



USAID | UGANDA

FROM THE AMERICAN PEOPLE

Issuance Date:	December 17, 2013
Deadline for submission of Questions:	December 23, 2013
Anticipated date of response to Questions:	December 27, 2013
Closing Date for Application Submission:	January 8, 2014
Closing Time:	4:00 pm East Africa Time
Place of Performance:	Uganda

Subject: Request for Application (RFA) Number RFA 617-14-000003: "Disability Grant"

The Center of Excellence on Democracy, Human Rights and Governance (DRG), within the Bureau of Democracy, Conflict and Humanitarian Assistance (DCHA) of the U.S. Agency for International Development (USAID) is inviting all interested and eligible parties to apply for FY13 Disability Funding in order to:

1. Increase the participation of people with disabilities in USAID programs/activities; and
2. Strengthen the capacity and services of civil society organizations run by and for people with disabilities; herein referred to as Disabled People's Organizations (DPOs).

Up to \$5 Million in funding is available to support programs and activities worldwide in order to increase the participation of people with disabilities within the strategies and portfolios of USAID and to strengthen the capacity and services of DPOs.

All awards (grants or cooperative agreements) under this request for applications will be administered through and managed by USAID/Uganda. Funding will be provided from DCHA/DRG to USAID/Uganda for this purpose. USAID/Uganda is responsible for all obligation requirements, award management and project oversight.

Please note this announcement is NOT a USAID/Washington issued APS or RFA. USAID/Uganda will be participating subject to availability of funds.

The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended. USAID/Uganda will conduct the first review based on their established procedures. Selected applications will be forwarded to DCHA/DRG Washington for further review. Final determinations will be communicated to applicants by USAID/Uganda. Subject to the availability of funds, individual small grant programs will range from **\$20,000 to \$300,000** to be allocated over the one to three year period. USAID reserves the right to fund any or none of the applications submitted and expects one award as a result of this application.

This is a full and open competition, under which USAID/Uganda will consider applications from qualified U.S. or non-U.S. entities, such as private, non-profit organizations (or for-profit companies willing to forego profits), including private voluntary organizations, universities, research organizations, professional associations, faith-based organizations and relevant special interest associations. Local Disabled People's Organizations (DPOs) are encouraged to apply. Preference will be given to qualified local DPOs and/or any of the above organization types that directly collaborate with and/or award sub-grants to DPOs while meeting the requirements for funding. In accordance with the Federal Grants and Cooperative Agreement Act, USAID encourages competition in order to identify and fund the best possible applications to achieve program objectives.

Awards to U.S. organizations will be administered in accordance with (1) 22 C.F.R. 226, (2) OMB Circulars and (3) the USAID Standard Provisions for U.S. Nongovernmental Recipients. Awards to non-U.S. organizations will be administered in accordance with USAID Standard Provisions for Non-U.S. Nongovernmental Recipients.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. 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 organizations, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the grant.

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. If you have difficulty registering or accessing the RFA, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via e-mail at support@grants.gov for technical assistance.

Any questions concerning this RFA should be submitted in writing to KampalaUSAIDSolicita@USAID.gov to the attention of **Jonathan Banco**, Agreement Specialist and **Tracy J. Miller**, Agreement Officer by the date stated above. Questions sent to any other e-mail address will not be answered. The e-mail transmitting the questions must reference the RFA number and title on the subject line of the e-mail. Applicants must utilize the Required Application Format attached this RFA (see Attachment A).

Please note that electronic submission is required. Applications must be sent as email attachments to KampalaUSAIDSolicita@USAID.gov to the attention of **Jonathan Banco**, Agreement Specialist and **Tracy J. Miller**, Agreement Officer. 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 applications) are not authorized for this RFA and will not be accepted.

An applicant under consideration for an award that has never received funding from USAID may be subject to a pre-award survey to determine fiscal responsibility, capacity, and ensure adequacy of financial controls.

Award will be made to that responsible applicant whose application best meets the requirements of this RFA and the selection criteria contained herein.

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. Further, the Government reserves the right to reject any or all applications received. In addition, final award of any resultant grant cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant. Should circumstances prevent USAID from making an award, all preparation and submission costs are at the applicant's expense.

