USAID
FROM THE AMERICAN PEOPLE

REQUEST FOR APPLICATION (RFA)

Number:	**USAID/Egypt RFA-268-12-000001**
Title:	**The USAID University Scholarship Program**
Issuance Date:	**February 12th, 2012**
Application Submission Deadline:	**March 15th, 2012, 2:00 pm Cairo Local Time**
Deadline for Questions:	**March 2nd, 2012 2:00 pm Cairo Local Time**

Dear Sir/Madam:

On behalf of USAID/Lebanon, the Regional Procurement Office of USAID/Egypt is seeking Assistance Applications from US non-governmental entities to implement the program description explained below.

The federal grant process is now web-enabled. This funding opportunity is posted on www.grants.gov and may be amended. As the Request for Application (RFA) may be amended, potential applicants should regularly check the site to ensure they have the latest information pertaining to this RFA.

Only **electronic** applications will be considered received. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

To be eligible for the award, the applicant must provide all required information in its application, including the requirements found in any attachments to this Grants.gov opportunity.

This RFA consists of this cover letter plus the following Sections:
Section I - Funding Opportunity Description
Section II - Award information
Section III - Eligibility Information
Section IV - Application and Submission Information
Section V - Application Review Information
Section VI - Award and Administration Information
Section VII - Agency Contacts
Section VIII - Other Information
Section IX - Standard Provisions
Section X – Special Provisions

Each section is provided as an attachment except for the two which are provided below:

SECTION VII. AGENCY CONTACTS: Please send all questions or comments concerning this funding opportunity to the following **e-mail address**: Universityscholarships@usaid.gov.

SECTION VIII. OTHER INFORMATION: USAID retains the right to fund any or none of the applications submitted. Eligible organizations interested in submitting an application are encouraged to read this RFA thoroughly to understand the type of program sought and the application submission and evaluation process.

Sincerely,
Stanley Canton
Stanley Canton
Agreement Officer

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

Authorizing Legislation:
This is a discretionary Cooperative Agreement opportunity to be competed and awarded pursuant to the authority of the 1961 Foreign Assistance Act, as amended, and the applicable sections of USAID regulation 22CFR226.

Program Eligibility Requirements:
Type of entities which may apply is described in Section III.

How the Award will be Administered:
For U.S. organizations, 22 CFR 226, OMB circulars, and the Standard Provisions for U.S. Non-governmental Recipients are applicable. For non-U.S. organizations, Standard Provisions for Non-U.S. Non-governmental Recipients will apply. Further information including the referenced documents may be obtained via our agency website www.usaid.gov directly or via links in USAID Automated Directive System (ADS) Chapter 303: http://www.usaid.gov/policy/ads/300/303.pdf. Copies may also be obtained from the listed agency points of contact for this RFA.

PROGRAM DESCRIPTION:

The following program description indicates the range of activities that might be involved and the goals of this activity which the successful applicant will be expected to meet.

USAID/Lebanon

The USAID University Scholarship Program

BACKGROUND
Graduates from public schools in Lebanon often have limited choices accessing reputable private higher education opportunities regardless of their academic merit and performance. Graduates of public schools specifically cannot afford the financial costs associated with joining a reputable university, being the tuition, cost of relocation or commuting, and participating in the regular campus life activities. These institutions offer quality education that provides a solid academic formation and increases job marketability. It has long been established that university education is directly tied to expanding economic opportunities and the potential of graduates in the job market. Meritorious public school students with high financial need have limited opportunities to expand the scope of their potential.

USAID during the past two years provided approximately $30million to fund full scholarship support to Lebanese public school graduates. These scholarships, under the University Student Assistance Program, cover full educational costs including housing and stipends to attend American style universities that promote critical thinking, freedom, diversity and respect.

PROGRAM OBJECTIVE AND APPROACH
A. Program Objective
This program's objective is to support meritorious and financially needy Lebanese public school graduates, irrespective of gender, to access high quality higher education to maximize their potential in supporting

Lebanon's democratic and economic development. This scholarship program will offer full scholarship coverage to assist male and female public schools graduates to pursue undergraduate studies at American style universities.

