Act of 1961 and 22 CFR 228), source and origin of goods and nationality of suppliers of goods and services under the project will be from the United States, Geographic Code 000. Some local procurement is also allowed. Please reference Standard Provision C.16 Local Procurement for thresholds for 935, Local Procurement.

Code 000 - The United States of America, any State(s) of the United States, the District of Columbia, and areas of U.S. Associated sovereignty, including commonwealths, territories and possessions.

ANNEXES

ANNEX A

Acronyms and Definitions

The following acronyms are particular to this Request for Application:

ADS - Automated Directives System. USAID's operating manual.

EGAT/AG - Office of Agriculture, Bureau for Economic Growth, Agriculture and Trade

CAADP - Comprehensive Africa Agricultural Development Programme

CIB - Contract Information Bulletin

Client/Customer - USAID lexicon for a beneficiary, with emphasis on making sure that the beneficiary actually wants what the volunteer seeks to provide.

CTO - Cognizant Technical Officer. A USAID employee designated by the Agreement Officer to oversee a contract, grant or cooperative agreement on behalf of USAID

Direct beneficiary - An individual that benefits (usually economically) as a result of working directly with a volunteer. Usually as a host or member of a host organization. Also called a customer or a client.

EGAT - Bureau for Economic Growth, Agriculture and Trade

Field staff - Staff of implementing agencies located in developing countries receiving volunteers.

Focus Area - Term used in the FTF Program for a sub-sector project receiving FTF volunteers.

FTF - Farmer-to-Farmer Volunteer Program

HACCP - Hazard Analysis and Critical Control Point

Host - An individual or organization that receives technical assistance services and serves as the focus of the volunteer's work. Examples include an individual farmer, a cooperative, a bank, an agribusiness, or a department in the ministry of agriculture.

Host Countries - A developing country in which an FTF program has activities

Host's strategic plan - The project or plan of activities and objectives for volunteer work with one host.

IEHA—Initiative to End Hunger in Africa

FTF Implementer, FTF Implementing Agency, or FTF Implementing Partner - The organization that provides volunteers for economic growth programs overseas, using funding from donors provided under a grant or a contract.

Indirect beneficiary - An individual that benefits (usually economically) as a result of volunteer assignments, but does not work directly with the volunteer.

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Intermediary - A local organization that helps the volunteer program connect with a host and with local organizations/individuals that can benefit from the volunteer. They may or may not have a sub-contract with the Implementing Agency.

ISO - International Organization for Standardization

LWA – Leader with Associates, an USAID assistance mechanism that may be either a grant or cooperative agreement. The leader award establishes the agreement relationship under which associates may be awarded without further competition

Mission - A formally organized USAID unit in a developing country led by a Mission Director, or a Country Representative

MSI – Minority Serving Institutions

NGO - Non-governmental organization

Partner - Same as Intermediary.

PVO - Private voluntary organization (a USAID registered NGO)

Q/C - Quality control

RFA - Request for Application.

RFA - Request for Assistance (USAID procurement document)

SOW - Scope of Work

SPS - Sanitary and phytosanitary

Sub-sector - Under the FTF program, a program area for work by volunteers, including commodity sub-sectors (e.g., dairy, horticulture, wheat, etc.) or services (e.g., financial services, extension, certification, input supply, etc.)

Country FTF Project - A development activity focused on a sub-sector and that has defined goals, objectives, strategy, and budget.

SWOT - Strengths, Weaknesses, Opportunities, and Threats analysis

USAID - United States Agency for International Development

USAID/W - Washington headquarters of the United States Agency for International Development

Volunteer - An individual who provides technical assistance under a volunteer program, receiving no direct salary from the assignment.

Volunteer program - An implementing agency's sub-sector plan and budget for volunteers in a specific country or region that has been approved by the funding agency.

ANNEX B

Useful References

Listing of federal grants application requests are at [<http://www.grants.gov>]

ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences: [<http://www.usaid.gov/policy/ads/300/refindx3.htm>]

Development Clearinghouse: [http://dec.usaid.gov/submit_doc.cfm]

Requirements and standard formats/logos for USAID branding requirements:
<http://www.usaid.gov/branding/assistance.html>

Sheppard, Andrew. 2007. "Approaches to Linking Producers to Markets : A Review of Experiences to Date"; FAO (<http://www.fao.org/ag/ags/subjects/en/agmarket/linkages/agsf13.pdf>).

Leader with Associates Awards, applicants are referred to CIB 99-10
[http://www.usaid.gov/business/business_opportunities/cib/pdf/cib9910.pdf.]

USAID's Policy Framework for Bilateral Foreign Aid (http://pdf.dec.org/pdf_docs/PDACG244.pdf)

Initiative to End Hunger in Africa: (http://www.usaid.gov/locations/sub-saharan_africa/initiatives/ieha.html)

Comprehensive Africa Agriculture Development Programme
(<http://www.nepad.org/2005/files/caadp.php>)

Rural development with a focus on Africa: Nature, wealth and power: emerging best practice for revitalizing rural Africa:
www.usaid.gov/our_work/agriculture/landmanagement/pubs/nature_wealth_power_fy2004.pdf

The Agricultural Strategy, Title Twelve reports and other documents from the Office of Agriculture:
(http://www.usaid.gov/our_work/agriculture/index.html);

USAID's Policy Framework for Bilateral Foreign Aid (http://pdf.dec.org/pdf_docs/PDACG244.pdf);

Initiative to End Hunger in Africa (http://www.usaid.gov/locations/sub-saharan_africa/initiatives/ieha.html)

Comprehensive Africa Agriculture Development Programme
(<http://www.nepad.org/2005/files/caadp.php>).

ANNEX C

Economic Growth Program Area “Agriculture” Definitions of Elements and Sub-Elements

Economic Growth Objective: To generate rapid, sustained, and broad-based economic growth.

Program Area 4.5: Agriculture

Agriculture is the science and practice of food, feed, and fiber production (including forestry, wildlife, fisheries, aquaculture and floriculture) and its relationships to natural resources, processing, marketing, distribution, utilization (including nutrition), and trade.

Program Element 4.5.1: Agricultural Enabling Environment

Definition: Support agricultural policies, laws and regulations, and institutions that: foster adoption of improved technology; promote investment in infrastructure at all levels, and enhance the natural resource base in ways that respond to the needs of men and women producers.

Sub-Element 4.5.1.1: Agricultural Resource Policy

Definition: Support institutions and equitable policies that foster sustainable utilization of land, water, plant, and animal resources to enhance agricultural productivity and incomes, increase resource quality and quantity, and decrease degradation of productive resources. This includes access to and securing property rights over agricultural resources, including by female-headed households and returning internally displaced persons and refugees, and it includes increasing returns of agricultural labor.

Sub-Element 4.5.1.2: Food Policy

Definition: Support institutions, policies and incentives aimed at ensuring that adequate, safe, and nutritious food is available; markets function efficiently; and that low-income groups and those vulnerable to food insecurity (e.g., female farmers with small land holdings, female-headed households, children, and HIV-affected) are able to access and appropriately utilize that food.

Sub-Element 4.5.1.3: Agricultural Market Standards and Regulations

Definition: Improve laws, institutions, and policies that impact market transactions of agricultural goods, inputs, practices, and services. This includes international policies such as agriculture-related agreements of the WTO; domestic science-based regulation to ensure food, feed, and environmental safety; and market-based or industry-led quality grades, standards, and certification.

Sub-Element 4.5.1.4: Public Investment Policy

Definition: Improve institutions and policies that encourage increased and more effective public and private investments in agricultural institutions and infrastructure to provide the basis for expanded productivity in the agricultural sector. This includes support for (1)

scientific and technological advances through research and development, (2) governmental actions that provide a positive climate for innovation and investment, and (3) efforts to comply with international treaties and encourage international cooperation and public-private partnerships.

Program Element 4.5.2: Agricultural Sector Capacity

Definition: Sustain the productivity of the agricultural sector through investments that foster increasing returns to land, labor, and capital. Targeted interventions to male and female producers provide improvements in technology and management practices, expanded access to markets and credit, increased organizational and market efficiency, and restoration and protection of resiliency in production and livelihood systems.

Sub-Element 4.5.2.1: Research and Technology Dissemination

Definition: Support scientific research and technology, including biotechnology that generates improvements in production systems (crop, livestock, farm, forest, and fisheries), value-added products, and management practices leading to sustainable productivity gains, mitigation of risk, and income growth. It also supports dissemination and adoption of productivity-enhancing and post harvest technologies, value-added products, and management practices in these areas by reducing the barriers that may constrain male or female producers, processors, and manufacturers.

Sub-Element 4.5.2.2: Land and Water Management

Definition: Develop and invest in the quantity and quality of land and water resources, including irrigation and soil fertility, riparian and range management, and water resources to improve and sustainably increase agricultural productivity and incomes. This includes related land and water administration systems.

Sub-Element 4.5.2.3: Rural and Agricultural Finance

Definition: Increase equitable access to financial services by male and female farmers in rural areas and for agricultural enterprises to purchase necessary inputs; introduce new technologies; expand productive capacity; and finance storage, transport, and marketing costs. Also includes access to mechanisms and products that reduce seasonal income and consumption variability, protect and build assets, and mitigate price and weather risk. (Link to Microfinance 7.1.2 and Financial Services 3.2, as appropriate.)

Sub-Element 4.5.2.4: Agribusiness and Producer Organizations

Definition: Support the growth of small and medium agro-enterprises, including producer organizations/associations, which are engaged in producing, marketing, or adding value (e.g. processing and quality enhancement) to crop, livestock, forestry, and fishery products. Support addresses the needs and capacities of both men and women producers and includes such areas as adoption of technology and technical processes, businesses and human resources management, environmental regulatory compliance, and organizational governance.

Sub-Element 4.5.2.5: Markets and Trade Capacity

Definition: Build capacity to link small-scale producers (men and women), pastoralists, and small to medium enterprises to the economic opportunities of commercial markets. This includes both input and output markets at the local, regional, and international levels. Interventions include areas such as the development of risk management strategies; warehouse receipt, agricultural commodity trading and accessible market information systems; meeting market standards; and public and private investments that support efficient agricultural marketing such as storage facilities, cold storage, packaging facilities, and agricultural processing facilities.

Sub-Element 4.5.2.6: Emerging Agricultural Threats

Definition: Strengthen plant and animal disease surveillance and the control of emerging agricultural pests and diseases (e.g. Wheat Stem Rust) to mitigate productivity losses, allow access to international markets, reduce risks to human health, improve food safety, and reduce the risk of introduction of diseases into the U.S.

Sub-Element 4.5.2.7: Agricultural Livelihood Services and Safety Nets

Definition: Support risk management and economic diversification, transfer and adaptation of proven technologies and human organization innovations to increase market access, food or cash transfers in exchange for public works; and resource transfers and/or agricultural inputs (e.g. seeds, tools, and livestock) which enable male and female producers to try new technologies and production methods that would otherwise not be available to them.

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ANNEX D

FTF Standard Performance and Impact Indicator Reporting Tables (Draft to be confirmed post-award)

Table 1: Data on Volunteers and Values of Inputs Invested, by Country and Country FTF Project, Cumulative Life Of Project Inputs

Country	Country FTF Project ¹	Number of Volunteers ²			Number of Volunteer Days Completed ³	Estimated FTF Program Expenditures to Date (U.S.\$) ⁴	Average FTF Program Cost per Volunteer Day (U.S.\$/day)	Estimated Value of Volunteer Professional Time (U.S.\$) ⁵	Estimated Value of Resources Leveraged by Grantee and Volunteers in the U.S. (U.S.\$) ⁶	Estimated Value of Resources Mobilized by Host (U.S.\$) ⁷	Estimated Value of Host Contribution (U.S.\$) ⁸
		Male	Female	Total							
	Total										

1 Country projects may be added or completed during the life of the Recipient FTF Program..

2 One volunteer is considered to be the same as one overseas trip. Volunteers who travel more than once during the course of the FTF Program will be counted for every overseas trip they make. USAID will agree with Recipients as to where "Assignments" are defined and tracked differently than "Volunteers".

3 Volunteer Days should be calculated the same as "per diem days". Any day, or fraction thereof, in which a volunteer is entitled to per diem is considered a Volunteer Day. These days will be based on seven-day work a week, beginning from the day the volunteer departs for his/her overseas assignment to the day he/she returns from that assignment. If a volunteer works in more than one country, and/or in more that one country project, the number of days should be divided up accordingly in this column.

4 In estimating program expenditures by country project, a simple calculation based on number of volunteer days for each given country project will suffice. Formula: country project expenditure = (total expenditure / total # of volunteer days) x # of volunteer days working on the given country project.

5 This figure will be based on each individual implementing organization's standard estimates.

6 These funds are raised in the U.S. by the volunteer or grantee and used to assist host organization or broader country project on which the volunteer works. These funds can be counted as a matching contribution for the Cooperative Agreement.

7 "Resources mobilized" are resources that FTF program managers and volunteers assist their hosts in accessing, such as various sources of credit, state assistance, PL 480 local currency, other donor assistance, etc. Sum across years will provide LOP total.

8 This is the contribution made by the host organizations towards the cost of the volunteer assignment. It can be cash or in-kind contribution. Some examples might be translation services, transportation, or room/board.

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Table 2: Cumulative Number of Volunteers¹

Regions	States	Previous Total		This Period		New Total	
		Male	Female	Male	Female	Male	Female
Northeast	Connecticut						
	Delaware						
	Maine						
	Maryland						
	Massachusetts						
	New Hampshire						
	New Jersey						
	New York						
	Pennsylvania						
	Rhode Island						
	Vermont						
	Washington, DC						
	Subtotal						
Southeast	Alabama						
	Arkansas						
	Florida						
	Georgia						
	Kentucky						
	Louisiana						
	Mississippi						
	North Carolina						
	South Carolina						
	Tennessee						
	Virginia						
	West Virginia						
	Subtotal						
Midwest							
	Illinois						
	Indiana						
	Iowa						
	Kansas						
	Missouri						
	Nebraska						
	Ohio						
	Subtotal						

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Upper Midwest							
	Michigan						
	Minnesota						
	North Dakota						
	South Dakota						
	Wisconsin						
	Subtotal						
Rocky Mountain	Colorado						
	Idaho						
	Montana						
	Utah						
	Wyoming						
	Subtotal						
West Coast	Alaska						
	Hawaii						
	California						
	Oregon						
	Washington						
	Subtotal						
Southwest	Arizona						
	Nevada						
	New Mexico						
	Oklahoma						
	Texas						
	Subtotal						
Other							
	Subtotal						
	TOTAL						

! The same definition for volunteers given on Table 1, Footnote 1 applies here. Therefore the TOTAL of this table should equal the total number of volunteers from Table 1. Note that the volunteer's state of primary residence should be used as the determining factor for this table.