Sincerely,

Tracy J. Miller
Agreement Officer

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

According to the World Health Organization (2011), approximately 15% of any population has some form of disability, with a higher incidence of disability in countries that are post conflict or affected by natural disasters. The prevalence of disability is expected to rise in coming years due to an ageing global population and an increase in chronic health conditions. Of the estimated 1 billion people throughout the world with a disability, 80% live in less resourced nations.

People with disabilities are more likely to experience poverty. Women and girls with disabilities often experience double-discrimination on account of gender and disability. Due to stigma, discrimination and inaccessibility, people with disabilities are less likely to access basic services such as education, employment and healthcare. The lack of access to vital services and programs contributes to their marginalization and exclusion, with little or no opportunity to escape from poverty.

Societies that are inclusive of their diverse populations are more likely to be democratic, participatory and equitable. They are more likely to meet their development goals. In spite of this people with disabilities often remain invisible in the global development agenda.

USAID is committed to disability inclusive development. Its Disability Policy advances a clear vision and framework for the Agency's efforts towards disability inclusion. The policy states that USAID will not discriminate against people with disabilities and will work to ensure the inclusion and active participation of people with disabilities in USAID-funded programs and activities. To this end, USAID has mainstreamed disability in several of its key policies and sector strategies, such as the Education Strategy (2011), Gender Equality and Female Empowerment Policy (2012) and Strategy on Democracy, Human Rights and Governance (2013).

The USAID Disability Policy also calls on missions to reach out to partners, host country counterparts and other donors to lead a collaborative effort to end discrimination against and promote equal opportunity for people with disabilities. In response, several USAID missions have addressed disability in their five-year Country Development Cooperation Strategies.

Rights of persons with disabilities are human rights. As noted in USAID's new Strategy on Democracy, Human Rights and Governance: "... a deliberate human rights lens should be applied across USAID's portfolio to ensure that the Agency's programs are not inadvertently contributing to marginalization or inequality. By using a human rights lens, potential beneficiaries who are most at risk of having their rights neglected or abused – such as LGBT persons, people with disabilities, indigenous peoples – will be better recognized and included in USAID programming."

In July 2009, the U.S. signed the UN Convention on the Rights of Persons with Disabilities affirming its commitment to the human rights of people with disabilities around the world. To date, several of the countries in which USAID operates have also signed and ratified the Convention signaling a global movement towards the full realization of the rights of people with disabilities and their role in the international development community.

For more information about USAID and Disability Inclusive Development, visit: <http://www.usaid.gov/what-we-do/democracy-human-rights-and-governance/protecting-human-rights/disability>

I.1 Objectives

USAID/Uganda seeks applications for projects that integrate people with disabilities in USAID programs/activities and strengthen the capacity and services of DPOs.

Project areas could include, but are not limited to: agriculture and food security; democracy, human rights & governance; economic growth and trade; education; environment and global climate change; sports; gender equality and women's empowerment; and science, technology and innovation. Capacity building programs for DPOs may include organizational capacity, advocacy efforts, cross-disability coalition building, coordination, and leadership and training.

Proposed projects should complement the strategic and development objectives of USAID and be guided by the values and provisions set forth by the UN Convention on the Rights of Persons with Disabilities. Proposed activities should also be aligned with the USAID/Uganda Country Development Cooperation Strategy¹ and should either complement existing USAID activities by increasing participation of people with disabilities in these activities, or supplement existing USAID activities by creating a new activity that could be incorporated into future USAID/Uganda activities.

Projects that address targeted needs of people with disabilities may be considered. Projects that highlight the needs of marginalized groups, such as youth, women and girls, individuals who are deaf, deaf-blind and those with developmental or psychosocial disabilities are encouraged. All programs, regardless of implementing partner, must verify significant involvement of people with disabilities, especially women with disabilities in the design, implementation, monitoring and evaluation of the project.

The lists provided under each heading are illustrative - other innovative ideas are welcome.