Targeted universities are expected to be leading not-for-profit universities that promote tolerance, critical thinking, diversity, respect and freedom. The university should be a student-centered institution providing quality academic and extra-curricular support to the student body. Target universities should have at least the following credentials:

- An officially accredited not-for-profit higher education institution by the Lebanese Ministry of Education and Higher Education
- Satisfies similar requirements needed for American accreditation; as such the university shall be either accredited as an institution at large by an international body, for instance New England Association of Schools and Colleges (NEASC) or its equivalent, or actively seeking such accreditation. Guidelines related to such standards and requirements can be found for instance at http://cihe.neasc.org/standards_policies/standards/standards_html_version. These include:
    - High percentage of qualified faculty with PhDs or equivalent
    - Small number of students per active faculty member
    - Highly diverse student body in terms of geographic background, confessional representation and gender mix
    - High graduation rate of students
    - High retention rate of students
    - High employment rate within 3-6 months post graduation
    - High number of international affiliations and partnerships with academically strong universities and institutes abroad
    - Competitive percentage of actual applicants to the university versus actually registered
    - High diversity of majors offered, especially majors required in the job market such as business, computer science, education, engineering, nursing, etc…
    - High number of active student clubs and student representative bodies
    - High number of students actively enrolled in clubs and student representative bodies
    - High number of accredited programs and faculties
- Has existing high quality support services in terms of student housing, libraries, computer access and laboratory facilities
- Has a large number of affiliated research and development institutes
- Has already a university managed and established financial aid system for regular students that has been operating for at least the past two years. This financial aid system ought to be available to all university students, not a system setup to meet the requirements of a donor-funded program.
- Has already a yearly operating budget at least four times larger than the requested amount in the application
- Has an established financial system and proven track record of financial accountability as substantiated by independent audit reports
- Have established leadership and civic engagement opportunities offered to the regular student body

B. Approach

In developing approaches to program activities, USAID strongly encourages applicants to consider the following practices:

1. Build on Prior Experience
USAID strongly encourages applications that build on ongoing and prior programs in relevant areas though not necessarily USAID-funded programs incorporate lessons learned from similar activities, and address specific unmet needs. USAID also encourages applicants to establish an institutional arrangement that will be responsible for managing the program distinct from normal student support practices.

2. Eligibility, Transparent Recruitment and Selection Processes
Students recruited under the program should meet the minimum eligibility criteria as per following:

- Lebanese graduates from a Lebanese public school who will earn their BACC-II successfully during the year of recruitment under the program. Graduates who earned their degree earlier will not be eligible. Public school graduates applying to this program should neither be registered at any university nor have completed studies at any university. Graduates shall be considered on the strict basis of merit; i.e., have at least an average of 12/20 on their national BACC-II exams
- Public school graduates have to demonstrate that they have been enrolled at a public school for at least the last two years of their secondary education. Students who transferred to a public school during their last year of school education are not eligible to apply unless their transfer to public education is substantiated by proof of dire circumstances negatively impacting their financial capacity such as immediate family death affecting family income, bankruptcy or force majeure.
- Scholarship target only students who demonstrate high financial need, and whose parents do not earn any substantial subsidy to cover for educational costs. Financial need shall be determined based on detailed financial aid applications that weights family revenues versus expenditures, number of family dependents and school/university age children, and ownership of hard assets. The offeror is recommended to detail the financial need and hardship criteria to be eligible to benefit from the program. Illustratively, financially needy students for the purpose of this program are those whose familial net balance of revenues minus expenditures is less than one third of the university's tuition, have limited ownership of hard assets and do not benefit from any substantial subsidy to their education from private or public sources.
- Candidates shall demonstrate the potential for leadership and civic engagement by listing in details the activities they engage in and the names of organizations and associations they volunteer with or work at in their communities.
- All scholars and their parents/guardians are required to be properly vetted through all publicly available databases. The applicant will present its strategy for vetting the selected scholars and their parents to ensure that the project benefits are not being provided, even inadvertently, to terrorists or their supporters, including people or organizations who are not specifically designated by the USG but who may nevertheless be linked to terrorist activities. These sources include but are not limited to – the Terrorism Exclusion List ("TEL") (http://www.state.gov/s/ct/rls/fs/2002/15222.htm), UN's 1267 Committee List on Al- Qaida and the Taliban and Associated Individuals and Entities) (http://www.un.org/sc/committees/1267/consolists.html), the Specially Designated Nationals List which is administered by the Department of Treasury's Office of Foreign Assets Control, the Excluded Parties List System (https://www.epls.gov/epls/search.do), press reports, and NGO or international organization reporting.

Note: Citizens who are holders of both Lebanese and American citizenship are not eligible for this program.

Program promotion should take place in all public schools of Lebanon through either school visits, sending brochures and applications to the school, or phone call promotion with the school principal. The implementing partner must coordinate with the Lebanese Ministry of Education and Higher Education to that effect. Selection of scholars shall take into consideration the widest regional, confessional and gender representation. The implementing partner shall account for including representative(s) of USAID/Lebanon to participate in the selection and approval process of scholars.