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Table 3 - Data on Volunteers: Classification of Their Technical Assistance, and Commodity Chain Placement by Country and Country Project¹

Country	Country FTF Project	Type of Volunteer Assistance					Commodity Chain Activities			
		Technology Transfer	Organizational Development	Business/Enterprise Development	Financial Services	Environmental Conservation	Information and Input (pre-production) SUPPORT SERVICES ²	On Farm PRODUCTION by FARMERS	PROCESSING (including primary and final product transformation, storage, transportation)	MARKETING (including branding, advertising, promotion, distribution, sales)
	TOTAL	0	0	0	0	0	0	0	0	0

¹On this table, each volunteer (as defined on Tables 1 and 2) should be classified under the two categories provided. A volunteer should only be counted once under the heading "Type of Volunteer Assistance" and once under "Commodity Chain Activity". The totals of both sections of the table will be equal to the number of volunteers listed in Tables 1 and 2. If a volunteer provides multiple types of assistance and/or focuses assistance on multiple categories of the commodity chain, determine the one category that the volunteer spent the majority of his/her time with and use that for the classification. The volunteers will also be classified by one major country and country project. All numbers are cumulative.

²This category should include activities related to such areas as extension services, input supplies, veterinary services, and credit.

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Table 4: Data on Hosts - Description of Institution Types (Legal Enterprise or Association Status) by Country and Country FTF Project Also, Numbers of Beneficiaries and Numbers Receiving Training, by Country, by Country FTF Project

Country	Country FTF Project	Host Institutions ¹							Direct Beneficiaries ³			Beneficiaries Receiving Training ⁴			Indirect Beneficiaries ⁵
		Cooperatives and Associations	Individual Private Farmers	Other Private Enterprises	Non-Profit, Public Interest NGOs	Public and Private Education Institutions	Rural Financial Institutions	Public Sector [gov't] Technical Agencies	Male	Female	Total	Male	Female	Total	

1 Host organizations may only be counted once for the LOP and may only be categorized under one of the following types, unless some fundamental change requires that they be re-classified: Host Institution Categories: Cooperatives and Associations: Member-based organizations representing stakeholders in the agricultural sector. Do not include Credit Unions or other similar organizations that provide credit or finance as a primary service. These organizations will be categorized under "Rural Financial Institutions". Cooperatives will commonly have a cash flow; associations will not (other than minor membership dues). Individual Private Farmers: Hosts that can be considered private farmers, whose technical assistance is not based on their membership or affiliation with a cooperative, association, agribusiness or other private enterprise. Other Private Enterprises: These are primarily agribusinesses (pre-production inputs, post-harvest handling), but may also include informal farm and community groups. Non-Profit Public Interest NGOs: non-governmental organizations serving community interests, with no profit motive. NGOs are "host country PVOs". Use the NGO category if a host cannot be defined in any other category according to the indicator guidelines set forth. For example, an association is an association first and an NGO second. "Association" will provide a more specific definition of the host type. Public and Private Education Institutions: Publicly or Privately funded Colleges and Universities or any related departments or affiliated agencies. Rural Financial Institutions: These are lending institutions with rural outreach to the agricultural sector. Public Sector Technical Agencies: This would include public extension service agencies or other government agencies serving that function.

2" Resources mobilized" are resources that FTF volunteers assist their hosts in accessing, such as various sources of credit, state assistance, PL 480 local currency, other donor assistance, etc. Sum across years will provide LOP total.

3 Direct beneficiaries receive face-to-face or hands on training or assistance from the FTF volunteer. Indirect beneficiaries (for example, those trained by direct beneficiaries) should not be included in this data.

4 Direct Beneficiaries that receive technical or in-country training as defined under USAID ADS Chapter 253.4 and ADS Glossary as follows: Technical Training: Formally structured learning activities, generally in a classroom, which do not lead to an academic degree. This can include technical courses at community colleges, technical institutes or universities, on-the-job activities tied to technical-area classroom work, or any combination of such formally structured, non-degree producing instructional activity. In-Country Training: A learning activity taking place in a classroom or workshop with formally designated instructor(s), learning objectives, and outcomes, conducted full-time or intermittently within the host country.

5 Indirect beneficiaries are those who do not receive face-to-face or hands on assistance from an FTF volunteer, but who otherwise benefit from assistance. This may include family members based on survey counts or average sizes. This number is difficult to measure and best estimates are acceptable. However, to the extent possible, please footnote source for data or calculation.

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Table 5: FTF Program Economic Impacts - Incremental Net Incomes of Hosts, Numbers Adopting and Reporting Improvement and Organizational Capacity Impacts

		Economic Impacts						Organizational Capacity Impacts					
		Number of relevant hosts ¹	Number of hosts adopting volunteer recommendations ²	Number of hosts reporting improvement	Number of beneficiaries associated with hosts reporting improvements	Increased incremental annual net income ³ across all hosts adopting (\$000)	Increased annual gross value of sales (\$000)	Number of relevant hosts	Number of hosts adopting volunteer recommendations	Number of hosts reporting improvement	Number of beneficiaries associated with hosts reporting improvement	Increase in the host's annual revenues ⁴ (\$000)	Number of New or Improved Products and/or Services
Country	Country FTF Projects												

1 Relevant hosts are those hosts who seek improvement in the given results category. The primary focus of both the host and the volunteer assignment should be on producing a result in this category for a host to be counted as relevant.

2 This number is very subjective, but should reflect hosts that have adopted volunteer recommendations in a substantial way.

3 Increased Net Income: Increase in Incremental ("With" adoption of recommendation, less "Without" adoption of recommendation) Net (after subtracting production costs in both cases) Income (expressed in thousand U.S. Dollars). The hosts and the volunteers will be enlisted to prepare simple enterprise budgets or per-hectare crop budgets (partial budgets will do) to compare the "With" and "Without" cases, as part of the terms of reference for their assignment.

4 Revenues raised through member dues, services fees, or other sources of income such as contracts or grants.

Note: Baseline data collected in prior years needs to be updated as of time of volunteer assignment. Prices change rapidly.

Table 6: FTF Program Outcomes and Impacts from Financial Services and Environmental Protection Activities

[illegible]

I Relevant Hosts are those hosts who seek improvement in the given Results category. The primary focus of both the Host and the volunteer assignment should be on producing a result in this category for a host to be counted as relevant.

2 This number is very subjective, but should reflect hosts that have adopted volunteer recommendations in a substantial way.

3 Net equity equates to assets minus liabilities.

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Table 7: Increased Awareness in the U.S. Agricultural Sector Concerning International Agricultural Development

Annual Indicators	
Number of FTF volunteers who have performed public outreach activities.	
Number of Press Releases (issued by FTF implementing agency) to local press/radio/TV media in area of origin of volunteer. ¹	
Number of media events by implementers and FTF volunteers. ²	
Number of group presentations by implementers and FTF volunteers.	

¹ This is the number of press releases issued by the grantee to local press/radio/TV media in area of origin of volunteer.

² Any internet-based outreach activity should be counted as a media event. Examples may include hosting a chat room or using the internet or an email system to disseminate a newsletter. This does not include emailing information packets for recruitment purposes. Other examples of media events might include newspaper articles, radio or television news coverage.

Table 8: Semi-Annual Volunteer Tracking

Volunteer Name	No. of Prior FTF Assignments	Occupational Status¹	Years experience	Country(ies) Visited	Trip dates (from/to)	No. of Volunteer Days	Type of Assistance	Hosts Assisted

¹ Farmer; Agribusiness; Financial Institution; Consultant; Government; University or Educational Institution; Private Business; Retired; Student.

ANNEX E

FTF Program Environmental and Natural Resources Management Guidelines for Implementing Partners

Environmental and natural resource considerations feature in the policies of most developing countries and in the objectives of funding agencies. Economic activities impact on these resources and—as in the case of agriculture—may be completely dependent on and potentially deplete them.

Why are environmental and natural resource considerations important?

A healthy environment and the sustainable use of natural resources are essential to long-term economic growth. All U.S. government financed programs, including the Farmer-to-Farmer (FTF) program, are obligated to comply with U.S. environmental regulations stipulating that the environment is to be safeguarded from adverse consequences in the implementation of all program activities. Volunteers are expected to consider the potential environmental consequences of their work and to promote active environmental stewardship. FTF implementing partners shall take responsibility for transferring to the volunteers all relevant information from the environmental impact assessment documents that were developed for their programs by USAID, with their participation and the participation of the host institutions. Volunteers are encouraged to work with their USAID manager to ascertain that all requirements and safeguard measures recommended in the environmental impact assessment documents for each project/activity are followed. USAID's environmental guidelines require programs that it funds to:

- Ensure that the environmental consequences of USAID-financed activities are identified and considered by USAID and the host country prior to a final decision to proceed and that appropriate environmental safeguards are planned, adopted, implemented and monitored;
- Assist developing countries to strengthen their capabilities to appreciate and effectively evaluate the potential environmental effects of proposed development strategies and projects, and to select, implement, and manage effective environmental programs that mitigate potential adverse effects;
- Identify and mitigate impacts resulting from USAID's actions upon the environment, including those aspects of the biosphere which are the common and cultural heritage of all mankind; and Define environmental limiting factors that constrain development and identify and carry out activities that assist in restoring the renewable resource base on which sustained development depends.

Major environmental issues in volunteer programs

Relative priority for environmental activities: To what extent should implementing agencies be required to incorporate environmental and natural resource considerations into economic growth oriented volunteer projects and assignments? Increasing attention to environmental issues might lessen economic impacts on hosts and subsectors. However, environmental and natural resource conservation is often critical to long-term sustainability of most industries. Thus, many projects and assignments naturally address these issues, although generally as a secondary objective. Natural resource management and environmental protection considerations can be appropriate as explicit criteria for selection of subsectors, partners, and hosts, and will definitely yield positive results. Furthermore, sustainable conservation practices generally must meet criteria of producing positive economic benefits if they are to be adopted by hosts.

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Monitoring environmental and NRM impacts: Implementing agencies must be able to identify how volunteer assignments benefit the environment and sustainable natural resource management and must be able to quantify project impacts on the environment. This necessitates more attention to environmental impacts in the design of subsector and host projects. However, these impacts are quite variable, particularly with regards to water and air pollution, soil and water conservation, biodiversity, and food safety. Many of these impacts are a challenge to measure and to aggregate for reporting (as can be done in dollar terms for economic growth impacts). These challenges plus the long-term nature of many environmental and NRM impacts require thoughtful planning and reporting that can benefit from professional advice.

Glossary of terms:

Categorical Exclusion. A formal Agency decision on specific classes of actions, which do not have potential for environmental impacts and for which an Initial Environmental Examination and Environmental Assessment are not required. A written justification for the Categorical Exclusion is required.

Initial Environmental Examination. An Initial Environmental Examination (IEE) is the first review of the reasonably foreseeable effects of a proposed action on the environment. Its function is to provide a brief statement of the factual basis for a Threshold Decision as to whether an Environmental Assessment or an Environmental Impact Statement will be required.

Threshold Decision (or Determination). A formal Agency decision reached in the IEE that determines whether or not a proposed Agency action is a major action significantly affecting the environment.

Negative Threshold Decision. Is made by the USAID Bureau Environmental Officer for an IEE in cases where potential environmental issues can be fully addressed at the IEE stage. Negative Determinations often have mandatory “Conditions” associated with them to ensure identified environmental issues are fully addressed.

Positive Threshold Decision. Is made by the USAID Bureau Environmental Officer in cases where a proposed action may potentially have a significant effect on the environment and an Environmental Assessment is required to address such issues before proceeding.

Environmental Assessment. A detailed study of the reasonably foreseeable significant effects, both beneficial and adverse, of a proposed action on the environment of a foreign country or countries. Prior to beginning an Environmental Assessment (EA), a Scoping Exercise must first be completed to focus the EA on the key issues. Scoping Exercises and the subsequent EAs include public participation to learn of and address potentially affected people’s concerns, generate public

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Current practices for environmental considerations in volunteer programs

ownership and promote democracy and civil society.

Up until now, environmental protection and natural resource considerations have not been a major focus in the FTF Program, though many FTF implementing agencies have been effective and creative in serving environment and natural resource management goals, while targeting economic development as their main program objectives. Economic growth strategies and consumer markets are now requiring safer and better quality products, thus raising the importance of environmental considerations.

USAID Environmental Compliance Procedures: Implementing agencies must adhere to USAID's Environmental Compliance Procedures, Title 22, Code of Federal Regulations, Part 216 (22 CFR 216¹). Specific procedures for every new and/or amended program or project are set forth in this guidance. If there are no reasonably foreseeable environmental impacts, the planned work may appropriately be classified as a **Categorical Exclusion**. Most programs and projects, however, require an Initial Environmental Examination (IEE). The IEE must provide enough information that a determination can be made of the reasonably foreseeable environmental impacts associated with the proposed program or project and what, if any, conditions or modifications are needed to eliminate or mitigate the potential impacts.

An Initial Environmental Examination produces an environmental **Threshold Decision** (also referred to as the **Determination**). A Threshold Decision is approved by a USAID Environmental Officer. If it is determined that proposed work may have a significant effect on the environment, but the Agency and FTF partner organization have designed mitigative measures for the action to avoid significant effect on the environment, a **Negative Threshold Decision** will be issued. If a **Positive Threshold Decision** results from the IEE findings, then an **Environmental Assessment** must be prepared.

There is a separate subset of procedures that apply to pesticides that are either procured or used under a USAID supported activity. Under 216.2(e), "the Categorical Exclusions are not applicable to assistance for the procurement or use of pesticides." Section 216.3(b)(1) states that "all proposed projects involving assistance for the procurement, use, or both, of pesticides, shall be subject to the procedures prescribed" above, beginning with an Initial Environmental Examination. There is no Categorical Exclusion provision for this class of activities. Pesticide Evaluation Reports and Safe Use Action Plans (PERSUAPs) are prepared for USAID funded projects to address the requirements stipulated in 216.3(b)(1), and volunteers must follow the guidelines given in the PERSUAP when using pesticides.

Additionally, any consideration to conduct research, provide, use, or recommend for use genetically modified organisms (GMO) in any activity must first be submitted to USAID for clearance by the USAID bio-safety committee. The information flowing from the USAID bio-safety committee shall be used as the basis for separate IEE to make a final determination whether such GMO may be researched, provided, used, or recommended for use.

Each year the FTF implementing partner's Annual Workplan must include a statement that identifies planned work that they classify as fitting the Categorical Exclusion under USAID Regulation 216 Section 216.2(c)(2)(i) relating to "education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.)." The workplan must also identify other planned work that would require the preparation of a separate IEE and more substantial review as described above.

¹ http://www.usaid.gov/our_work/environment/compliance/reg216.pdf

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For more information, please refer to the Environmental Compliance Procedures, 22 CFR 216, http://www.usaid.gov/our_work/environment/compliance/index.html.