A. Increase participation of people with disabilities in new or existing USAID/Uganda programs

Examples:

- 1) Promote the participation of people with disabilities in democratic processes and elections through national awareness campaigns, use of accessible polling stations, provision of accessible voter materials and open exchange between disability communities and politicians.
- 2) Foster the inclusion of children and youth with disabilities in inclusive education programs through teacher-training, adaptive technology and community outreach. Promote literacy of deaf and blind learners through the use of native sign languages and teaching of Braille.
- 3) Integrate youth and adults with disabilities in the competitive workforce by facilitating job training, internship opportunities and educating employers on best practices for hiring people with disabilities.
- 4) Support the economic independence of women with disabilities through microcredit programs that provide seed grants to women to invest in their families and start new businesses.
- 5) Improve national laws and policies to better reflect the protection and inclusion of people with disabilities within countries. Support human rights institutions, such as human rights commissions and national ombudsmen, to be responsive to disability rights and monitor implementation of legal frameworks.

¹ The CDCS is available here: <http://www.usaid.gov/results-and-data/planning/country-strategies-cdcs>

- 6) Develop, support and strengthen sports programs for people with disabilities

B. Strengthen the capacity and services of DPOs

Examples:

- 1) Improve the organizational capacity, financial management, human/material resources, strategic planning, fundraising, leadership and coordination of DPOs. Strengthen internal controls in order to prevent instances of waste, fraud and abuse.
- 2) Support the development and strengthening of national and regional cross-disability networks and coalitions.
- 3) Support the establishment and strengthening of consumer-controlled disability resource centers (often referred to as “Independent Living Centers” in the U.S.) that promote the full independence and participation of people with disabilities in society.
- 4) Build advocacy skills of DPOs to increase the inclusion of people with disabilities in programs funded by USAID, host governments and other donors.
- 5) Provide training on the UN Convention on the Rights of Persons with Disabilities.

C. Activities and Programs Excluded

The following activities and programs **WILL NOT** be considered for funding:

- 1) Programs with a significant budget for infrastructure or construction activities
- 2) Programs focused on the provision of assistive devices or physical rehabilitation
- 3) Programs supporting institutionalization of or institutions for children or adults with disabilities
- 4) Employment programs promoting sheltered workshops or income generating activities that perpetuate negative stereotypes of people with disabilities and that do not provide for meaningful employment
- 5) Programs with a primary focus on awareness raising

In addition, due to the availability of significant funding through PEPFAR, the DCHA/DRG disability funding may **not be used to support HIV/AIDS-related activities**.

I.2 Performance Monitoring Plan (PMP)

Please reference Attachment A – Required Application Format, Question 9

I.3 Deliverables

Required Reporting

Please reference Attachment B - Reporting Format & Required Indicators

I.4 Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated

Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ads/200>), which, in part, requires that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

In addition, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

No activity funded under this award will be implemented unless an environmental threshold determination, as defined by 22 CFR 216 has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Mission Environmental Officer (MEO).

Amendment to Regulation 216 environmental documentation

As part of its initial Work Plan, and all Annual Work Plans thereafter, the Recipient in collaboration with the USAID Agreement Officer's Technical Officer and Mission Environmental Officer, shall review all ongoing and planned activities under this award to determine if they are within the scope of the approved Regulation 216 environmental documentation.

If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

I.5 Authorizing Legislation

The authority for this RFA is found in the Foreign Assistance Act of 1961 and the resulting award will be administered in accordance with OMB Circulars, 22 CFR 226, and USAID's Automated Directives Systems (ADS) Chapter 303, "Grants and Cooperative Agreements with Non-Governmental Organizations" as applicable. These policies and regulations can be viewed or downloaded from USAID's Web Site <http://www.usaid.gov/business/regulations/>.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to this 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 cooperative agreement. **USAID reserves the right to fund any or none of the applications submitted.**

[END OF SECTION I]

SECTION II – BASIC AWARD INFORMATION

II.1 Estimated Funding:

Subject to availability of funds, USAID intends to provide \$5 million worldwide, for grants of \$20,000 to \$300,000, in total estimated cost over one to three years to support these activities.

II.2 Performance Period:

The anticipated program period is **12 to 36 months** from date of award.