3. Diversity Considerations

USAID encourages applications that demonstrate how scholars from different geographic regions and confessions will be recruited. The implementing partner must demonstrate how gender balance will be achieved, and how gender sensitive issues will be mitigated under the program such as recruitment of females from conservative regions. Scholars will represent the country from both urban and rural areas, with the widest social and geographic representation. Students shall be chosen regardless of any religious affiliation or related factor. Once scholars are admitted under the program, they will be referred to as the “Ambassador Merit Scholars.”

4. Admissions and Academic Considerations

USAID expects that scholarships are offered in majors that have prospects for meaningful employment. Applicants should provide in the application a detailed account of the majors that will be offered for the scholars along with a rationale for their choice. Candidate students will be allowed to include a major of their choice in the admission application. Students should provide a rational explaining their choice and their career ambitions. Admission into any major will take into consideration the academic requirements of the university, the program eligibility, market demand and the justification provided by the student behind their choice. Candidates will not be offered a scholarship for a major they did not explicitly select on the admission application, even if they qualify academically for it.
Implementing partners will be expected to address how they will ensure that universities and students comply with the considerations above in their program design.

All scholars are expected to enroll on a full time basis at the university and graduate within the normal period required to complete the intended degree, in addition to any period provided to cover for intensive language training.

The applicant has to provide a detailed account of the eligibility criteria to enroll in double majors or a major and minor. Students should be allowed to pursue such opportunities only if their academic performance allows so, and given that they graduate within the normal duration required for their initial major degree. No additional costs are charged to USAID. USAID will not cover for additional semesters to cover for the minor option. The applicant could offer the opportunity to scholars to enroll in a teaching diploma, in which case the applicant has to explain the process in the application.

Scholars should be allowed to change their major after they enroll if academic justification is provided and/or the scholar does not perceive the current major as fulfilling his/her career ambitions. Changing majors will be allowed only within programs of similar duration of study; i.e., an engineering student cannot change its major to business and vice versa. Changing majors shall follow the applicable university policies. Changing majors will be disallowed under the scholarship program if it delays the expected graduation date of the scholar. No additional costs are charged to USAID for changing majors. Changing majors shall follow the requirements needed to maintain the scholarship; i.e., a scholar cannot change major because of poor academic performance. Poor academic performance is grounds for suspended scholarship support. Scholars cannot change to majors that were not offered initially under the program. Scholars will be allowed to change to a major that has prospects of meaningful employment. The applicant has to explain how cases of changing majors will be managed, especially transfer of courses from the previous major to the new one and implications on costs paid by USAID.

The implementing partner will be encouraged to the extent possible to send scholars one full time semester to another leading not-for-profit university based in Lebanon preferably already implementing the University Student Assistance Program. Such exchange of students shall follow the university policies and procedures, and be considered only if this semester is fully accredited and does not affect the expected graduation time of the student. However, the scholar must graduate from the university that admitted him/her initially.

Scholars are expected to sign memoranda of understanding with the university that define fully and clearly their rights and their responsibilities under this program. The applicant must define the eligibility requirements to continue the scholarships, change majors, register in a double major, or pursue a major/minor or teaching diploma in the application, and delineate any specific cases of deviation while maintaining academic integrity. These requirements should be reflected fully and clearly in the memorandum of understanding.

5. Intensive Language Training

Since many of the public schools graduates do not master English, admitted scholars to the program might need support to improve their skills in the teaching language of the university. For this reason, USAID encourages applications that plan intensive language training to admitted scholars up to one year prior to beginning of the actual academic courses. Applicants should provide details on the eligibility requirements to benefit from intensive language training, monitoring, successful completion and transition the academic program. The applicant shall devise creatively as well additional measures to support scholars enrolling in intensive language who risk not completing their training successfully.

6. Comprehensive Scholarship Program

The selected scholars will be offered full scholarship support for the duration of their undergraduate studies at a not-for-profit university in Lebanon, assuming they maintain minimum eligibility conditions for the continuation of their scholarship. The university must offer appropriate academic, logistical, guidance and psychosocial support to the scholars.

The full scholarship support includes tuition, housing, books, stipends and medical insurance. As means of cost containment and maximizing the number of beneficiary students, funding for housing shall be limited. It is preferable that housing is offered only to students in need for such service; unless the implementing partner deems it worthy to house all scholars for purposes of active engagement in student life. The need for housing will be determined on a case by case based on mitigating factors such the applicant's residence location compared to the university campus, associated transportation costs, ease of transport and disruption of the work schedules of parents who might be forced to provide transport. The implementing partner must demonstrate the benefits of such decision in the application. In all cases scholars who need housing shall be housed in shared rooms only, unless otherwise agreed in writing by USAID. Stipends shall be paid only during semesters when scholars are actually taking classes. Single occupancy for housing will not be allowed. Furthermore, taking in consideration that many of the scholars will be out of their family house for the first time living in a major city alone, the implementing partner must devise creative ways to integrate education on managing household finances in the orientation of scholars at the beginning of their academic year.