The Role of the Implementers in Environmental Determinations

What Do Implementing Partners Need to Know? Implementing agencies should be familiar with Title 22 of the Federal Code of Regulations Section 216 (22 CFR 216), Environmental Compliance Procedures. As discussed above, implementing partners must identify in their Annual Workplan the planned work that they classify as fitting the Categorical Exclusion as well as any planned work that requires more substantial review and the preparation of a separate IEE. Implementing partners are not directly responsible for preparing a separate IEE and undertaking the environmental review necessary to prepare it but are responsible for alerting USAID about any volunteer assignment for which such review would be necessary. Where an IEE must be prepared, implementing partners are encouraged to participate in the development of the environmental review because the partner will be directly responsible for ensuring that the projects and activities comply with the final Threshold Decision and any Conditions that may be identified.

What Should Implementing Partners Do? Implementing partners should include with their volunteer briefing materials a copy of the Volunteer Environmental Guidelines brochure (discussed below). Implementing partners should also be able to respond to any concerns that volunteers have regarding environmental compliance. Implementing agencies are encouraged to use their best judgment when issues arise and to consult with USAID if further assistance is needed.

Volunteer Environmental Guidelines: A non-technical environmental guidelines brochure has been developed for the FTF program. The environmental guidelines are set out in a six-column folded brochure that focuses on protecting the health and safety of volunteers and on encouraging volunteers to think about how their recommendations, advice, and efforts might affect the environment. All implementers need to provide volunteers with a copy of the FTF environmental guidelines and provide more detailed advice and support on necessary environmental precautions if a particular region or activity warrants it.

Volunteer assignments: Some implementers specifically incorporate natural resource management and environmental themes into volunteer assignments, while others do not. Many assignments do have noteworthy secondary environmental benefits (see box below). Projects focused on recycling and composting, water management, environmental and health-sensitive disposal of pesticides, integrated pest management, organic agriculture, and forest management may be undertaken for economic growth objectives, but in practice contribute to environmentally responsible and sustainable practices. The FTF subsector projects promoting horticultural exports into the demanding markets of Western Europe and North America require that volunteers assist hosts in complying with trade standards and environmental regulations of the country or region receiving these exports that are “environmentally friendly”.

Examples of “Environmentally Friendly” Volunteer Assignments

Honduras sugar cane production: FTF volunteers in Honduras worked with small sugar cane producers in the Taulabe area of Siguatopeque who make *rapadura*, a hard brown sugar that is sold in the local market. *Rapadura* producers traditionally boil the juice from sugar cane in primitive pans using wood, sugar cane waste, and old tires as fuel. The burning of tires causes environmental pollution and health hazards to those who tend the fires. Contaminants from this process also get into the *rapadura* and are passed on to the consumer. The project has helped producers improve processing and reduce contaminants using techniques similar to those used by Vermont

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Maple sugar makers. Simple flue pan technology that was introduced to reduce fuel consumption, reduce boiling time, and improve quality also eliminates the need to use tires as fuel and improves the quality of the brown sugar in an environmentally sustainable way.

Haiti FTF projects: Organizations working in the Cap Haitian region have adopted technologies that help conserve soil and water. These include the use of compost to increase soil fertility and water retention and contour planting to avoid erosion and increase water retention in the dry season. This has been a focus of the FTF program in this region due to Haiti's severe environmental problems.

Organic agriculture: Organic agriculture is a huge industry in the U.S. and Europe, growing at 22 -25% a year and worth about \$15 billion in the U.S. alone. This presents a significant financial opportunity for African farmers to export or sell to the fledgling but growing organic market within Africa. Farming organically reduces input costs for African farmers and impacts positively on soil erosion, soil health, desertification, plant health, farmer health and welfare, and consumer nutrition.

Partners of Americas (POA) reports that sustainability at all levels – economic, social, cultural, and environmental – is considered in all of its projects, and that environmental sustainability is particularly relevant in its FTF Program. POA found “substantial impact regarding host adoption of environmentally oriented practices, particularly in the adoption of practices to improve natural resource management.” Throughout the life of its program, POA volunteers have worked to increase knowledge about – and help farmers and ranchers adopt – practices that are economically viable and environmentally sound.

Land O'Lakes' (LOL) experience with FTF programs has shown that it is important that there be an economic incentive for producers to adopt environmentally friendly practices, as the short-term demands of daily life make it difficult for them to devote resources to long-term objectives, such as environmental protection and natural resource management. At the same time, experience has shown that when these long-term goals are connected to economic benefits in the short- or medium-term, producers readily adopt new practices.

Role of field staff: Field staffs are key to a volunteer program's positive impacts on the environment and should always be on the look out for negative impacts, avoiding work with hosts that have a poor environmental record or little interest in changing their practices. We recommend that a senior staff member with environmental expertise review subsector and host project plans and volunteer scopes of work to advise on how environmental considerations can be appropriately incorporated.

Checklists for volunteers: The following checklist of questions can help volunteers incorporate environmental considerations into their work. Will the volunteers' recommendations and efforts promote:

1. soil and water conservation?
2. protection of water, soil, air, and food from contamination?
3. ecologically sound management and disposal of wastes?
4. integrated pest management?
5. only USAID approved pesticides being purchased and/or used in a safe and appropriate manner?
6. the importance of occupational health and safety both on the farm and in industry? For example, better bathroom facilities with soap for employees?
7. alternatives to chemical inputs when feasible?
8. awareness of environmental health risks?
9. income generating activities that can be used to finance the costs of pro-environment technologies and practices?
10. reform of government policies and regulations to better manage and protect natural resources?

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11. reform of government policies and regulations that better protect farmers and other agricultural industry workers from environmental hazards?
12. procedures for measuring, assessing, monitoring, and mitigating the environmental impact of unsound practices currently in use?
13. the emergence of an indigenous agricultural research capacity committed to developing environmentally sustainable practices, processes, and environment friendly technologies?
14. the concept of pollution prevention?
15. increased agricultural exports by ensuring no inappropriate pesticides were used in production?

Protecting a volunteer's health: Implementing agencies need to be especially concerned with protecting volunteers' own health while they are working abroad. Severe environmental pollution problems and health risks may be local or regional in magnitude. These conditions exist or can arise due to a lack of training, poor regulations, poor enforcement, and a lack of financial resources. Volunteers should be alert for antiquated and defective equipment and machinery and improperly stored or mislabeled containers of pesticides and chemicals. In some locations, particularly in the former Soviet Union, radioactive materials and heavy metals have contaminated soil, air, and water. General guidelines for all volunteers during their assignments are to:

- Be familiar with major pollution issues in the region/locale you are visiting;
Avoid demonstrating the operation of machinery and equipment that you are unfamiliar with or for purposes for which its use is not intended;
- Avoid exposing yourself to chemicals and pesticides that are unlabeled or not in proper containers. Ensure all pesticides are neatly organized and stored in a dry, locked, controlled room away from any living space. Do not let pesticide containers be reused for any purpose.; and
- Make health and safety issues a part of the information and advice you leave behind. For example, do not let farmers mix pesticides by stirring with their bare hands. Be sure anyone exposed to pesticides wash themselves and their clothes immediately, and can get to trained medical help if necessary. By raising these issues, you can help to educate your hosts on the importance of a safe working environment and dangers that should not be passed on to others.

Key recommendations

Those designing assignments for volunteers can enhance positive impacts on the environment by:

Reviewing available documentation related to environmental conditions and the extent to which natural resource depletion limits economic growth. Many countries have environmental plans or national plans that provide basic information on the subject.

- Targeting work on subsectors with an environmental and natural resource management focus, where possible. Soil erosion, biodiversity conservation, air and water pollution, forest management, water use, and other environmental technologies are all areas in which the U.S. possesses significant experience and many potential volunteers.
- Ranking the short list of candidate subsector projects, as part of the subsector selection process, on the basis of the severity of environmental issues involved and the potential for volunteers to contribute significantly to mitigating actual and potential adverse environmental consequences of subsector expansion.
- Identify potential partners and hosts that understand the connections between sustainable productivity and sustainable use of natural resources. Host organizations that may be polluters should at a minimum have a willingness to explore alternative approaches.

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Include questions relating specifically to environmental and natural resource management issues as a routine part of the preparation of project plans with partners and host organizations, even where these do not feature in the proposed set of volunteer assignments.

Tap the large pool of potential U.S. volunteers in the environmental and natural resource management areas.

- Incorporate environmental and natural resource management considerations into volunteer orientation and reporting, even when these are not the primary focus of the assignment.
- It is highly recommended that volunteers compile a general environmental evaluation for their individual assignments to gauge any potential negative (or positive) environmental impacts. Discussion should concentrate on environmental degradation, health and safety risks to the environment and humans, and recommendations for monitoring the project after assignments have been completed. This brief assessment should be included in the volunteers' final report.

Make all volunteers aware of conditions in the host countries and communities that might affect their personal health.

Information sources on environmental health and safety

USAID's general launching point for information relating to environmental assessments and guidelines are at:

http://www.usaid.gov/our_work/environment/compliance/index.html

USAID's list of key contacts (Environmental Officers) in Bureaus and Missions at http://www.usaid.gov/our_work/environment/compliance/officers.html#aec

USAID's Environmental Training Course Materials, including Title 22 of the Code of Federal Regulations, Part 216 that governs the U.S. government's environmental impact abroad. The site also contains various forms and templates relating to Initial Environmental Examinations. <http://www.encapafrika.org/EPTM.htm>

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- State Dept., International Travel Information: http://travel.state.gov/travel/travel_1744.html.
- CDC, Travelers' Health (by destination): <http://www.cdc.gov/travel/>.
- Regulating Pesticides, International Issues: <http://www.epa.gov/oppfead1/international/#13>
- The International Programme on Chemical Safety (IPCS): <http://www.who.int/ipcs/en/>.
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ANNEX F

Summary of USAID Country Mission Comments for the FY 08-12 Phase of the FTF Program

Mission	Interest in having FTF Program	Recommended Program Areas	Potential Interest for Buy-Ins	Country Conditions Influencing Volunteer Programs	Mission Contact
Afghanistan: USAID/Kabul	No response	No response	No response	No response	No response
Albania: American Embassy/Tirana	No response	No response	No response	No response	No response
Angola: USAID/LUANDA	Yes.	Banana, coffee, and potato value chains; rural finance; collaboration with Mission Agriculture Development and Finance Program; producer community and civil society organizations; business development; fish marketing, irrigation.	Potentially interested in buy-in with micro-enterprise funds.	Visas are slow and costs high; cost-saving opportunities would need to be exploited; established business practices are poor; volunteer outreach activities would be useful in educating people about Angola.	Michael Nehrbass (mnehrbass@usaid.gov) and Cathy Hamlin (chamlin@usaid.gov)
Antigua and Barbuda: No Mission	N/A	Water management and erosion control; fruits and vegetables plus livestock for local consumption and tourist industry.	No	Ag sector is tiny. Attractive environment.	N/A.
Armenia: USAID/Yerevan	No response	No response	No response	No response	No response
Azerbaijan: USAID/Baku	No response	No response	No response	No response	No response
Bangladesh: USAID/Dhaka	Yes.	Beekeeping; Poultry; Shrimp & fish culture; or others	Not currently, but possible if additional funding becomes available	Yes. Bangladeshis are open to volunteer assistance.	Jo Lesser-Oltheten (jlesser@usaid.gov)
Belarus: USAID/Minsk	No response	No response	No response	No response	No response
Benin: USAID/Cotonou	No response	No response	No response	No response	No response
Bolivia: American Embassy/USAID	No response	No response	No response	No response	No response
Bosnia: USAID/Bosnia-	No response	No response	No response	No response	No response

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Herzegovina					
Brazil: American Embassy/Brasilia	No response	No response	No response	No response	No response
Bulgaria: (Office/Name), USAID	No response	No response	No response	No response	No response
Burundi: USAID/Bujumbura	No response	No response	No response	No response	No response
Cambodia: American Embassy/USAID	No response	No response	No response	No response	No response
Central America (ROCAP) American Embassy/Guatemala	No response	No response	No response	No response	No response
Colombia: American Embassy	--	--	--	--	Sean Jones (Sjones@usaid.gov)
Croatia: American Embassy/Zagreb	No response	No response	No response	No response	No response
Dominican Republic: USAID/Santo Domingo	No response	No response	No response	No response	No response
Ecuador: USAID/Quito	No response	No response	No response	No response	No response
Egypt: USAID/Cairo	No response	No response	No response	No response	No response
El Salvador: USAID/San Salvador	No response	No response	No response	No response	No response
Ethiopia: USAID/Addis Ababa	Yes	Agricultural production, processing and marketing	Uncertain; other USAID projects would cooperate with FTF	--	Belay Demissie (bdemissie@usaid.gov)
Georgia: USAID/Tbilisi	No response	No response	No response	No response	No response
Ghana: USAID/Accra	No response	No response	No response	No response	No response
Guatemala (Bilateral):	No response	No response	No response	No response	No response

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USAID/Guatemala					
Guinea: USAID/Conakry	No response	No response	No response	No response	No response
Guinea-Bissau: USAID/Bissau	No response	No response	No response	No response	No response
Guyana: USAID/GEORGETOWN	No response	No response	No response	No response	No response
Haiti: USAID/Port-Au-Prince	Yes, if expanded to new areas.	Agricultural value-added; Animal feed; Cut flowers; Natural resources management	Uncertain: Mission will have three major agriculture sector programs	As Haiti moves towards greater stability, there is a unique opportunity for such programs.	Alex Deprez (adeprez@usaid.gov); Dennis McCarthy (dmccarthy@usaid.gov)
Honduras: USAID/Tegucigalpa	No response	No response	No response	No response	No response
Hungary: American Embassy/Budapest	No response	No response	No response	No response	No response
India: USAID/New Delhi	No response	No response	No response	No response	No response
Iraq:	No response	No response	No response	No response	No response
Indonesia: USAID Mission	No response	No response	No response	No response	No response
Jamaica: USAID/Kingston	Yes, strongly supports FTF support to Jamaica.	Links with USAID/Jamaica programs, especially greenhouse and vegetable development.	--	FTF can build on excellent past support to horticulture and high value crop sectors.	Ken Lyvers (klyvers@usaid.gov)
Jordan: USAID/Amman	No response	No response	No response	No response	No response
Kazakhstan: USAID/Almaty	Yes, subject to conditions. (Joint Central Asia Region Response)	USAID regional Aglinks project supports agricultural trade in the North-South corridor. FTF could support Aglinks by: increasing market driven production, processing and business linkages, market opportunity identification and market information, agri-business policy advocacy and reform, commodity value chain support and development, and agricultural finance/credit.	Doubtful		Joseph Lessard (jlessard@usaid.gov) and John Irons (JIrons@usaid.gov)
Kenya (Bilateral): USAID/Nairobi	No response	No response	No response	No response	No response