II.3 Award Type: The award will be issued as either a **Grant** or **Cooperative Agreement**. In the case of a Cooperative Agreement, **Substantial Involvement** under the award is expected to be as follows:

- Approval of the recipient's annual Implementation Plans and Performance Monitoring Plan;
- Approval of any changes to specified Key Personnel;
- *Monitoring (Site Visits and Periodic Program Reviews) and Direction and Redirection of Activities:* USAID may conduct site visits and organize and/or participate in periodic program reviews, and may direct or redirect activities because of interrelationships with other USG programs, program elements/activities. However, such directed or redirected activities must fall within the scope of activities outlined in the Program Description, negotiated in the budget, and made part of the Cooperative Agreement;
- Approval of sub-recipients;
- USAID participation as a member of any program advisory committee. The advisory committee will only deal with programmatic or technical issues, not routine administrative matters;
- Agency authority to immediately halt a construction activity, as applicable.

II.4 Authorized Geographic Code: The Authorized Geographic Code is **935** for the procurement of goods and services. Reference ADS 310 for current information.

[END OF SECTION II]

SECTION III – ELIGIBILITY INFORMATION

Applications should be from qualified U.S. or non-U.S. entities, such as private, non-profit organizations (or for-profit companies willing to forego profits), including private voluntary organizations, universities, research organizations, professional associations, and relevant special interest associations. Local DPOs are strongly encouraged to apply.

Partners new to USAID may submit applications. However, resultant award to these organizations may be significantly delayed if USAID must undertake necessary pre-award reviews of these organizations. Organizations should take this into account and plan their implementation dates and activities accordingly.

Participation in this program is at the sole discretion of a USAID/Uganda. To that end, please contact USAID/Uganda to understand specific eligibility requirements.

USAID will not accept applications from individuals. All applicants must be legally recognized organizational entities under applicable law. PIOs are not eligible to apply for funding under this program.

[END OF SECTION III]

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

IV.1 Electronic Submission of Applications via Email is Required

Applications are to be submitted via email. Please submit your applications to the email address below by January 8, 2014 4:00 PM (Uganda Time). **Only electronic submission of applications is accepted.** The address for the receipt of proposals is: KampalaUSAIDSolicita@USAID.gov, to the Attention of **Jonathan Banco**, Agreement Specialist and **Tracy J. Miller**, Agreement Officer. Applications which are submitted late or do not follow the instructions contained herein run the risk of not being considered in the review process. **Direct submissions of applications to Washington will not be considered. Applications must be submitted to Washington by USAID/Uganda**

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

Organizations should follow USAID/Uganda instructions for application submission. Please note it may take USAID/Uganda one month or more to evaluate applications before forwarding them to DCHA/DRG in Washington. Please allow adequate time and submit your application early, well in advance of the DCHA/DRG Washington deadline listed below. Applications submitted after this deadline may not be considered

Key personnel will be proposed by name and position. The key personnel positions require USAID/Uganda approval, as noted in substantial involvement provisions. Applicants are highly encouraged to include and maximize the use of available and qualified local and or regional technical expertise to compose a strong implementation team.

IV.2 Application Format

Applicants must utilize the required application format provided in Attachment A - Required Application Format. Be sure to complete all information requested on the application form. The 8-page limit must be respected. The cover page, annexes to the budget and letters of cooperation (optional) between the Applicant and other partners are not subject to the page limit.

Due to the anticipated volume of applications, the standard application form, which includes the required budget submission information, is included in this RFA as Attachment A must be used.

Applications must be submitted in English language and adhere to the stated page limit per question in the form. Additional pages will not be evaluated. Applicants shall take into account the evaluation criteria provided in Section V.

The Agreement Officer shall require the apparent applicant to submit Representations and Certifications provided in Attachment C before final award is made.

Applicants shall retain for their records one copy of the application. Erasures or other changes must be initialed by the person signing the application.