It is important for the success of this program that scholars be well prepared to enter the university through a sound orientation program, receive ongoing support and opportunities to practice leadership outside of the classroom, and receive career development counseling maximizing their ability to take advantage of their scholarship experience once they have graduated. As such, the implementing partner must devise creative ways to provide academic support beyond the regular advising, monitoring and support provided to regular students at the university. USAID expects at least a 95% graduation rate of scholars within the set timeframe of the program and intended education of each scholar.

The implementing partner must demonstrate how they will continuously monitor scholars' performance and mitigate any risk of dropping out, withdrawal or failure. The implementing partner is expected to conduct regular needs assessments as well, preferably on at least a yearly basis, to provide scholars with necessary skills to address identified gaps through workshops or training. This could include spreadsheet usage, note taking, verbal English communication, and subject matter remedial classes. The implementing partner will identify in the application means and frequency to conduct such assessments and monitoring. The applicant should define in the application the applicable terms to withdraw from courses or failure of courses including the implication on costs paid by USAID.

7. Leadership and Active Engagement

Applicants should demonstrate how they will structure and incorporate leadership training and capacity development targeting all scholars through a gradual approach. It is not enough to encourage scholars to join university clubs or participate in student body elections; this program should tailor specific leadership activities, training workshops and events to address the needs and ambitions of the scholars.

Applicants should find creative ways to actively engage, if possible, current recipients of USAID scholarships, especially under the University Student Assistant Program scholars, in leadership promotion of prospective scholars such as peer-to-peer support.

Multiple implementing partners may be chosen under this program. As such, each implementing partner shall establish vital networks of collaboration, exchange and sharing with the other implementing partners and target universities- managing or implementing this program. The applicant must clarify in the application how this will be achieved.

Applicants should devise ways to enable scholars to participate in civic engagement in groups, and individually in community projects at their respective home-towns. A very small amount no more than $3,000 per scholar shall be dedicated to fund such initiatives. Such initiatives cannot involve any works related to construction, rehabilitations, and use of pesticides or fertilizers. Networking with a local non-state actor will be required to implement the activity; the scholar shall lead the networking effort in his/her hometown. USAID will actively participate in the selection and approval of sub-grants to that respect.Applicants are encouraged to devise creative ways to create an alumni chapter of scholars, maintain and sustain it.

8. Career Counseling & Graduate Studies

The implementing partner is expected to conduct at least two career counseling interventions: one immediately prior to enrollment in the major or immediately after it, and at least one after the junior year of education. The first counseling will advise each student of the nature of the major, the career prospects and the requirements of the job. It aims at clarifying to the student any ambiguity related the proposed field of study. The second career counseling intervention shall be a formal structured one. The implementing partner shall demonstrate how specific career counseling services will be offered to scholars. It is not enough to encourage scholars to participate in job fairs held at the university or simply visit the career center. The applicant must propose means to increase job readiness of scholars. Scholars wishing to venture in their own enterprise upon graduation shall be provided with basic entrepreneurship training.

Graduating meritorious scholars should be able to access university-based scholarships that support graduate studies at the targeted university if they qualify for the scholarships, and if the university offers such opportunities. Benefiting from a USAID funded scholarship at the undergraduate level should not be grounds for denying the scholars the opportunity to access graduate studies scholarships if they exist. Scholars shall follow the same eligibility conditions applicable to regular students; however, they should be duly informed under the program of the option during their senior year. The applicant must integrate graduate studies guidance to scholars as part of their application.

9. Program Management

The applicant must submit a clear management structure of the program detailing functions and duration of tenure for each position. Key positions should be supported with summary of qualifications and resumes. It is advised that the applicant dedicates at least one position that will tend to the scholars' academic and leadership needs on a full time basis.

The applicant must provide data and statistics on the university key performance indicators.

10. Program Duration

The program duration will be six years to allow scholars enrolled in four year programs (such as engineering) to access intensive language if needed. It is estimated that the first year of the program is dedicated to outreach, dissemination, selection and enrollment.