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Kosovo USAID/Kosovo	No response	No response	No response	No response	No response
Congo: USAID	No response	No response	No response	No response	No response
Kyrgyz Republic: USAID/Bishek	Yes, subject to conditions. (Joint Central Asia Region Response)	USAID regional Aglinks project supports agricultural trade in the North-South corridor. FTF could support Aglinks by: increasing market driven production, processing and business linkages, market opportunity identification and market information, agri-business policy advocacy and reform, commodity value chain support and development, and agricultural finance/credit. IFDC and CDI projects could also use volunteers.	Doubtful		Joseph Lessard (jlessard@usaid.gov) and John Irons (JIron@usaid.gov)
Latvia: American Embassy/Riga	No response	No response	No response	No response	No response
Lebanon: DOS/USAID	No response	No response	No response	No response	No response
Liberia: USAID/Monrovia	No response	No response	No response	No response	No response
Lithuania: American Embassy/Vilnius	No response	No response	No response	No response	No response
Macedonia: USAID/Macedonia Skopje	No response	No response	No response	No response	No response
Madagascar: USAID/Antananarivo	No response	No response	No response	No response	No response
Malawi: USAID/Lilongwe	Yes	Agro-processing; Dairy; Agribusiness; Input service provision	Perhaps, but conditional on funding availability	There is great need for development in the agricultural sector and for mid-level SMEs.	Martin Banda (mbwbanda@usaid.gov)
Mali: USAID/Bamako	Yes.	Technology development/transfer; Enterprise development; Post-harvest technologies (linked to Mission EG program)	Funding is limited.	No.	Jean Harmon (jharman@usaid.gov)
Mexico: USAID/Mexico D.F.	No response	No response	No response	No response	No response
Moldova: American Embassy/Moldova	No response	No response	No response	No response	No response
Mongolia: USAID/Mongolia	Not, if Mission logistical or	SME development	No	Linguistic, logistic and institutional difficulties;	--

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	management support would be needed.			No Mission logistical support would be provided.	
Montenegro: USAID/Serbia & Montenegro	No response	No response	No response	No response	No response
Morocco: American Embassy/USAID	No response	No response	No response	No response	No response
Mozambique: USAID/Maputo	Yes, would complement Mission program.	Export promotion; Quality control; Hazard assessments; Fair trade & organic certification; Post-harvest management	Depends on funding levels.	--	John McMahon (jcmahon@usaid.gov); Elsa Mapilele (emapilele@usaid.gov)
Namibia: USAID/Namibia	No response	No response	No response	No response	No response
Nepal: USAID/Kathmandu	Yes.	Small farm technologies; Marketing; Business development; Post-harvest handling.	Not likely.	Stability remains an issue, but has not hampered well-planned volunteer work in the past under more difficult conditions.	Sribindu Bajracharya (sbajracharya@usaid.gov)
Nicaragua: American Embassy/USAID/Managua	No response	No response	No response	No response	No response
Nigeria: Department of State/USAID	Yes.	Value-added products	Interested, but budget is limited.	--	Nikhil Jaisinghani (as contact for any possible GDAs (njaisinghani@usaid.gov))
Pakistan: USAID/Islamabad	No response	No response	No response	No response	No response
Panama: USAID/Panama City	No response	No response	No response	No response	No response
Paraguay: USAID/Asuncion	Yes.	May work with Mission project "Paraguay Vende" and its client agribusiness firms in sesame, fruit juice, rice, oil recycling, herb production, water tanks, and tractor cabins.	Dependant on increased funding.	Some private firms have strong ties to local producer communities.	Fernando Balsevich (fbalsevich@usaid.gov)
Peru: USAID/Lima	No response	No response	No response	No response	No response
Philippines: USAID/Manila	No response	No response	No response	No response	No response
Romania: American Embassy/Bucharest	--	--	Mission is closing.	--	--

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Russia: American Embassy/USAID/Moscow	No response	No response	No response	No response	No response
Rwanda: USAID/Kigali	No response	No response	No response	No response	No response
Senegal: USAID/Dakar	No response	No response	No response	No response	No response
Serbia: USAID/Serbia & Montenegro	Yes.	Coordinated with Mission agribusiness projects (COP contact: Gene Weill-gene_neill@agrobiznis.net)	--	--	Djordje Boljanovic (dboljanovic@usaid.gov)
Slovakia: American Embassy/Bratislava	No response	No response	No response	No response	No response
Somalia: Somalia Field Ofc	No response	No response	No response	No response	No response
South Africa, Republic of: USAID/Pretoria	Yes, but with more coordination with Mission programs and greater resources for volunteers.	Enterprise development; Financial services; On-farm production; Processing; Work-force development; Seasonal employment enterprises	Possible, depending on link to Mission program and Mission funding for Economic Growth	High crime & cultural/political sensitivities might hamper work in some provinces.	Cecilia Khupe (ckhupe@usaid.gov) and Tina Dooley-Jones (tdooley-jones@usaid.gov)
Sri Lanka: USAID/Colombo	Yes.	Dairy, bio-fuels, bio-gaz, artisanal paper manufacture, fruit & vegetable production and processing, market center organization, information and communications technology (ICT) use by farmers	Uncertain. Will depend on future funding and priorities.	Excellent potential for volunteers: infrastructure is good, English is widely spoken, and agribusiness sector is developing.	Gerry Anderson
Sudan: American Embassy/USAID	No response	No response	No response	No response	No response
Tajikistan: USAID/Dushanbe	Yes, subject to conditions. (Joint Central Asia Region Response)	USAID regional Aglinks project supports agricultural trade in the North-South corridor. FTF could support Aglinks by: increasing market driven production, processing and business linkages, market opportunity identification and market information, agri-business policy advocacy and reform, commodity value chain support and development, and agricultural finance/credit.	Doubtful	Training for farmers that have limited experience with crops other than cotton would be increasingly important.	Joseph Lessard (jlessard@usaid.gov) and John Irons (JIron@usaid.gov)
Tanzania: USAID/Dar es Salaam	Yes.	3 Mission activities relating to enterprise development and 1 relating to conservation would benefit from volunteer support::	Probably, depending on funding for	Exporters require assistance in meeting European market	David Nyange (dnyange@usaid.gov)

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		• Tanzania Air-freight Program for Horticulture • Smallholder Horticulture Out-grower Promotion Project • Eastern Arch Mountain Tree Crops Project • Manyara Ranch: Livestock for Livelihoods Project	Agriculture Program Element	requirements. Working with small-holders requires working with producer organizations.	
Turkmenistan: USAID/Ashgabad	Yes, subject to conditions. (Joint Central Asia Region Response)	USAID regional Aglinks project supports agricultural trade in the North-South corridor. FTF could support Aglinks by: increasing market driven production, processing and business linkages, market opportunity identification and market information, agri-business policy advocacy and reform, commodity value chain support and development, and agricultural finance/credit.	Doubtful	Government and entrepreneurs accept FTF program. Expanding to agricultural science and education assignments would be valued.	Joseph Lessard (jlessard@usaid.gov) and John Irons (jirons@usaid.gov)
Uganda: USAID/Kampala	Yes	Agriculture and natural resources; preferably in activities that increase numbers of beneficiaries.	No	--	Ruth Sempa (rsempa@usaid.gov)
Ukraine: USAID/Kiev	No response	No response	No response	No response	No response
Uzbekistan: USAID/Tashkent	Yes, subject to conditions. (Joint Central Asia Region Response)	USAID regional Aglinks project supports agricultural trade in the North-South corridor. FTF could support Aglinks by: increasing market driven production, processing and business linkages, market opportunity identification and market information, agri-business policy advocacy and reform, commodity value chain support and development, and agricultural finance/credit.	Doubtful	Government supports continued USAID support to the agricultural sector.	Joseph Lessard (jlessard@usaid.gov) and John Irons (jirons@usaid.gov)
Vietnam:	No response	No response	No response	No response	No response
West Bank/Gaza: USAID	No response	No response	No response	No response	No response
Yemen: USAID/Yemen	No response	No response	No response	No response	No response
Zambia: USAID/Lusaka	Yes, with conditions	Selected Value chains for export; Financial services; Business development services (if TA provided to other implementing partners)	Yes, if more resources were available; not possible to commit at present.	No	Dann Griffiths (dgriffiths@usaid.gov)
Zimbabwe: USAID/Harare	No response	No response	No response	No response	No response

ANNEX G

Mandatory Standard Provisions for U.S., Nongovernmental Recipients

- C.1 APPLICABILITY OF 22 CFR PART 226 (MAY 2005)
- C.2 INELIGIBLE COUNTRIES (MAY 1986)
- C.3 NONDISCRIMINATION (MAY 1986)
- C.4 INVESTMENT PROMOTION (JANUARY 1994)
- C.5 REQUIRED CLAUSE FOR GRAY-AREA ACTIVITIES (NOV 2003)
- C.6 NONLIABILITY (NOVEMBER 1985)
- C.7 AMENDMENT (NOVEMBER 1985)
- C.8 NOTICES (NOVEMBER 1985)
- C.9 SUBAGREEMENTS (JUNE 1999)
- C.10 OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT (APRIL 1998)
- C.11 USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (APRIL 1998)
- C.12 REGULATIONS GOVERNING EMPLOYEES (AUGUST 1992)
- C.13 CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY (NOVEMBER 1985)
- C.14 USE OF POUCH FACILITIES (AUGUST 1992)
- C.15 INTERNATIONAL AIR TRAVEL AND TRANSPORTATION (JUNE 1999)
- C.16 LOCAL PROCUREMENT (APRIL 1998)
- C.17 NEGOTIATED INDIRECT COST RATES – PEDETERMINED (APRIL 1998)
- C.18 PUBLICATIONS AND MEDIA RELEASES (JAN 2004)
- C.19 TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE)
- C.20 PUBLIC NOTICES (AUGUST 1992)
- C.21 COMMUNICATIONS PRODUCTS (OCT 1994)
- C.22 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS
- C.23 COST SHARING (MATCHING) (JAN 2002)
- C.24 DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (JAN 2004)
- C.25 DRUG-FREE WORKPLACE (JAN 2004)
- C.26 USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
- C.27 MARKING UNDER USAID-FUNDED ASSISTANCE INSTRUMENTS (DECEMBER 2005) (AAPD 05-11);
- C.28 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICERS (ADS 206)
- C.29 REPORTING OF FOREIGN TAXES (AAPD 03-12).

C.1 APPLICABILITY OF 22 CFR PART 226 (MAY 2005)

(a) All provisions of 22 CFR Part 226 and all Standard Provisions attached to this agreement are applicable to the recipient and to subrecipients which meet the definition of "Recipient" in Part 226, unless a section specifically excludes a subrecipient from coverage. The recipient shall assure that subrecipients have copies of all the attached standard provisions.

(b) For any subawards made with Non-US subrecipients the Recipient shall include the applicable "Standard Provisions for Non-US Nongovernmental Grantees." Recipients are required to ensure compliance with subrecipient monitoring procedures in accordance with OMB Circular A-133.

C.2 INELIGIBLE COUNTRIES (MAY 1986)

Unless otherwise approved by the USAID Agreement Officer, funds will only be expended for assistance to countries eligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

C.3 NONDISCRIMINATION (MAY 1986)

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this award on the basis of race, color, national origin, age, handicap, or sex.

C.4 INVESTMENT PROMOTION (JANUARY 1994)

No funds or other support provided hereunder may be used in a project or activity reasonably likely to involve the relocation or expansion outside of the United States of an enterprise located in the United States if non-U.S. production in such relocation or expansion replaces some or all of the production of, and reduces the number of employees at, said enterprise in the United States. No funds or other support provided hereunder may be used in a project or activity the purpose of which is the establishment or development in a foreign country of any export processing zone or designated area where the labor, environmental, tax, tariff, and safety laws of the country would not apply, without the prior written approval of USAID. No funds or other support provided hereunder may be used in a project or activity which contributes to the violation of internationally recognized rights of workers in the recipient country, including those in any designated zone or area in that country.

C.5 REQUIRED CLAUSE FOR GRAY-AREA ACTIVITIES (NOV 2003)

For gray-area activities or investment-related activities where specific activities are not identified at the time of obligation but could be for investment-related activities, the following clause, or a substantive alternative, is required for grants and cooperative agreements to private entities, public international organizations and foreign governments; interagency obligating agreements; and contracts:

“Investment Promotion

“(a) Except as specifically set forth in the [Grant] or otherwise authorized by USAID in writing, no funds or other support provided hereunder may be used for any activity that involves investment promotion in a foreign country.

“(b) In the event the [Grantee] is requested or wishes to provide assistance in the above area or requires clarification from USAID as to whether the activity would be consistent with the limitation set forth above, the [Grantee] must notify the [Agreement Officer] and provide a detailed description of the proposed activity. The [Grantee] must not proceed with the activity until advised by USAID that it may do so.

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“(c) The [Grantee] must ensure that its employees and subcontractors and sub-recipients providing investment promotion services hereunder are made aware of the restrictions set forth in this clause and must include this clause in all subcontracts and other sub-agreements entered into hereunder.”

*The clause is not required for a permitted activity, but an Operating Unit may include such a clause at its discretion. The Agreement Officer or Contracting Officer is authorized to use a substantive alternative clause or to insert the clause’s substance in implementation letters or comparable subsidiary documents.

C.6 NONLIABILITY (NOVEMBER 1985)

USAID does not assume liability for any third party claims for damages arising out of this award.

C.7 AMENDMENT (NOVEMBER 1985)

The award may be amended by formal modifications to the basic award document or by means of an exchange of letters between the Agreement Officer and an appropriate official of the recipient.

C.8 NOTICES (NOVEMBER 1985)

Any notice given by USAID or the recipient shall be sufficient only if in writing and delivered in person, mailed, or cabled as follows:

To the USAID Agreement Officer, at the address specified in the award.

To recipient, at recipient's address shown in the award or to such other address designated within the award Notices shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

C.9 SUBAGREEMENTS (JUNE 1999)

Subrecipients, subawardees, and contractors have no relationship with USAID under the terms of this agreement. All required USAID approvals must be directed through the recipient to USAID.

C.10 OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT (APRIL 1998)

Information collection requirements imposed by this grant are covered by OMB approval number 0412-0510; the current expiration date is 11/30/2000. Identification of the Standard Provision containing the requirement and an estimate of the public reporting burden (including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information) are set forth below.

<u>Standard Provision</u>	<u>Burden Estimate</u>
Air Travel and Transportation	1 (hour)

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Ocean Shipment of Goods	.5
Patent Rights	.5
Publications	.5
Negotiated Indirect Cost Rates - (Predetermined and Provisional)	1
Voluntary Population Planning Protection of the Individual as a Research Subject	.5

<u>22 CFR 226.40-.49</u>	Burden Estimate
22 CFR 226.30 - .36 Procurement of Goods and Services	1
22 CFR 226 Property Standards	1.5

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Procurement, Policy Division (M/OP/P) U.S. Agency for International Development, Washington, DC 20523-7801 and to the Office of Management and Budget, Paperwork Reduction Project (0412-0510), Washington, DC 20503.

C.11 USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (APRIL 1998)

(a) Ineligible and Restricted Goods and Services: USAID's policy on ineligible and restricted goods and services is contained in ADS Chapter 312.