IV.3 Marking and Branding

MARKING AND BRANDING: Pursuant to ADS 303.3.6.3.f and ADS 320.3.1.2, the apparently Recipient will be requested to submit a Branding Strategy and Marking Plan that will have to be successfully negotiated before a cooperative agreement will be awarded. These plans shall be prepared in accordance with the guidance in ADS 320.3.3, 22 CFR 226.91 and the references

therein. **Please note that the Branding Strategy and Marking Plan shall not be included with the original application but shall be provided only after a written request of the Agreement Officer.**

Explanations to prospective recipients

Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing to KampalaUSAIDSolicita@USAID.gov. Oral explanations or instructions given before award of the grant will not be binding. Any information concerning this RFA that is given to a prospective applicant will be promptly furnished to all other prospective applicants as an amendment to this RFA, if that information is deemed necessary for submitting applications or if its lack would be prejudicial to any other prospective applicants.

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 shall:

(a) 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 grant is awarded to this recipient because 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 for in the resulting grant. 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 pages – and --.

Mark each sheet of the 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."

[END OF SECTION IV]

SECTION V – APPLICATION EVALUATION INFORMATION

V.1 Overview

Each application submitted in response to this RFA will be evaluated in relation to the evaluation factors set forth in this RFA. These criteria serve as the standard against which all applications will be evaluated

V.2 Application Evaluation Process

USAID/Uganda will conduct the first evaluation based on the established procedures of the Mission and the evaluation criteria listed below. The budget for all applicants will be reviewed for general reasonableness and realism, allowability, and allocability. The most highly ranked applications will be forwarded to DCHA/DRG Washington for further evaluation and selection. Final determinations will be communicated to applicants by USAID/Uganda.

V.3 Evaluation Criteria

The criteria by which the Grant Applications will be evaluated are as follows, Criteria No 1, most important, No. 2 and No. 3 are of equal importance.

- 1) Project Approach & Integration of People with Disabilities:
How the proposed project needs and its objectives will achieve cost effectiveness and stated impact while aligning with USAID/Uganda development objectives and the UN Convention on the Rights of Persons with Disabilities; demonstrated through the responses, timeline for specific activity implement and measurable indicators.
- 2) Applicant Organization, Personnel and Management
How the Applicant, and its history of performance and understanding of the Ugandan context for disabled persons, with the proposed staff and management, demonstrate an ability to achieve the objectives of the project.
- 3) Past Performance
How well an Applicant performed and the relevancy of the work performed for projects of a similar size and scope.

V.4 Cost Evaluation

Evaluation of the table in Question 8 of Attachment A – Required Application Format, will be reviewed for reasonableness, allowability, allocability, and realism.

[END OF SECTION V]

SECTION VI – AWARD ADMINISTRATION INFORMATION

- 1) Following selection for award, a Recipient will receive an electronic copy of the notice of award signed by the Agreement Officer which serves as the authorizing document. USAID will issue the award to the contacts specified by the applicant in its application documents and/or the Authorized Individuals submitted by the applicant.
- 2) The applicable Standard Provisions that will apply in any resulting award document can be viewed or downloaded from USAID's Web Site:
<http://transition.usaid.gov/policy/ads/300/303mab.pdf>
- 3) The following programmatic reporting requirements shall be made part of any award issued under this RFA:

[END SECTION VI]

SECTION VII – AGENCY CONTACTS

Agreement Officer
USAID/Uganda
US Embassy Compound
Plot 1577 Ggaba Road
Kampala, Uganda

[END SECTION VII]

SECTION VIII – OTHER INFORMATION

Resulting awards to U.S. Non-government Organizations will be administered in accordance with Chapter 303 of USAID's Automated Directives System (ADS 303), 22 CFR 226, applicable OMB Circulars (i.e., A-21 for Universities or A-122 for Non-Profit Organizations, and A-133), and Standard Provisions for Non-Governmental Organizations.

- ADS 303 is available at: <http://www.usaid.gov/policy/ads/300/303maa.pdf>.
- 22 CFR 226 is available at: http://www.access.gpo.gov/nara/cfr/waisidx_06/22cfr226_06.html. Applicable
- OMB Circulars are available at: <http://www.whitehouse.gov/OMB/circulars/index.html>.
- Standard Provisions for U.S. Non-Governmental Organizations are available at: <http://www.usaid.gov/policy/ads/300/303maa.pdf>.

Resulting award to Public International Organizations (PIOs, or IOs) will be administered in accordance with Chapter 308 of USAID's ADS including the Standard Provisions set forth in ADS 308.5.15.