During the sixth year of implementation, the implementing partner shall reduce administrative costs only to direct costs related to program monitoring and reporting. Ancillary costs and extended staff support will not be allowed. Staff costs shall be proportional as well to the number of scholars enrolled during the last year of the program; i.e. if only 15 scholars are enrolled during the 6^{th} year out of 60 scholars (25% of the student population), then the implementing partner shall charge only 25% of the supporting staff cost to that respect. Key personnel positions will be reduced to the strictly necessary.

11. Monitoring and Evaluation

The applicant has to submit a detailed performance management plan (PMP) that reflects indicators that will be used for the duration of the program to measure inputs, outputs, outcome and impact. The PMP should take into consideration breaking down indicators to the next level of detail such as gender and geography. The PMP should clearly detail targets for at least the first two years of the program. USAID expects at least a 95% graduation rate.

The applicant should demonstrate how monitoring will be done throughout the duration of the program after the graduation of the scholars to keep track of their next steps.

12. Cost-Effective Strategies
Scholarship programs are expensive especially those that offer full scholarships. USAID encourages applicants to demonstrate cost effective strategies that reduce costs and maximize the number of beneficiary students. The applicant shall propose creative ways as well to maximize value for money through for instance housing arrangements and student employment opportunities.

SECTION II AWARD INFORMATION

Estimated Funds to be Available:
USAID estimates funding for this program will be made available in the amount of $20 million.

Estimated Start Date and Performance Period:
The performance period for this program is estimated to begin September 2012 to be completed by August 2018.

Type of Award:
The award will be a Cooperative Agreement as USAID desires to be substantially involved in the implementation of the selected program that is consistent with USAID policy contained in ADS Chapter 303 concerning non-governmental assistance activities: http://www.usaid.gov/policy/ads/300/303.pdf

SECTION III ELIGIBILITY INFORMATION

Type and Nationality of Applicant

USAID/Lebanon is seeking innovative proposals from qualified educational institutions or other institutions to provide scholarship assistance to meritorious and financially needy students to attend not for profit institutions of higher education in Lebanon.

Not for profit universities, non-governmental organizations (both for-profit and non-profit), and other educational institutions are eligible to submit applications under this Request for Applications (RFA) and may submit applications individually or in partnership with other institutions which comply with Government of Lebanon's legal requirements.

Applicants are encouraged to establish vital consortia to implement the program, whereby universities may come together to apply jointly, or a university and service oriented NGOs may join forces.

Cost Share

Cost share refers to the resources an applicant contributes to the total cost of an agreement. It is the portion of project or program costs not borne by the Federal Government. Applicants are strongly encouraged to provide innovative approaches to cost sharing and to provide detailed explanations in their applications. In addition to USAID funds, applicants are encouraged to contribute resources from their own, private or local sources for the implementation of this program. Applicants are required to allocate U.S. Federal Government funding towards student scholarships and ancillary costs should be attributed to the cost share contribution. Illustrative examples for cost share include overhead, non-exempt taxes, fees, general and administrative costs or any other costs. Applicants should review 22 CFR 226.23 (http://edocket.access.gpo.gov/cfr_2001/aprqtr/pdf/22cfr226.23.pdf) in determining cost share contribution. Cost share will be considered as an element of cost effectiveness under USAID regulation 22 CFR 226 and of applicable USAID policy and procedure: http://www.usaid.gov/policy/ads/300/303.pdf

Contributions can be either cash or in-kind and can include contributions from the NGO, local counterpart organizations and other donors (not other USG funding sources). Cost sharing contributions should be in accordance with OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations which can be found at the following link http://www.whitehouse.gov/omb/circulars/a110/a110.html#23. Information regarding the proposed cost share should be included in the SF 424 and the Budget as indicated on those documents. The cost sharing plan should be discussed in the Budget Notes to the extent necessary to determine its feasibility and realistic access to the sources and funds.

A cost share of at least 30% of the total budget is desirable. Universities are encouraged to waive their entrance exam fees (English or qualifier test) for scholarship candidates as means to enable highly financially needy students to apply.

Universities should offer at least 15% reduction on the tuition fee of each scholar. This reduction accounts towards the 30% cost share. Tuition fees supported by USAID shall not be subject to annual increases. Alternatively, universities are encouraged to admit 15% more students compared to the proposed cost.

Services provided usually by university staff, advisors or faculty to regular students as part of the university regular academic work shall not be charged towards the program and cannot be counted as cost share. Only services that are provided uniquely to the program scholars, and are not usually part of the university regular academic support, could be charged to USAID or accounted as cost share

SECTION IV APPLICATION AND SUBMISSION INFORMATION

Application:
This RFA and any future amendments can be downloaded from www.grants.gov. Applicants are expected to review, understand, and comply with all aspects of this RFA.