(1) Ineligible Goods and Services. Under no circumstances shall the recipient procure any of the following under this award:

- (i) Military equipment,
- (ii) Surveillance equipment,
- (iii) Commodities and services for support of police or other law enforcement activities,
- (iv) Abortion equipment and services,
- (v) Luxury goods and gambling equipment, or
- (vi) Weather modification equipment.

(2) Ineligible Suppliers. Funds provided under this award shall not be used to procure any goods or services furnished by any firms or individuals whose name appears on the "Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs." USAID will provide the recipient with a copy of these lists upon request.

(3) Restricted Goods. The recipient shall not procure any of the following goods and services without the prior approval of the Agreement Officer:

- (i) Agricultural commodities,
- (ii) Motor vehicles,
- (iii) Pharmaceuticals,
- (iv) Pesticides,
- (v) Used equipment,
- (vi) U.S. Government-owned excess property, or
- (vii) Fertilizer

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Prior approval will be deemed to have been met when:

- (i) the item is of US source/origin;
- (ii) the item has been identified and incorporated in the program description or schedule of the award (initial or revisions), or amendments to the award; and
- (iii) the costs related to the item are incorporated in the approved budget of the award.

Where the item has not been incorporated into the award as described above, a separate written authorization from the Agreement Officer must be provided before the item is procured.

(b) Source and Nationality: The eligibility rules for goods and services based on source and nationality are divided into two categories. One applies when the total procurement element during the life of the award is over \$250,000, and the other applies when the total procurement element during the life of the award is not over \$250,000, or the award is funded under the Development Fund for Africa (DFA) regardless of the amount. The total procurement element includes procurement of all goods (e.g., equipment, materials, supplies) and services. Guidance on the eligibility of specific goods or services may be obtained from the Agreement Officer. USAID policies and definitions on source, origin and nationality are contained in 22 CFR Part 228, Rules on Source, Origin and Nationality for Commodities and Services Financed by the Agency for International Development, which is incorporated into this Award in its entirety.

(1) For DFA funded awards or when the total procurement element during the life of this award is valued at \$250,000 or less, the following rules apply:

(i) The authorized source for procurement of all goods and services to be reimbursed under the award is USAID Geographic Code 935, "Special Free World," and such goods and services must meet the source, origin and nationality requirements set forth in 22 CFR Part 228 in accordance with the following order of preference:

- (A) The United States (USAID Geographic Code 000),
- (B) The Cooperating Country,
- (C) USAID Geographic Code 941, and
- (D) USAID Geographic Code 935

(ii) Application of order of preference: When the recipient procures goods and services from other than U.S. sources, under the order of preference in paragraph (b)(1)(i) above, the recipient shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement and shall be based on one or more of the following reasons, which will be set forth in the grantee's documentation:

(A) The procurement was of an emergency nature, which would not allow for the delay attendant to soliciting U.S. sources,

(B) The price differential for procurement from U.S. sources exceeded by 50% or more the delivered price from the non-U.S. source,

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(C) Compelling local political considerations precluded consideration of U.S. sources,

(D) The goods or services were not available from U.S. sources, or

(E) Procurement of locally available goods and services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance program under the award.

(2) When the total procurement element exceeds \$250,000 (unless funded by DFA), the following applies: Except as may be specifically approved or directed in advance by the Agreement Officer, all goods and services financed with U.S. dollars, which will be reimbursed under this award must meet the source, origin and nationality requirements set forth in 22 CFR Part 228 for the authorized geographic code specified in the schedule of this award. If none is specified, the authorized source is Code 000, the United States.

(c) Printed or Audio-Visual Teaching Materials: If the effective use of printed or audio-visual teaching materials depends upon their being in the local language and if such materials are intended for technical assistance projects or activities financed by USAID in whole or in part and if other funds including U.S.-owned or U.S.-controlled local currencies are not readily available to finance the procurement of such materials, local language versions may be procured from the following sources, in order of preference:

(1) The United States (USAID Geographic Code 000),

(2) The Cooperating Country,

(3) "Selected Free World" countries (USAID Geographic Code 941), and

(4) "Special Free World" countries (USAID Geographic Code 899).

(d) If USAID determines that the recipient has procured any of these goods or services under this award contrary to the requirements of this provision, and has received payment for such purposes, the Agreement Officer may require the recipient to refund the entire amount of the purchase.

This provision must be included in all subagreements which include procurement of goods or services which total over \$5,000.

C.12 REGULATIONS GOVERNING EMPLOYEES (AUGUST 1992)

(a) The recipient's employees shall maintain private status and may not rely on local U.S. Government offices or facilities for support while under this grant.

(b) The sale of personal property or automobiles by recipient employees and their dependents in the foreign country to which they are assigned shall be subject to the same limitations and prohibitions which apply to direct-hire USAID personnel employed by the Mission, including the rules contained in 22 CFR Part 136, except as this may conflict with host government regulations.

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(c) Other than work to be performed under this award for which an employee is assigned by the recipient, no employee of the recipient shall engage directly or indirectly, either in the individual's own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which the individual is assigned, nor shall the individual make loans or investments to or in any business, profession or occupation in the foreign countries to which the individual is assigned.

(d) The recipient's employees, while in a foreign country, are expected to show respect for its conventions, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.

(e) In the event the conduct of any recipient employee is not in accordance with the preceding paragraphs, the recipient's chief of party shall consult with the USAID Mission Director and the employee involved and shall recommend to the recipient a course of action with regard to such employee.

(f) The parties recognize the rights of the U.S. Ambassador to direct the removal from a country of any U.S. citizen or the discharge from this grant award of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.

(g) If it is determined, either under (e) or (f) above, that the services of such employee should be terminated, the recipient shall use its best efforts to cause the return of such employee to the United States, or point of origin, as appropriate.

C.13 CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY (NOV 1985)

Upon arrival in the Cooperating Country, and from time to time as appropriate, the recipient's chief of party shall consult with the Mission Director who shall provide, in writing, the procedure the recipient and its employees shall follow in the conversion of United States dollars to local currency. This may include, but is not limited to, the conversion of currency through the cognizant United States Disbursing Officer or Mission Controller, as appropriate.

C.14 USE OF POUCH FACILITIES (AUGUST 1992)

(a) Use of diplomatic pouch is controlled by the Department of State. The Department of State has authorized the use of pouch facilities for USAID recipients and their employees as a general policy, as detailed in items (1) through (6) below. However, the final decision regarding use of pouch facilities rest with the Embassy or USAID Mission. In consideration of the use of pouch facilities, the recipient and its employees agree to indemnify and hold harmless, the Department of State and USAID for loss or damage occurring in pouch transmission:

(1) Recipients and their employees are authorized use of the pouch for transmission and receipt of up to a maximum of .9 kgs per shipment of correspondence and documents needed in the administration of assistance programs.

(2) U.S. citizen employees are authorized use of the pouch for personal mail up to a maximum of .45 kgs per shipment (but see (a)(3) below).

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(3) Merchandise, parcels, magazines, or newspapers are not considered to be personal mail for purposes of this standard provision and are not authorized to be sent or received by pouch.

(4) Official and personal mail pursuant to a.1. and 2. above sent by pouch should be addressed as follows:

Name of individual or organization (followed by letter symbol "G") City Name of post
(USAID/_____) Agency for International Development Washington, D.C. 20523-0001

(5) Mail sent via the diplomatic pouch may not be in violation of U.S. Postal laws and may not contain material ineligible for pouch transmission.

(6) Recipient personnel are NOT authorized use of military postal facilities (APO/FPO). This is an Adjutant General's decision based on existing laws and regulations governing military postal facilities and is being enforced worldwide.

(b) The recipient shall be responsible for advising its employees of this authorization, these guidelines, and limitations on use of pouch facilities.

(c) Specific additional guidance on grantee use of pouch facilities in accordance with this standard provision is available from the Post Communication Center at the Embassy or USAID Mission.

C.15 INTERNATIONAL AIR TRAVEL AND TRANSPORTATION (JUNE 1999)

(a) PRIOR BUDGET APPROVAL

In accordance with OMB Cost Principles, direct charges for foreign travel costs are allowable only when each foreign trip has received prior budget approval. Such approval will be deemed to have been met when:

(1) the trip is identified. Identification is accomplished by providing the following information: the number of trips, the number of individuals per trip, and the destination country(s).

(2) the information noted at (a)(1) above is incorporated in: the application, the program description or schedule of the award, the implementation plan (initial or revisions), or amendments to the award; and

(3) the costs related to the travel are incorporated in the approved budget of the award.

The Agreement Officer may approve travel which has not been incorporated in writing as required by paragraph (a)(2). In such case, a copy of the Agreement Officer's approval must be included in the agreement file.

(b) NOTIFICATION

(1) As long as prior budget approval has been met in accordance with paragraph (a) above, a separate Notification will not be necessary unless:

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(i) the primary purpose of the trip is to work with USAID Mission personnel, or

(ii) the recipient expects significant administrative or substantive programmatic support from the Mission. Neither the USAID Mission nor the Embassy will require Country Clearance of employees or contractors of USAID Recipients.

(2) Where notification is required in accordance with paragraph (1)(i) or (ii) above, the recipient will observe the following standards:

(i) Send a written notice to the cognizant USAID Technical Office in the Mission. If the recipient's primary point of contact is a Technical Officer in USAID/W, the recipient may send the notice to that person. It will be the responsibility of the USAID/W Technical Officer to forward the notice to the field.

(ii) The notice should be sent as far in advance as possible, but at least 14 calendar days in advance of the proposed travel. This notice may be sent by fax or e-mail. The recipient should retain proof that notification was made.

(iii) The notification shall contain the following information: the award number, the cognizant Technical Officer, the traveler's name (if known), date of arrival, and the purpose of the trip.

(iv) The USAID Mission will respond only if travel has been denied. It will be the responsibility of the Technical Officer in the Mission to contact the recipient within 5 working days of having received the notice if the travel is denied. If the recipient has not received a response within the time frame, the recipient will be considered to have met these standards for notification, and may travel.

(v) If a subrecipient is required to issue a Notification, as per this section, the subrecipient may contact the USAID Technical Officer directly, or the prime may contact USAID on the subrecipient's behalf.

(c) SECURITY ISSUES

Recipients are encouraged to obtain the latest Department of State Travel Advisory Notices before traveling. These Notices are available to the general public and may be obtained directly from the State Department, or via Internet. Where security is a concern in a specific region, recipients may choose to notify the US Embassy of their presence when they have entered the country. This may be especially important for long-term posting.

(d) USE OF U.S.-OWNED LOCAL CURRENCY

Travel to certain countries shall, at USAID's option, be funded from U.S.-owned local currency. When USAID intends to exercise this option, USAID will either issue a U.S. Government S.F. 1169, Transportation Request (GTR) which the grantee may exchange for tickets, or issue the tickets directly. Use of such U.S.-owned currencies will constitute a dollar charge to this grant.

(e) THE FLY AMERICA ACT

The Fly America Act (49 U.S.C. 40118) requires that all air travel and shipments under this award must be made on U.S. flag air carriers to the extent service by such carriers is available. The Administrator of General Services Administration (GSA) is authorized to issue regulations for purposes of implementation.

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Those regulations may be found at 41 CFR part 301, and are hereby incorporated by reference into this award.

(f) COST PRINCIPLES

The recipient will be reimbursed for travel and the reasonable cost of subsistence, post differentials and other allowances paid to employees in international travel status in accordance with the recipient's applicable cost principles and established policies and practices which are uniformly applied to federally financed and other activities of the grantee. If the recipient does not have written established policies regarding travel costs, the standard for determining the reasonableness of reimbursement for overseas allowance will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current subsistence, post differentials, and other allowances may be obtained from the Agreement Officer.

(g) SUBAWARDS.

This provision will be included in all subawards and contracts which require international air travel and transportation under this award.

C.16 LOCAL PROCUREMENT (APRIL 1998)

(a) Financing local procurement involves the use of appropriated funds to finance the procurement of goods and services supplied by local businesses, dealers or producers, with payment normally being in the currency of the cooperating country.

(b) Locally financed procurements must be covered by source and nationality waivers as set forth in 22 CFR 228, Subpart F, except as provided for in mandatory standard provision, "USAID Eligibility Rules for Goods and Services," or when one of the following exceptions applies:

(1) Locally available commodities of U.S. origin, which are otherwise eligible for financing, if the value of the transaction is estimated not to exceed \$100,000 exclusive of transportation costs.

(2) Commodities of geographic code 935 origin if the value of the transaction does not exceed the local currency equivalent of \$5,000.

(3) Professional Services Contracts estimated not to exceed \$250,000.

(4) Construction Services Contracts estimated not to exceed \$5,000,000.

(5) Commodities and services available only in the local economy (no specific per transaction value applies to this category). This category includes the following items:

- (i) Utilities including fuel for heating and cooking, waste disposal and trash collection;
- (ii) Communications - telephone, telex, fax, postal and courier services;
- (iii) Rental costs for housing and office space;
- (iv) Petroleum, oils and lubricants for operating vehicles and equipment;
- (v) Newspapers, periodicals and books published in the cooperating country;

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(vi) Other commodities and services and related expenses that, by their nature or as a practical matter, can only be acquired, performed, or incurred in the cooperating country, e.g., vehicle maintenance, hotel accommodations, etc.

(c) The coverage on ineligible and restricted goods and services in the mandatory standard provision entitled, "USAID Eligible Services," also apply to local procurement.

(d) This provision will be included in all subagreements where local procurement of goods or services is a supported element.

C.17 NEGOTIATED INDIRECT COST RATES - PROVISIONAL (NONPROFIT) (APRIL 1998)

(a) Provisional indirect cost rates shall be established for each of the recipient's accounting periods during the term of this award. Pending establishment of revised provisional or final rates, allowable indirect costs shall be reimbursed at the rates, on the bases, and for the periods shown in the schedule of the award.

(b) Within the earlier of 30 days after receipt of the A-133 audit report or nine months after the end of the audit period, the recipient shall submit to the cognizant agency for audit the required OMB Circular A-133 audit report, proposed final indirect cost rates, and supporting cost data. If USAID is the cognizant agency or no cognizant agency has been designated, the recipient shall submit four copies of the audit report, along with the proposed final indirect cost rates and supporting cost data, to the Overhead, Special Costs, and Closeout Branch, Office of Procurement, USAID, Washington, DC 20523-7802. The proposed rates shall be based on the recipient's actual cost experience during that fiscal year. Negotiations of final indirect cost rates shall begin soon after receipt of the recipient's application.

(c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the applicable cost principles.

(d) The results of each negotiation shall be set forth in a written indirect cost rate agreement signed by both parties. Such agreement is automatically incorporated into this award and shall specify (1) the agreed upon final rates, (2) the bases to which the rates apply, (3) the fiscal year for which the rates apply, and (4) the items treated as direct costs. The agreement shall not change any monetary ceiling, award obligation, or specific cost allowance or disallowance provided for in this award.