Potential for-profit applicants should note that USAID policy prohibits the payment of fee/profit to the prime recipient under grants and cooperative agreements. However, if a prime recipient has a subcontract with a for-profit organization for the acquisition of goods or services (i.e., if a buyer-seller relationship is created), fee/profit for the subcontractor is authorized.

Standard Provisions for Non-U.S. Non-Governmental Organizations are available at: <http://www.usaid.gov/policy/ads/300/303mab.pdf>. ADS 308 is available at: <http://www.usaid.gov/policy/ads/300/308mab.pdf>.

The USAID Inspector-General's "Guidelines for Financial Audits Contracted by Foreign Recipients" is available at: <http://www.usaid.gov/oig/legal/audauth/rcapguid.pdf>.

[END SECTION VIII]

SECTION IX – REFERENCES AND ATTACHMENTS

(Attachment A – C included in the RFA).

Attachment A	Required Application Format
Attachment B	Reporting Format & Required Indicators
Attachment C	Representations, Certifications & Assurances

Attachment D- Reference Document List

Reference	Title
1	USAID/Uganda, <i>Country Development Cooperation Strategy (CDCS) 2010-2015</i> https://www.fbo.gov/index?s=opportunity&mode=form&id=f573abb95a1080cb1cc621fc4108ca1&tab=core&_cview=0
2	Advancing Disability-Inclusive Development http://www.usaid.gov/what-we-do/democracy-human-rights-and-governance/protecting-human-rights/disability
3	ADS 320, Branding and Marking www.usaid.gov/policy/ads/300/320.pdf
4	UN Convention on the Rights of Persons with Disabilities http://www.un.org/disabilities/convention/conventionfull.shtml

Attachment A - Required Application Format

EXPANDING PARTICIPATION OF PEOPLE WITH DISABILITIES
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Please provide information in the space given. You may type or electronically complete this form (minimum 11 point font). Handwritten applications will not be accepted. All answers must be written in English.

Name of Organization: _____

Type of Organization: Local ☐ or International ☐

Project Title: _____

PO Box: _____ City/District: _____ Country: _____

Contact Person: _____ Position/Title: _____

Phone: _____ Fax: _____ Email: _____

Please describe your organization (tick all that apply):

☐ Disabled People's Organization (DPO)*	☐ No experience with disability
☐ Community Based Organization	☐ Limited experience with disability
☐ Non-governmental Organization	☐ Extensive experience with disability
☐ Faith Based Initiative	☐ Other _____

* To be considered a DPO, the majority of your organization's leadership staff must be people with disability.

Amount of funding requested (in USD): _____

Project duration (total months): _____ Proposed start date: _____ End date: _____

Funding is requested for (tick all that apply):

☐ Equipment/tools	☐ Building modifications
☐ Consumable materials	☐ Meetings
☐ Training	☐ Media costs
☐ Transportation/Travel	☐ Printing/publications
☐ Salaries and fees	☐ Other (list) _____

The proposed project activities address which of the following areas? (Tick all that apply):

☐ Increase participation of people with disabilities in USAID activities

_____ Strengthen the capacity and services of disabled people's organizations

1. Please provide a brief description of your organization, including background and experience in the disability sector and past performance reference. *(Please limit your response to 1/2 page.)*

2. Please provide a brief summary of the proposed project. This must include what this project seeks to achieve, specific objectives, DELIVERABLES, location and expected number of beneficiaries. *(Please limit your response to 2 pages)*

3. Please justify the NEED for this project. Justification should address overall need for this project and need for each of the main activities/deliverables. *(Please limit your response to 1 page)*

4. Please explain how the proposed project will further the goals and objectives of the USAID/Uganda *and* the provisions set forth in the UN Convention on the Rights of Persons with Disabilities. (Please limit your response to ½ page)

5. Please list main activities with target dates for completion for the duration of the proposed project. Please provide summary information using the sample table below. Beneath the table please provide details of the implementation of EACH activity. (Please limit your response to 1 ½ pages)

Year 1

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.												
2.												
3.												
4.												

Details:

- 1.
- 2.
- 3.
- 4.

Year 2

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.												
2.												
3.												
4.												