Submission:
Applications shall be submitted electronically in two separate parts: (a) technical and (b) cost/business application. The application shall be prepared according to the structural format set forth below. Applications must be submitted directly to the Regional Procurement Office of USAID/Egypt to the following **mail box:** Universityscholarships@usaid.gov

The due date and time for complete application submittals is as stated in the RFA cover letter, unless the RFA is amended to extend the deadline. Applications received after the deadline will not be considered for award, unless the Agreement Officer determines all similarly late applications can be considered.

Point of Contact:
Stanley Canton, Acquisition and Agreement Officer: e-mail address: scanton@usaid.gov, telephone: 011-202-2522-6910

Nehal Elkhatib, Acquisition and Assistance Specialist: e-mail address: nelkhatib@usaid.gov, telephone: 011-202-2522-6923

It is suggested that e-mail inquiries be sent to all contacts to facilitate timely receipt and action.

Application Preparation Guidelines:

(A) THE TECHNICAL PROPOSAL FORMAT

To facilitate the review of the application, the applicant must organize the narrative sections of their technical applications in the same order as the selection criteria in **Section V** of this RFA.

USAID will review applications using a one-stage process.

The full application must be in English. The full application should reflect full consideration of all the information provided in this RFA. A full application consists of a Program Application and additional information described below.

1. Program Application (**not to exceed 30 pages**, excluding attachments). Authorized attachments to the technical application which do not count against the page limitation consist of: Resumes/CVs for key personnel and letters of commitment of organizational partners or key personnel. Applicants are advised that any pages exceeding this limit will not be considered for evaluation.

To facilitate the review of the application, the applicant must organize the narrative sections of their technical applications in the same order as the Evaluation Criteria as follows:

a. Table of contents listing all page numbers and attachments.

b. One page program abstract (summary).

c. **Program Description/Technical Merit** (see evaluation criteria): including detailed information on (i) the technical approach (including all aspects covered in points 1 to 12 in the PD), estimated program timeline and a draft detailed work plan for year one (could be annexed); ii) the proposed performance management and monitoring and evaluation plans and iii) any gender or diversity issues.

d. **Management capability and past performance** (see evaluation criteria): including detailed information on i) the institution's effectiveness and any partnership arrangements for the purposes of achieving the program; ii) staffing plan and management approach; and iii) the institution's qualifications and relevant past performance.

e. Attachments should be titled (e.g. Attachment A), and should include at least the resumes of key personnel, letters of commitment of organizational partners or key personnel, draft work plan for year one (if not included in the core application), additional details to the PMP, branding strategy and marking plan, and past performance references. Attachments do not count towards the 30 page limit.

Note: If the full application exceeds thirty pages (excluding annexes) ONLY the first thirty pages will be considered when evaluating the application.

2. Full Application for Funding: A budget and an accompanying budget narrative that provides in detail the total costs for implementation of the program your institution is proposing. The budget shall be submitted using SF 424 and other certifications and assurances; other information may be required by USAID according to its policies and procedures and circumstances pertaining to the specific application. The budget detail will be required for both the USAID-funded portion of the program and cost share portions, if any, of the program. If the applicant proposes expending more than $300,000 of USAID funding during a single fiscal year of the applicant, the applicant must include funds within the budget to contract an audit. The average cost of an audit is approximately $10,000.

The applicant should submit as well a detailed budget breakdown cost per scholar, and per semester, reflecting all applicable costs, along with a comparison to similar costs applicable to regular students at the targeted university. The cost breakdown shall demonstrate clearly where the applicant exercised 15% tuition reduction, or admitted alternatively 15% more students under the program

(B) COST/BUSINESS APPLICATION FORMAT

Cost/business sections of the application must be separate from the technical section. There is no page limitation to the cost/business submittal.

The cost/business portion of the application must consist of the following completed forms and requests for information which are available on the following web-site http://www.usaid.gov/policy/ads/300/303.pdf:

- SF-424, Application for Federal Assistance
- SF-424A, Budget Information – Non-construction Programs
- SF-424B, Assurances – Non-construction Programs
- Pre-Award Certifications, Assurances and Other Statements of the Applicant/Recipient as stated in ADS 303.3.8 and are available on the following web-site http://www.usaid.gov/policy/ads/300/303.pdf .They are provided below.
- Other submission requirements for applications submitted in response to this RFA.