(e) Pending establishment of final indirect cost rate(s) for any fiscal year, the recipient shall be reimbursed either at negotiated provisional rates or at billing rates acceptable to the Agreement Officer, subject to appropriate adjustment when the final rates for the fiscal year are established. To prevent substantial overpayment or underpayment, the provisional or billing rates may be prospectively or retroactively revised by mutual agreement.

(f) Failure by the parties to agree on final rates is a 22 CFR 226.90 dispute.

C.18 PUBLICATIONS AND MEDIA RELEASES (JAN 2004)

(This provision is applicable when publications are financed under the award.)

(a) USAID shall be prominently acknowledged in all publications, videos or other information/media products funded or partially funded through this award, and the product shall state that the views

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expressed by the author(s) do not necessarily reflect those of USAID. Acknowledgements should identify the sponsoring USAID Office and Bureau or Mission as well as the U.S. Agency for International Development substantially as follows:

"This [publication, video or other information/media product(specify)] was made possible through support provided by the Office of _____, Bureau for _____, U.S. Agency for International Development, under the terms of Award No. _____.

The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the U.S. Agency for International Development."

(b) Unless the recipient is instructed otherwise by the Cognizant Technical Officer, publications, videos or other information/media products funded under this award and intended for general readership or other general use will be marked with the USAID logo and/or U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT appearing either at the top or at the bottom of the front cover or, if more suitable, on the first inside title page for printed products, and in equivalent appropriate location in videos or other information/media products. Logos and markings of co-sponsors or authorizing institutions should be similarly located and of similar size and appearance.

(c) The recipient shall provide the USAID Cognizant Technical Officer one copy of all published works developed under the award with lists of other written work produced under the award. In addition, the recipient shall submit one electronic (preferred) or one paper copy of final documents to USAID's Development Experience Clearinghouse (DEC) in to one of the following: (A) Via E-mail: docsubmit@dec.cdie.org ; (B) Via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910, USA; (C) Via Fax: (301) 5887787; or (D) Online: <http://www.dec.org/index.cfm?fuseaction=docSubmit.home>.

(d) Electronic documents may be submitted on 3.5" diskettes or as e-mail attachments, and should consist of only one electronic file that comprises the complete and final equivalent of the paper copy; otherwise, a paper copy must be sent. Acceptable software formats for electronic documents include Microsoft Word, WordPerfect, Microsoft Excel and Portable Document Format (PDF).

(e) Each document submitted should include the following information: 1) descriptive title; 2) author(s) name; 3) award number; 4) sponsoring USAID office; 5) date of publication; 6) software name and version (if electronic document is sent).

(f) In the event award funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost, as is the normal practice, any profits or royalties up to the amount of such cost shall be credited to the award unless the schedule of the award has identified the profits or royalties as program income.

(g) Except as otherwise provided in the terms and conditions of the award, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this award, but USAID reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes.

C.19 TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE)

(a) Except as modified by the schedule of this grant, title to all equipment, materials and supplies, the cost of which is reimbursable to the recipient by USAID or by the cooperating country, shall at all times

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be in the name of the cooperating country or such public or private agency as the cooperating country may designate, unless title to specified types or classes of equipment is reserved to USAID under provisions set forth in the schedule of this award. All such property shall be under the custody and control of recipient until the owner of title directs otherwise or completion of work under this award or its termination, at which time custody and control shall be turned over to the owner of title or disposed of in accordance with its instructions. All performance guarantees and warranties obtained from suppliers shall be taken in the name of the title owner.

(b) The recipient shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of Government property so as to assure its full availability and usefulness for the performance of this grant. The recipient shall take all reasonable steps to comply with all appropriate directions or instructions which the Agreement Officer may prescribe as reasonably necessary for the protection of the Government property.

(c) The recipient shall prepare and establish a program, to be approved by the appropriate USAID Mission, for the receipt, use, maintenance, protection, custody and care of equipment, materials and supplies for which it has custodial responsibility, including the establishment of reasonable controls to enforce such program. The recipient shall be guided by the following requirements:

(1) Property Control: The property control system shall include but not be limited to the following:

(i) Identification of each item of cooperating country property acquired or furnished under the award by a serially controlled identification number and by description of item. Each item must be clearly marked "Property of (insert name of cooperating country)."

(ii) The price of each item of property acquired or furnished under this award.

(iii) The location of each item of property acquired or furnished under this award.

(iv) A record of any usable components which are permanently removed from items of cooperating country property as a result of modification or otherwise.

(v) A record of disposition of each item acquired or furnished under the award.

(vi) Date of order and receipt of any item acquired or furnished under the award.

(vii) The official property control records shall be kept in such condition that at any stage of completion of the work under this award, the status of property acquired or furnished under this award may be readily ascertained. A report of current status of all items of property acquired or furnished under the award shall be submitted yearly concurrently with the annual report.

(2) Maintenance Program: The recipient's maintenance program shall be consistent with sound business practice, the terms of the award, and provide for:

(i) disclosure of need for and the performance of preventive maintenance,

(ii) disclosure and reporting of need for capital type rehabilitation, and

(iii) recording of work accomplished under the program:

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(A) Preventive maintenance - Preventive maintenance is maintenance generally performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.

(B) Records of maintenance - The recipient's maintenance program shall provide for records sufficient to disclose the maintenance actions performed and efficiencies discovered as a result of inspections.

(C) A report of status of maintenance of cooperating country property shall be submitted annually concurrently with the annual report.

(d) Risk of Loss:

(1) The recipient shall not be liable for any loss of or damage to the cooperating country property, or for expenses incidental to such loss or damage except that the recipient shall be responsible for any such loss or damage (including expenses incidental thereto):

(i) Which results from willful misconduct or lack of good faith on the part of any of the recipient's directors or officers, or on the part of any of its managers, superintendents, or other equivalent representatives, who have supervision or direction of all or substantially all of the recipient's business, or all or substantially all of the recipient's operation at any one plant, laboratory, or separate location in which this award is being performed;

(ii) Which results from a failure on the part of the recipient, due to the willful misconduct or lack of good faith on the part of any of its directors, officers, or other representatives mentioned in (i) above:

(A) to maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection, and preservation of cooperating country property as required by (i) above, or

(B) to take all reasonable steps to comply with any appropriate written directions of the Agreement Officer under (b) above;

(iii) For which the recipient is otherwise responsible under the express terms designated in the schedule of this award;

(vi) Which results from a risk expressly required to be insured under some other provision of this award, but only to the extent of the insurance so required to be procured and maintained, or to the extent of insurance actually procured and maintained, whichever is greater; or

(v) Which results from a risk which is in fact covered by insurance or for which the grantee is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(vi) Provided, that, if more than one of the above exceptions shall be applicable in any case, the recipient's liability under any one exception shall not be limited by any other exception.

(2) The recipient shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the cooperating country

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property, except to the extent that USAID may have required the recipient to carry such insurance under any other provision of this award.

(3) Upon the happening of loss or destruction of or damage to the cooperating country property, the recipient shall notify the Agreement Officer thereof, shall take all reasonable steps to protect the cooperating country property from further damage, separate the damaged and undamaged cooperating country property, put all the cooperating country property in the best possible order, and furnish to the Agreement Officer a statement of:

- (i) The lost, destroyed, or damaged cooperating country property;
- (ii) The time and origin of the loss, destruction, or damage;
- (iii) All known interests in commingled property of which the cooperating country property is a part;
and
- (iv) The insurance, if any, covering any part of or interest in such commingled property.

(4) The recipient shall make repairs and renovations of the damaged cooperating country property or take such other action as the Agreement Officer directs.

(5) In the event the recipient is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the cooperating country property, it shall use the proceeds to repair, renovate or replace the cooperating country property involved, or shall credit such proceeds against the cost of the work covered by the award, or shall otherwise reimburse USAID, as directed by the Agreement Officer. The recipient shall do nothing to prejudice USAID's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the Agreement Officer, shall, at the Government's expense, furnish to USAID all reasonable assistance and cooperation (including assistance in the prosecution of suits and the execution of instruments or assignments in favor of the Government) in obtaining recovery.

(e) Access: USAID, and any persons designated by it, shall at all reasonable times have access to the premises wherein any cooperating country property is located, for the purpose of inspecting the cooperating country property.

(f) Final Accounting and Disposition of Cooperating Country Property: Within 90 days after completion of this award, or at such other date as may be fixed by the Agreement Officer, the recipient shall submit to the Agreement Officer an inventory schedule covering all items of equipment, materials and supplies under the recipient's custody, title to which is in the cooperating country or public or private agency designated by the cooperating country, which have not been consumed in the performance of this award. The recipient shall also indicate what disposition has been made of such property.

(g) Communications: All communications issued pursuant to this provision shall be in writing.

C.20 PUBLIC NOTICES (AUGUST 1992)

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It is USAID's policy to inform the public as fully as possible of its programs and activities. The recipient is encouraged to give public notice of the receipt of this award and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows:

"The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide."

The recipient may call on USAID's Office of External Affairs for advice regarding public notices. The recipient is requested to provide copies of notices or announcements to the cognizant technical officer and to USAID's Office of External Affairs as far in advance of release as possible.

C.21 COMMUNICATIONS PRODUCTS (OCT 1994)

(a) Definition - Communications products are any printed material (other than non-color photocopy material), photographic services or video production services.

(b) Standards - USAID has established standards for communications products. These standards must be followed unless otherwise specifically provided in the agreement or approved in writing by the agreement officer. A copy of the standards for USAID-financed publications and video productions is attached.

(c) Communications products which meet any of the following criteria are not eligible for USAID financing under this agreement unless specifically authorized in the agreement schedule or in writing by the Agreement Officer:

(1) Any communication products costing over \$25,000, including the costs of both preparation and execution. For example, in the case of a publication, the costs will include research, writing and other editorial services (including any associated overhead), design, layout and production costs.

(2) Any communication products that will be sent directly to, or is likely to be seen by, a Member of Congress or Congressional staffer.

(3) Any publication that will have more than 50 percent of its copies distributed in the United States (excluding copies provided to PPC/CDIE and other USAID/W offices for internal use).

C.22 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)

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

(b) (1) For any loan over \$1000 made under this agreement, the recipient shall insert a clause in the loan agreement stating that the loan is subject to immediate cancellation, acceleration, recall or refund by the recipient if the borrower or a key individual of a borrower is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 40.

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(2) Upon notice by USAID of a determination under section (1) and at USAID's option, the recipient agrees to immediately cancel, accelerate or recall the loan, including refund in full of the outstanding balance. USAID reserves the right to have the loan refund returned to USAID.

(c)(1) The recipient agrees not to disburse, or sign documents committing the recipient to disburse, funds to a subrecipient designated by USAID ("Designated Subrecipient") until advised by USAID that:

(i) any United States Government review of the Designated Subrecipient and its key individuals has been completed;

(ii) any related certifications have been obtained; and

(iii) the assistance to the Designated Subrecipient has been approved. Designation means that the subrecipient has been unilaterally selected by USAID as the subrecipient. USAID approval of a subrecipient, selected by another party, or

(2) The recipient shall insert the following clause, or its substance, in its agreement with the Designated Subrecipient:

"The recipient reserves the right to terminate this [Agreement/ Contract] or take other appropriate measures if the [Subrecipient] or a key individual of the [Subrecipient] is found to have been convicted of a narcotic offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140."

C.23 COST SHARING (MATCHING) (JAN 2002)

(a) If at the end of any funding period, the recipient has expended an amount of non-Federal funds less than the agreed upon amount or percentage of total expenditures, the Agreement Officer may apply the difference to reduce the amount of USAID incremental funding in the following funding period. If the award has expired or has been terminated, the Agreement Officer may require the recipient to refund the difference to USAID.

(b) The source, origin and nationality requirements and the restricted goods provision established in the Standard Provision entitled "USAID Eligibility Rules for Goods and Services" do not apply to cost sharing (matching) expenditures.

C.24 DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (JANUARY 2004)

(1) The recipient agrees to notify the Agreement Officer immediately upon learning that it or any of its principals:

(a) Are presently excluded or disqualified from covered transactions by any Federal department or agency;

(b) Have been convicted within the preceding three-years period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State,

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or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

(c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b); and

(d) Have had one or more public transactions (Federal, State, or local) terminated for cause or default within the preceding three years.

(2) The recipient agrees that, unless authorized by the Agreement Officer, it will not knowingly enter into any subagreements or contracts under this grant with a person or entity that is included on the Excluded Parties List System (<http://epls.arnet.gov>). The recipient further agrees to include the following provision in any subagreements or contracts entered into under this award:

**DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION
(DECEMBER 2003)**

The recipient/contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any Federal department or agency.

(3) The policies and procedures applicable to debarment, suspension, and ineligibility under USAID-financed transactions are set forth in 22 CFR Part 208.

C.25 DRUG-FREE WORKPLACE (JANUARY 2004)

(1) The recipient agrees that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any Federal award. The statement must: (a) Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace; (b) Specify the actions the recipient will take against employees for violating that prohibition; and (c) Let each employee know that, as a condition of employment under any award, he or she: (1) Must abide by the terms of the statement, and (2) Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.

(2) The recipient agrees that it will establish an ongoing drug-free awareness program to inform employees about: (a) The dangers of drug abuse in the workplace; (b) Your policy of maintaining a drug-free workplace; (c) Any available drug counseling, rehabilitation and employee assistance programs; and; (d) The penalties that you may impose upon them for drug abuse violations occurring in the workplace.

(3) Without the Agreement Officer's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this award, or the completion date of this award, whichever occurs first.

(4) The recipient agrees to immediately notify the Agreement Officer if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title,

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the number of each award on which the employee worked. The notification must be sent to the Agreement Officer within ten calendar days after the recipient learns of the conviction.

(5) Within 30 calendar days of learning about an employee's conviction, the recipient must either: (a) Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or (b) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

(6) The policies and procedures applicable to violations of these requirements are set forth in 22 CFR Part 210.

C.26 ORGANIZATIONS ELIGIBLE FOR ASSISTANCE (ASSISTANCE) (JUNE 2005)

An organization that is otherwise eligible to receive funds under this agreement to prevent, treat, or monitor HIV/AIDS shall not be required to endorse or utilize a multisectoral approach to combatting HIV/AIDS, or to endorse, utilize, or participate in a prevention method or treatment program to which the organization has a religious or moral objection.

C.27 CONDOMS (ASSISTANCE) (JUNE 2005)

Information provided about the use of condoms as part of projects or activities that are funded under this agreement shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled, "USAID: HIV/STI Prevention and Condoms. This fact sheet may be accessed at:

http://www.usaid.gov/our_work/global_health/aids/TechAreas/prevention/condomfactsheet.html

C.28 PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (JUNE 2005)

(a) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides.

(b) Except as noted in the second sentence of this paragraph, as a condition of entering into this agreement or any sub-agreement, a non-governmental organization or public international organization recipient/sub-recipient must have a policy explicitly opposing prostitution and sex trafficking. The following organizations are exempt from this paragraph: the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency.

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(c) The following definition applies for purposes of this provision: Sex trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act. 22 U.S.C. 7102(9).