Details:

- 1.
- 2.
- 3.
- 4.

6. How many staff will be directly involved in and/or funded by this project? Please list their role, qualifications and experience. *(Please limit your response to 1/2 page)*

7. Does your organization plan to collaborate with other organizations in achieving this project's objectives? If so, please explain HOW. *(Please limit your response to 1/4 page)*

8. Please provide your detailed budget summarized under the following budget line items. Below this budget, and as notes to the budget, provide a detailed breakdown of this summary per line item. Please indicate exchange rate used. *(Please limit your response to 2 pages)*

<i>Description</i>	<i>Budget (US \$)</i>
Direct labor (e.g. salaries, wages etc)	
-	
Travel and Per diem	
-	
Equipment and supplies	
-	
Program Activities	
-	
Other Direct Costs (e.g. rent, utilities, communication etc)	
-	
Total	

Notes to the budget:

9. Please describe the monitoring and evaluation plan for the project (including program indicators, frequency, and method. The M&E plan should include measurement of the qualitative and quantitative impacts of the project as well as a final report/analysis of lessons learned. *(Please limit your response to 1 page)*

Attachment B: Reporting Format & Required Indicators

TITLE OF PROJECT _____

LOCATION OF PROJECT _____

PROJECT IMPLEMENTATION PERIOD _____

IMPLEMENTING ORGANIZATION _____

REPORTING PERIOD _____

TYPE OF REPORT (select one): Ongoing ☐ Final ☐

Required Indicators:

Category	Male	Female	Total	# of Total who are persons with disabilities/DPOs
Number of people served				
Number of people trained				
Number of organizations strengthened				

Specific Planned Activities	Progress/Achievements

Difficulties/Challenges/Comments:

Plans for next reporting period: (If this is a final report, please provide overall summary of the project including a final analysis and lessons learned):

Budget Summary:

Line Item	Total Grant Amount	Total Spent this Q	Total Remaining	% Remaining
#1				
#2				

Name and Title of person writing this report _____

Signature and date: _____

ATTACHMENT C - CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT

Certifications, Assurances, and Other Statements of the Recipient

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

Part I – Certifications and Assurances

1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs

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

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

(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) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations. 06/23/2011 Partial Revision

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

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

2. Certification Regarding Lobbying

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

(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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(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 of Lobbying Activities," 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, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

"The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of

Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)

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

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

4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224

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

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

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

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of [Specially Designated Nationals and Blocked Persons](#), which is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC), 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."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

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

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

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

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

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

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

5. Certification of Recipient

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing

Executive Order 13224 above.

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

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

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

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

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

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

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

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

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

a. 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.

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

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

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

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

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

Part V – Other Statements of Recipient

1. Authorized Individuals

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

Name Title Telephone No. Facsimile No.

2. Taxpayer Identification Number (TIN)

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

TIN: _____

***3. Data Universal Numbering System (DUNS) Number**

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

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

*(c) Recipients located outside the United States may e-mail Dun and Bradstreet at globalinfo@dbisma.com to obtain the location and phone number of the local Dun and Bradstreet Information Services office.

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

DUNS: _____

4. Letter of Credit (LOC) Number

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

LOC: _____

5. Procurement Information

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a subgrant or subagreement) to a subgrantee or subrecipient in support of the subgrantee's or subrecipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$ _____

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

TYPE/DESCRIPTION (Generic) _____

QUANTITY _____

ESTIMATED UNIT COST _____

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

TYPE/DESCRIPTION _____

QUANTITY _____
ESTIMATED GOODS _____
PROBABLE GOODS _____
PROBABLE (Generic) _____
UNIT COST _____
COMPONENTS _____
SOURCE _____
COMPONENTS _____
ORIGIN _____

(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

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

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

TYPE/DESCRIPTION _____
QUANTITY _____
ESTIMATED _____
PROBABLE SUPPLIER _____
NATIONALITY _____
RATIONALE (Generic) _____
UNIT COST (Non-US Only) _____
FOR NON-US _____

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

institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION (Generic) _____

QUANTITY _____

ESTIMATED UNIT COST _____

PROPOSED DISPOSITION _____

[END SECTION IX]