The following are amongst the Pre-Award Certifications, Assurances and Other Statements of the Applicant/Recipient which are requested to be included with the application submittal:
- Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs;
- Restrictions on Lobbying;
- Certification Regarding Terrorist Funding
- Survey on Ensuring Equal Opportunity for Applicants
- Data Universal Numbering System (DUNS) Number

Other submission requirements for applications submitted in response to this RFA consist of:

- Detailed/itemized budget with budget narrative for each budget object class category, including explanation of how costs were estimated, for both the requested USAID funding and proposed cost share amounts. Participant training should be budgeted in a separate line item.
- Similar budget detail with narrative is requested for organizational partners teaming with the prime applicant.

- Current Negotiated Indirect Cost Rate Agreement (NICRA) negotiated between the applicant and a Federal agency (if available). If a NICRA is not available, the following is required: 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; 2) Projected budget, cash flow and organizational chart; 3) A copy of the organization's accounting manual.
- If program income (i.e., cost recovery or other revenues generated under the award) is anticipated, the estimated amount should be reflected in the budget, and the Budget Narrative should describe how the program income is proposed to be treated, i.e., additive, cost sharing, or deductive, or a combination thereof (See 22 CFR 226.24).

SECTION V APPLICATION REVIEW INFORMATION

Technical Evaluation Criteria and Sub-criteria:

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. Technical applications will be evaluated based on the following criteria:

1. Technical Merit (60 Points)
a. Technical Approach: The extent to which the proposed technical approach can reasonably be expected to produce the intended results in a specific timeframe. In addition, this section of the application should indicate how the proposed activities will be tracked, measured and reported. This section should highlight the incorporation of any lessons learned from similar programs or activities and the degree to which the approaches under PROGRAM OBJECTIVE AND APPROACH part in the Program description of this RFA have been addressed.

b. An effective and sound performance management plan in meeting the proposed project goals, including measures, activities and indicators to monitor, and hence prevent, withdrawals, dropouts and failures

c. Gender and Diversity: Applications should include a description of gender and diversity issues pertaining to the proposed program and how the applicant proposes to address these issues. The technical approach in the application should also include gender considerations with a focus on the participation and benefits to each gender group.

d. Branding Strategy and Marking Plan, its relevance to the program, and creative ways that the implementing partner will adopt to fully engage USAID with the recipient scholars through events, publications and activities.

2. Management Capability (25 Points)
Adequate and effective management approach as evidenced by:

- A management approach that demonstrates an understanding of management challenges and how they will be effectively addressed.
- A cost effective staffing plan that includes an organizational chart illustrating the proposed staffing pattern and a table which shows the level of effort or number of person months for each position proposed.
- Qualified key personnel (CVs of key personnel need to be submitted).
- The effective capability of the institution in implementing the project.

- Effective partnership arrangements, as needed, that can help in implementing the project.
- Proposed methodology to engage USAID in the selection process of scholars, and decision on sub-grants for community based projects

3. Past Performance: 15 points

(a) The applicant should provide an information sheet for all grants, cooperative agreements, contracts, or other programs that are similar to the program description in this application that have been performed by the applicant or by a member of the applicant's team over the past three years. For each program listed, please provide the following information:

- Award number;
- Agency or entity providing the funding;
- Description of the program including, but not limited to, a brief discussion of the complexity /diversity of activities;
- Primary location(s) of activities;
- Duration of the program;
- Skills/expertise required;
- Dollar value of the program;
- Contact information for two persons, including name, job title, mailing address, phone numbers and e-mail addresses.

(USAID recommends that you alert the contacts that their names have been submitted and that they are authorized to provide performance information concerning the listed awards if and when USAID requests it).

If extraordinary problems impacted any of the referenced programs, provide a short explanation and the corrective action taken in this section of the Technical Application.

(b) Performance information will be used for both the responsibility determination and best value decision. The applicant must submit information concerning its annual operating budget for the past three years. USAID may use performance information obtained from other than the sources identified by the applicant. USAID will utilize existing databases of past performance information and solicit additional information from the references provided by the applicant and from other sources if and when the Agreements Officer finds the existing databases to be insufficient for evaluating an applicant's performance.

(c) If the performance information contains negative information on which the applicant has not previously been given an opportunity to comment, USAID will provide the applicant an opportunity to comment on it prior to its consideration in the evaluation, and any applicant's comment will be considered with the negative performance information.