(d) The recipient shall insert this provision, which is a standard provision, in all sub-agreements.

(e) This provision includes express terms and conditions of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

C.29 USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website:
<http://www.usaid.gov/about/disability/DISABPOL.FIN.html>.

(b) USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

C.30 MARKING UNDER USAID-FUNDED ASSISTANCE INSTRUMENTS (DECEMBER 2005)(AAPD 05-11);

(a) Definitions

Commodities mean any material, article, supply, goods or equipment, excluding recipient offices, vehicles, and non-deliverable items for recipient's internal use, in administration of the USAID funded grant, cooperative agreement, or other agreement or subagreement.

Principal Officer means the most senior officer in a USAID Operating Unit in the field, e.g., USAID Mission Director or USAID Representative. For global programs managed from Washington but executed across many countries, such as disaster relief and assistance to internally displaced persons, humanitarian emergencies or immediate post conflict and political crisis response, the cognizant Principal Officer may be an Office Director, for example, the Directors of USAID/W/Office of Foreign Disaster Assistance and Office of Transition Initiatives. For non-presence countries, the cognizant Principal Officer is the Senior USAID officer in a regional USAID Operating Unit responsible for the non-presence country, or in the absence of such a responsible operating unit, the Principal U.S Diplomatic Officer in the non-presence country exercising delegated authority from USAID.

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Programs mean an organized set of activities and allocation of resources directed toward a common purpose, objective, or goal undertaken or proposed by an organization to carry out the responsibilities assigned to it.

Projects include all the marginal costs of inputs (including the proposed investment) technically required to produce a discrete marketable output or a desired result (for example, services from a fully functional water/sewage treatment facility).

Public communications are documents and messages intended for distribution to audiences external to the recipient's organization. They include, but are not limited to, correspondence, publications, studies, reports, audio visual productions, and other informational products; applications, forms, press and promotional materials used in connection with USAID funded programs, projects or activities, including signage and plaques; Web sites/Internet activities; and events such as training courses, conferences, seminars, press conferences and so forth.

Subrecipient means any person or government (including cooperating country government) department, agency, establishment, or for profit or nonprofit organization that receives a USAID subaward, as defined in 22 C.F.R. 226.2.

Technical Assistance means the provision of funds, goods, services, or other foreign assistance, such as loan guarantees or food for work, to developing countries and other USAID recipients, and through such recipients to subrecipients, in direct support of a development objective – as opposed to the internal management of the foreign assistance program.

USAID Identity (Identity) means the official marking for the United States Agency for International Development (USAID), comprised of the USAID logo or seal and new landmark, with the tagline that clearly communicates that our assistance is “from the American people.” The USAID Identity is available on the USAID website at

www.usaid.gov/branding and USAID provides it without royalty, license, or other fee to recipients of USAID-funded grants, or cooperative agreements, or other assistance awards

(b) Marking of Program Deliverables

(1) All recipients must mark appropriately all overseas programs, projects, activities, public communications, and commodities partially or fully funded by a USAID grant or cooperative agreement or other assistance award or subaward with the USAID Identity, of a size and prominence equivalent to or greater than the recipient's, other donor's, or any other third party's identity or logo.

(2) The Recipient will mark all program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) with the USAID Identity. The Recipient should erect temporary signs or plaques early in the construction or implementation phase. When construction or implementation is complete, the Recipient must install a permanent, durable sign, plaque or other marking.

(3) The Recipient will mark technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID with the USAID Identity.

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(4) The Recipient will appropriately mark events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities, with the USAID Identity. Unless directly prohibited and as appropriate to the surroundings, recipients should display additional materials, such as signs and banners, with the USAID Identity. In circumstances in which the USAID Identity cannot be displayed visually, the recipient is encouraged otherwise to acknowledge USAID and the American people's support.

(5) The Recipient will mark all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies, and other materials funded by USAID, and their export packaging with the USAID Identity.

(6) The Agreement Officer may require the USAID Identity to be larger and more prominent if it is the majority donor, or to require that a cooperating country government's identity be larger and more prominent if circumstances warrant, and as appropriate depending on the audience, program goals, and materials produced.

(7) The Agreement Officer may require marking with the USAID Identity in the event that the recipient does not choose to mark with its own identity or logo.

(8) The Agreement Officer may require a pre-production review of USAID-funded public communications and program materials for compliance with the approved Marking Plan.

(9) Subrecipients. To ensure that the marking requirements "flow down" to subrecipients of subawards, recipients of USAID funded grants and cooperative agreements or other assistance awards will include the USAID-approved marking provision in any USAID funded subaward, as follows:

"As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, subrecipient's, other donor's or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity."

(10) Any 'public communications', as defined in 22 C.F.R. 226.2, funded by USAID, in which the content has not been approved by USAID, must contain the following disclaimer:

"This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government."

(11) The recipient will provide the Cognizant Technical Officer (CTO) or other USAID personnel designated in the grant or cooperative agreement with two copies of all program and communications materials produced under the award. In addition, the recipient will submit one electronic or one hard copy of all final documents to USAID's Development Experience Clearinghouse.

(c) Implementation of marking requirements.

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(1) When the grant or cooperative agreement contains an approved Marking Plan, the recipient will implement the requirements of this provision following the approved Marking Plan.

(2) When the grant or cooperative agreement does not contain an approved Marking Plan, the recipient will propose and submit a plan for implementing the requirements of this provision within 30 days after the effective date of this provision. The plan will include:

(i) A description of the program deliverables specified in paragraph (b) of this provision that the recipient will produce as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity.

(ii) the type of marking and what materials the applicant uses to mark the program deliverables with the USAID Identity,

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

(3) The recipient may request program deliverables not be marked with the USAID Identity by identifying the program deliverables and providing a rationale for not marking these program deliverables. Program deliverables may be exempted from USAID marking requirements when:

(i) USAID marking requirements would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;

(ii) USAID marking requirements would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;

(iii) USAID marking requirements would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official;

(iv) USAID marking requirements would impair the functionality of an item;

(v) USAID marking requirements would incur substantial costs or be impractical;

(vi) USAID marking requirements would offend local cultural or social norms, or be considered inappropriate;

(vii) USAID marking requirements would conflict with international law.

(4) The proposed plan for implementing the requirements of this provision, including any proposed exemptions, will be negotiated within the time specified by the Agreement Officer after receipt of the proposed plan. Failure to negotiate an approved plan with the time specified by the Agreement Officer may be considered as noncompliance with the requirements is provision.

(d) Waivers.

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(1) The recipient may request a waiver of the Marking Plan or of the marking requirements of this provision, in whole or in part, for each program, project, activity, public communication or commodity, or, in exceptional circumstances, for a region or country, when USAID required marking would pose compelling political, safety, or security concerns, or when marking would have an adverse impact in the cooperating country. The recipient will submit the request through the Cognizant Technical Officer. The Principal Officer is responsible for approvals or disapprovals of waiver requests.

(2) The request will describe the compelling political, safety, security concerns, or adverse impact that require a waiver, detail the circumstances and rationale for the waiver, detail the specific requirements to be waived, the specific portion of the Marking Plan to be waived, or specific marking to be waived, and include a description of how program materials will be marked (if at all) if the USAID Identity is removed. The request should also provide a rationale for any use of recipient's own identity/logo or that of a third party on materials that will be subject to the waiver.

(3) Approved waivers are not limited in duration but are subject to Principal Officer review at any time, due to changed circumstances.

(4) Approved waivers "flow down" to recipients of subawards unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.

(5) Determinations regarding waiver requests are subject to appeal to the Principal Officer's cognizant Assistant Administrator. The recipient may appeal by submitting a written request to reconsider the Principal Officer's waiver determination to the cognizant Assistant Administrator.

(e) Non-retroactivity. The requirements of this provision do not apply to any materials, events, or commodities produced prior to January 2, 2006. The requirements of this provision do not apply to program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) where the construction and implementation of these are complete prior to January 2, 2006 and the period of the grant does not extend past January 2, 2006.

C. 28 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICERS (May 1999)(ADS 206);

USAID reserves the right to terminate this Cooperative Agreement to demand a refund or take other appropriate measures if the Recipient is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

C.29 REPORTING OF FOREIGN TAXES (AAPD 03-12)

Reporting of Foreign Taxes

(a) Final and Interim Reports. The [contractor/recipient] must annually submit two reports:

- (i) an interim report by November 17; and
- (ii) a final report by April 16 of the next year.

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(b) Contents of Report. The reports must contain:

(i) Contractor/recipient name.

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

(iii) Agreement number(s).

(iv) Amount of foreign taxes assessed by a foreign government [each foreign government must be listed separately] 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. NOTE: For fiscal year 2003 only, the reporting period is February 20, 2003 through September 30, 2003.

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

(vi) Any reimbursements received by the [Contractor/Recipient] during the period in (iv) regardless of when the foreign tax was assessed plus, for the interim report, any reimbursements on the taxes reported in (iv) received by the recipient through October 31 and for the final report, any reimbursements on the taxes reported in (iv) received through March 31.

(vii) The final report is an updated cumulative report of the interim report.

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

(ix) Cumulative reports may be provided if the contractor/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 any foreign governmental 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 to: [insert address and point of contact at the Embassy, Mission or FM/CMP as appropriate. see b. below] [optional with a copy to]

(e) Subagreements. The [contractor/recipient] must include this reporting requirement in all applicable subcontracts, subgrants and other subagreements.

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

ANNEX H

Standard Forms 424 and 424A

USAID

RFA No. M-OAA-2017-005

**APPLICATION FOR FEDERAL ASSISTANCE
FFV Volunteer Program Implementation**

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APPLICATION FOR FEDERAL ASSISTANCE <i>RFA No. M-OAA-2017-005</i> FFV Volunteer Program Implementation		APPLICANT IDENTIFIER	
Application ☐ Construction ☐ Non-Construction		STATE RECEIVED BY STATE STATE APPLICATION IDENTIFIER	
Preapplication ☐ Construction ☐ Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY FEDERAL IDENTIFIER	
5. APPLICANT INFORMATION			
Legal Name Address (Street, County, State and ZIP code)		Organizational Unit Name and telephone number of person to be contacted on matters involving this application (give area code)	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 		7. TYPE OF APPLICANT (enter appropriate letter in box) ☐ A. State ☐ B. County ☐ C. Municipal ☐ D. Township ☐ E. Interstate ☐ F. Intermunicipal ☐ G. Special District ☐ H. Independent School Dist. ☐ I. State Controlled Institution of Higher Learning ☐ J. Private University ☐ K. Indian Tribe ☐ L. Individual ☐ M. Profit Organization ☐ N. Other (Specify) _____	
8. TYPE OF APPLICATION ☐ New ☐ Continuation ☐ Revision If Revision, enter appropriate letter(s) in box(es) ☐ A. Increase Award ☐ C. Increase Duration ☐ E. Other (specify) _____ ☐ B. Decrease Award ☐ D. Decrease Duration ☐ _____		9. NAME OF FEDERAL AGENCY	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER Title:		11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, Street, etc.)			
13. PROPOSED PROJECT Start Date Ending Date		14. CONGRESSIONAL DISTRICTS OF Applicant Project	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal b. Applicant c. State d. Local e. Other f. Program Income g. Total		a. YES. THIS PREAPPLICATION-APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____ b. NO. ☐ PROGRAM IS NOT COVERED BY E.O 12372 ☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
		17. IS THE APPLICATION DELINQUENT ON ANY FEDERAL DEBT? ☐ Yes If 'Yes', attach an explanation. ☐ No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Type Name of Authorized Representative		b. Title	
c. Telephone Number		e. Date Signed	
d. Signature of Authorized Representative			

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~~APPLICATION FOR FEDERAL ASSISTANCE~~
INSTRUCTION FOR THE SF 424
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Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain application certification that States which have included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|--|--------|---|--------|
| 1. Self-explanatory. | | 12. List only the largest political entities affected (e.g., State, counties, cities). | |
| 2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). | | 13. Self-explanatory. | |
| 3. State use only (if applicable) | | 14. List the applicant's Congressional District and any District(s) affected by the program or project. | |
| 4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | | 15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. | |
| 5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | | 16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. | |
| 6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | | 17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. | |
| 7. Enter the appropriate letter in the space provided. | | 18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) | |
| 8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:

-- 'New' means a new assistance award.

-- 'Continuation' means an extension for an additional funding/budget period for a project with a projected completion date.

-- 'Revision' means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | | |
| 9. Name of Federal agency from which assistance is being requested with this application. | | | |
| 10. Use the Catalog of Federal Domestic Assistance Number and title of the program under which assistance is requested. | | | |
| 11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | | |

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BUDGET INFORMATION
RF 100-010-000005 Non-Construction Programs

FTF Volunteer Program Implementation

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Grant Program Function or Activity (a)	Catalog of Federal Domestic Assist- ance Number (b)	Estimated Unobligated Funds		New or Revised Budget	
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)
1.	-				
2.	-				
3.	-				
4.	-				
5. Totals					

6. Object Class Categories	Grant Program Function or Activity			
	(1)	(2)	(3)	(4)
a. Personnel				
b. Fringe Benefits				
c. Travel				
d. Equipment				
e. Supplies				
f. Contractual				
g. Construction				
h. Other				
i. Total Direct Charges (Sum of 6a-6h)				
j. Indirect Charges				
k. TOTALS (Sum of 6i and 6j)				

7. Program Income				
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RFP BUDGET INFORMATION
Non-Construction Programs (cont'd)
FTF Volunteer Program Implementation

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(a) Grant Program	(b) Applicant	(c) State	(d) Other Source
8.			
9.			
10.			
11.			
12. TOTAL (Sum of lines 8-11)			
	Total Amt 1st Year	1st Quarter	2nd Quarter
13. Federal			
14. Non-Federal			
15. TOTAL (Sum of lines 13 and 14)			
(a) Grant Program	FUTURE FUNDING PERIODS (Years)		
	(b) First	(c) Second	(d) Third
16.			
17.			
18.			
19.			
20. TOTAL (Sum of lines 16-19)			
21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

INSTRUCTION FOR THE SF424A USAID

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Public reporting burden for this collection of information is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a - k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a single Federal grant program (Federal activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should always provide the summary totals by programs.

Lines 1-4 Columns (c) through (g)

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in Columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (c) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (c) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (c) and (f).

Line 5 - Show the totals for all columns used

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4. Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a - i Show the totals of Lines 6a to 6h in each column.

Line 6j Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount

in Column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Column (1) - (4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary

Column (b) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources

Column (e) Enter total of columns (b), (c) and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (c) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project.

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary

Line 20 - Enter the total for each of the Columns (b)-(e). When schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

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ASSURANCES FOR NON-CONSTRUCTION PROGRAMS
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PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 14728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited by (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 cc-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276z - 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

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ASSURANCES - NON-CONSTRUCTION PROGRAMS (cont'd)

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (E.O.) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 17401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will ensure to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions or Higher Learning and other Non-profit Institutions.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

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The following object class categories are those required on USAID Form 424A (Section B – Budget Categories):

Personnel

The category includes the salary of each long-term and short-term, paid position for the total estimated life-of-project, except consultants, and the projected cost-of-living or bonus/merit increase for each position.

Fringe Benefits

This category includes the amount and percentage of fringe benefits for each headquarters and field personnel identified above. Include here all allowances such as housing, schooling, leave benefits and other items.

Travel

This category includes all projected travel, per diem and other related costs for personnel except consultants. Include the method by which airfare costs were determined; i.e. quotes for coach and if per diems are based on established policies.

Equipment

In accordance with 22 CFR 226, ‘equipment’ means tangible non-expendable personal property, including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Information should be included in the application on how pricing was determined for each piece of the equipment.

There are statutory constraints relating to the purchase of agricultural commodities, motor vehicles, pharmaceuticals, pesticides, rubber compounding chemicals and plasticizers, used equipment and fertilizer with USAID project funds. Applicants may obtain specific information on these regulations on USAID Web Site at <http://www.usaid.gov/pubs/ads>.

Supplies

In accordance with 22 CFR 226, ‘supplies’ means all personal property excluding equipment, intangible property, debt instruments and interventions.

Contractual Services

This category is for all subcontractors with organizations, which will provide services to the project and any short- or long-term consultant cost including fees, travel and per diem. This category is not to be used for sub-grant, which should be included in other.

Construction

N/A

Other

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Applicants are to identify all costs associated with training of project personnel.

Applicants planning to use USAID funds to send project staff or local counterparts for training in the U.S. or a country other than the host country, will be required to follow the guidance on USAID Participant Training Regulations, which may be found on the USAID Web Site <http://www.usaid.gov/pubs/ads>.

The Applicant should provide information on any costs attributed to the project not associated above; i.e., communications, facilitate, fuel vehicles, repair, maintenance and insurance.

Include in this budget class category all subgrants.

Indirect Charges

Include a copy of the Applicant's most recent negotiated indirect cost rate agreement (NICRA) from the cognizant audit agency showing the overhead and/or general administrative rate. In the absence of a NICRA all costs must be charged as direct costs.

USAID Form 424A, Section C should reflect the Applicant's and other sources' cash contribution to this program, if applicable. A cash match means that funds are used to support the budget elements discussed above. The cash value of donated equipment or supplies, must be documental.

A narrative that justifies the costs as appropriate and necessary for the successful completion of the program should be attached to USAID Form 424. The narrative must provide clear explanations for cost reasonableness, particularly when proposed costs exceed market rates.

The Cooperative Agreement Budget generally has four (4) different categories called Budget Cost Elements: Program, Training, Procurement, and Indirect Costs. A sample Agreement Budget is included below. On Standard Form 424A, Section B-Budget Categories, all eleven Object Class Categories have a footnote number next to them. The footnote numbers next to the Object Class Categories correspond to one of the four Cost Elements of the Cooperative Agreement Budget. The 11 Object Class Categories fit within the four Cost Elements of the Cooperative Agreement Budget. For this application, submit only the Standard Form 424 and 424A, with the corresponding eleven (11) Object Class Categories, supported by a detailed narrative.

SAMPLE COOPERATIVE AGREEMENT BUDGET

SF 424, Sec. B, Item 6

Budget Cost Element	Object Class Category	Budget Amount
Program	Line a, b, c, & h	\$ _____
Procurement	Line d, e and f	\$ _____
Training	Line h	\$ _____
Indirect Costs	Line j	\$ _____
Program's Total Budget		\$ _____
Funding arrangement:		

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Total USAID Amount	\$ _____
Recipient's Cost Share, if applicable	\$ _____
Total Program Funding	\$ _____

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ANNEX I

Sample Associate Award Format and Schedule

Mr. John Doe
President
XYZ, Organization
Anywhere, U.S.A.

Subject: Award Number _____

Dear Mr. Doe:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby awards to the XYZ Organization (herein after referred to as "XYZ" or "Recipient"), the sum of \$ _____ to provide support for a program in _____ as described in the Schedule of this agreement and the Attachment 2, entitled "Program Description."

This agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending _____. USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This agreement is made to the XYZ, on condition that the funds will be administered in accordance with the terms and conditions as set forth in 22 CFR 226, entitled "Administration of Assistance Awards to U.S. Non-Governmental Organizations"; Attachment 1, entitled "Schedule"; Attachment 2, entitled "Program summary"; and Attachment 3 entitled "Standard Provisions."

[NOTE - Do not include reference to 22 CFR 226 if Agreement is with a Non-US Organization]

Please sign the original and each copy of this letter to acknowledge your organization's receipt of the grant, and return the original and all but one copy to the Agreement Officer.

Sincerely yours,

Agreement Officer

Attachments:

1. Schedule
2. Program summary
3. Standard Provisions

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ACKNOWLEDGED:

XYZ Organization

By: _____

Title: _____

Date: _____

FISCAL DATA

A. GENERAL

1. Total Estimated USAID Amount: \$ _____
2. Total Obligated USAID Amount: \$ _____
3. Cost-Sharing Amount (Non-Federal): \$ _____
4. Project Number: _____
5. USAID Project Office: _____
6. Tax I.D. Number: _____
7. CEC Number: _____
8. LOC Number: _____

B. SPECIFIC

(as appropriate)

1. MAARD Number: _____
2. Appropriation: _____
3. Allocation: _____

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Part II Sample Associate Award Format

A. Purpose of Agreement

The purpose of this Agreement is to provide support for the program described in Attachment 2 to this Agreement entitled "Program Description."

B. Period of Agreement

1. The effective date of this Agreement is _____. The estimated completion date of this Agreement is _____.

[Note - For incrementally funded agreements or where pre-award expenses are authorized, add the following sentence:]

2. Funds obligated hereunder are available for program expenditures for the estimated period _____ to _____ as shown in the Agreement budget below.

C. Amount of Award and Payment

[Note - For fully funded agreements use the following:]

1. USAID hereby obligates the amount of \$ _____ for purposes of this Agreement.

2. Payment shall be made to the Recipient by _____ (Note - state method) in accordance with procedures set forth in _____. [Note - for U.S. Organizations cite 22 CFR 226; for Non-US Organizations reference attached Standard Provisions. Agreement Officer must select a method of payment in accordance with the applicability requirements set forth in 22 CFR 226; i.e., letter of credit, advance payment, or reimbursement.]

- or -

[For incrementally funded awards use the following in lieu of the above:]

1. The total estimated amount of this Award for the period shown in B.1 above is \$ _____.

2. USAID hereby obligates the amount of \$ _____ for program expenditures during the period set forth in B.2. above and as shown in the Budget below. The recipient will be given written notice by the Agreement Officer if additional funds will be added. USAID is not obligated to reimburse the recipient for the expenditure of amounts in excess of the total obligated amount.

3. Payment shall be made to the Recipient by _____ (Note - state method) in accordance with procedures set forth in _____. [Note - for U.S. Organizations cite 22 CFR 226; for Non-US Organizations reference attached Standard Provisions. Agreement Officer must select a

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method of payment in accordance with the applicability requirements set forth in 22 CFR 226; i.e., letter of credit, advance payment, or reimbursement.]

4. Additional funds up to the total amount of the grant shown in C.1 above may be obligated by USAID subject to the availability of funds, satisfactory progress of the project and continued relevance to USAID programs.

D. Budget

[Note - the items included in the Budget, including local cost financing items, should relate to the results, activities or functions described in Attachment 2 - Program summary, not to specific cost items (such as salaries or travel) except for those listed at items 4-6 below. However, at the discretion of the Agreement Officer, an alternative budget may be appropriate.]

The following is the Agreement Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with _____. [Note - For U.S. Organizations cite 22 CFR 226.25; for Non-US refer to Standard Provision entitled "Revision of Grant Budget."]

Total*			
	From** __to** __	From** __to** __	From** __to** __
Cost Element	\$U.S. Local Currency	\$U.S. Local Currency	\$U.S. Local Currency
1.			
2.			
3.			
4. Training			
5. Procurement			
6. Indirect Costs overhead			
7. Total	\$ _____	_____	_____

* Use all three columns for incrementally funded grants, otherwise use only this column.

** Insert effective and expiration dates of grant or obligation/funding dates.

E. Reporting and Evaluation

1. Financial Reporting

The Recipient shall submit ____ (an original and two copies of _____) [Note - Agreement Officer to determine type of report, frequency of reporting periods and address]. Financial Reports shall be in keeping with _____[Note - for US Organizations add: 22 CFR

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226.52; for Non-US refer to appropriate Standard Provision]. For U.S. Organizations under Letter of Credit the following language shall be used:

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“In accordance with 22 CFR 226.52 the SF 269 and 272 will be required on a quarterly basis. The recipient shall submit these forms in the following manner:

1) The SF 272 and 272a (if necessary) will be submitted via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>) . A copy of this form shall also be simultaneously submitted to the Agreement Officer [NOTE: if Agreement Officer desires a copy] and the Cognizant Technical Officer.

2) The SF 269 or 269a (as appropriate) shall be submitted to the Cognizant Technical officer with one copy to the Agreement Officer [NOTE: if Agreement Officer desires]

* 3) In accordance with 22 CFR 226.70 - 72 [Note: for Non-US organizations refer to appropriate Standard Provision] the original and two copies of final financial reports shall be submitted as follows: M/FM, the Agreement Officer (if requested) and the CTO. The electronic version of the final SF 272 or 272a shall be submitted to HHS in accordance with paragraph (1) above.

2. Program Reporting

The Recipient shall submit ____ [Note - specify number of copies, not to exceed the original and two copies] of a performance report to ____ [Note - specify name and title of Cognizant Technical Officer and the Agreement Officer, if desired, along with address]. The performance reports are required to be submitted ____ [Note - state frequency, not to exceed quarterly] and shall contain the following information _____ [Note - state reporting requirements, as related to the Program Description].

Final Report

The Recipient shall submit the original and one copy to ____ [Note - specify name and title of Cognizant Technical Officer and the Agreement Officer, if desired, along with address] and one copy to USAID Development Experience Clearinghouse, ATTN: Document Acquisitions, 1611 N. Kent Street, Suite 200, Arlington, VA 22209-2111 (or e-mail: docsubmit@dec.cdie.org). (NOTE – Agreement Officer to verify ADS 540 for detailed information on which categories of development experience documents should or should not be submitted to CDIE and appropriate format for electronic transmission.)

The final performance report shall contain the following information _____ [Note - state reporting requirements, as related to the Program Description].

F. Special Provisions

[Note - Use this paragraph to delete inapplicable Standard Provisions or to add provisions of special applicability as authorized. Included should be waivers, including authorized local cost financing, and any alterations to the Standard Provisions or 22 CFR 226 which have been approved as deviations for the specific award.]

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G. Indirect Cost Rate

[Note - Establish the applicable indirect cost rate(s), base(s) on which they apply, and the Grantee's accounting period(s) they cover, as provided in the appropriate Standard Provision. If an Indirect Cost Rate Agreement has been executed by USAID or a cognizant Federal agency, such rate(s) are required to be incorporated herein if such costs are covered by the grant. The most current overhead information should be obtained from the Overhead and Special Costs and Contract Close-Out Branch (M/OP/PS/OCC).]

H. Title to Property

[Note - Specify to whom title will vest for property, by category if appropriate.]

[Note - For awards having a procurement element greater than \$250,000, add the following:]

I. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this grant is _____.

[Note - For awards with a cost-share element add the following:]

J. Cost Sharing

The Recipient agrees to expend an amount not less than _____ [Note - put in percentage] of the total activity costs.

[For awards with US or Non-US Organizations which may generate Program Income add the following:]

K. Program Income

The Recipient shall account for Program Income in accordance with 22 CFR 226.24 (or the Standard Provision entitled Program Income for non-U.S. organizations).

Program Income earned under this award shall be applied and used as follows: [Note - Agreement Officers in consultation with the Technical Officer must decide how Program Income will be applied: 1) added to the Project; 2) used to finance the non-Federal share; or 3) deducted from the total Federal share. All three may be picked as long as a descending order (i.e., "excess amounts may be applied to another alternative") is established in accordance with 22 CFR 226.24. Agreement Officers are encouraged to be as specific as possible in detailing the appropriate types of activities Program Income may be applied for when using the additive option as described at 226.24(b)(1).

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ANNEX I

Past Performance Information.

CONTRACTOR PERFORMANCE REPORT - SHORT FORM	
PART I: Contractor Information (to be completed by Prime)	
1.	Name of Contracting Entity:
2.	Contract Number:
3.	Contract Type:
4.	Contract Value (TEC): (if subcontract, subcontract value)
5.	Problems: (if problems encountered on this contract, explain corrective action taken)
6.	Contacts: (Name, Telephone Number and E-mail address)
6a.	Contracting officer:
6b.	Technical Officer (CTO):
6c.	Other:
7.	Contractor:
8.	Information Provided in Response to RFP No. :
PART II: Performance Assessment (to be completed by Agency)	
1.	Quality of product or service, including consistency in meeting goals and targets, and cooperation and effectiveness of the Prime in fixing problems. Comment:
2.	Cost control, including forecasting costs as well as accuracy in financial reporting. Comment:
3.	Timeliness of performance, including adherence to contract schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient operation of tasks. Comment:
4.	Customer satisfaction, including satisfactory business relationship to clients, initiation and management of several complex activities simultaneously, coordination among subcontractors and developing country partners, prompt and satisfactory correction of problems, and cooperative attitude in fixing problems. Comment:
5.	Effectiveness of key personnel including: effectiveness and appropriateness of personnel for the job; and prompt and satisfactory changes in personnel when problems with clients were identified. Comment:

[Note: The actual dollar amount of subcontracts, if any, (awarded to the Prime) must be listed in Block 4 instead of the Total Estimated Cost (TEC) of the overall contract. In addition, a Prime may submit attachments to this past performance table if the spaces provided are inadequate; the evaluation factor(s) must be listed on any attachments.]

ANNEX J

CERTIFICATION REGARDING TERRORIST FINANCING IN ACCORDANCE WITH AAPD 04-14

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

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

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

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

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

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

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

3. For purposes of this Certification-

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

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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

**ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNIGN
NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS**

(Name of Applicant) (hereinafter called the "Applicant")

hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under,

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any program or activity receiving financial assistance from AID, and that with respect to the grant for which application is being made, it will comply with the requirements of:

- (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d) which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance,
- (2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance,
- (3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds,
- (4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and
- (5) AID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

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

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

(Applicant)

BY (Signature) _____ TITLE _____
TYPED NAME _____ DATE _____

RESTRICTION OF LOBBYING (See 22 CFR 227)

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Signed: _____
(Typed Name and Title) _____ Date _____

(Name of Organization)

PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR KEY INDIVIDUALS
(See ADS 206)

I hereby certify that within the last ten years:

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

Signature: _____ Date: _____

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Name: _____
Title/Position: _____
Organization: _____
Address: _____

Date of Birth: _____

NOTICE:

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