(d) USAID will initially determine the relevance of similar performance information as a predictor of probable performance under the subject award. USAID may give more weight to performance information that is considered more relevant and/or more current.
The applicant's performance information determined to be relevant will be evaluated in accordance with the elements below:

- Quality of product or service, including consistency in meeting goals and targets;
- Timeliness of performance, including adherence to schedules and other time sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient completion of activities;

- Business relations, addressing the history of professional behavior and overall business-like concern for the interests of the customer, including coordination among team members and developing country partners, cooperative attitude in remedying problems, and timely completion of all administrative requirements;
- Customer satisfaction with performance, including end user or beneficiary wherever possible;
- Effectiveness of key personnel, including appropriateness of personnel for the job and prompt and satisfactory changes in personnel when problems with clients were identified; and
- Cost control, including forecasting costs as well as accuracy in financial reporting, ensuring that unnecessarily expensive technical assistance is not used when lower cost advisors are adequate, and pacing the expenditure of level of effort such that deliverables and outputs can be produced within budget.

Cost Evaluation

The Cost Application will be evaluated for cost effectiveness and cost realism. Cost sharing contributions will be evaluated for cost realism. Applicants are encouraged to consider partnership arrangements that enhance the cost effectiveness of program implementation and provide other important benefits as well. Cost applications will be evaluated for innovative cost containment methods that minimize overall costs per student and maximize the number of students. A realistic commitment to cost share is generally viewed as enhancing the evaluated cost effectiveness of a program. Please note that if cost share is included within a cooperative agreement, this will be specifically tracked by USAID during program implementation to ensure compliance.

Description of the Review and Selection Process:

Application(s) which are deemed to offer the best overall value and meet USAID objectives will be selected for award. The Technical Evaluation Committee will evaluate the technical/programmatic merit of each application as measured against the evaluation factors. At the time of RFA issuance, all panel members are anticipated to be USAID employees. The panel may make an award recommendation based on the extent of its evaluation scope. In addition, one or more panel members may be asked to provide input to the cost effectiveness review, any substantial implementation involvement desired by USAID, and on any special provisions that may be included in the award.

Once an apparent successful applicant is identified, additional information and discussion may occur between the applicant and USAID Agreement Officer, before the Agreement Officer makes the final funding decision.

The recommendation or selection of an application for award does not in any way guarantee an award. The USAID Agreement Officer must be fully satisfied that the applicant has the capacity to adequately perform in accordance with standards established by USAID and the Office of Management and Budget (OMB). This issue of organizational capability is generally referred to as a pre-award “responsibility determination.” The Agreement Officer must also complete any other necessary pre-award arrangements.

Details on USAID pre-award responsibility determination policy and procedure can be found on our agency website, in its automated directive system (ADS) chapter 303, section 303.3.9: http://www.usaid.gov/policy/ads/300/303.pdf.

Other areas of review and discussion will vary according to the circumstances pertaining to the application. The following areas commonly require discussion and agreement prior to award:

1. Branding Strategy and Marking Plan. The apparent successful applicant will be requested to propose a branding strategy and marking plan which provides for appropriate acknowledgment of USAID

support, and which will be required as a material element of the Cooperative Agreement. Information on USAID branding and marking policy can be found in ADS Chapter 320. ADS Chapter 320 sections concerning "assistance" applies to this RFA. ADS Chapter 320 sections concerning "acquisition" do not apply to this RFA. ADS Chapter 320 can be found on USAID website: http://www.usaid.gov/policy/ads/300/320.pdf.

2. Final program and budget plans.

3. Payment terms.

4. Procedures concerning administrative reporting and logistical requirements for program including training components.

5. Cost sharing terms.

6. Other award terms including audit, special provisions and/or special award conditions.

SECTION VI AWARD AND ADMINISTRATION INFORMATION

Authority to Obligate the Government:

The USAID 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 specific pre-award written authorization from the Agreement Officer.

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://pdf.dec.org/pdf_docs/PDABQ631.pdf.

(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.

Deviations from Standard Provision:

None are anticipated at this time.

A description follows of anticipated Reporting Requirements to be included in the award:

Reporting Requirements:

A. Initial Budget, Work Plan and Monitoring and Evaluation Plan

The recipient will prepare and submit for approval by USAID an initial work plan reflecting activities generally for the duration of the program. The recipient will draft as well a more detailed initial work plan covering the first year of implementation, which will include all activities managed and implemented by the recipient. The annual work plan will clearly indicate specific tasks and individual responsibilities for task completion. The work plan will serve as a reference point for quarterly and annual progress reporting, and updating the prospective annual work plans. The work plan will permit monitoring of the award performance and costs. It will also be one of the progress performance monitoring tools for USAID.

The annual work plan will establish the timeline for objectives that indicate progress towards the tasks that need to be performed to achieve objectives. It will specify activities on a critical path and show critical performance benchmarks for the responsible parties. The work plan will include a detailed budget with a pipeline analysis of costs incurred and projections of costs for the life of award(s) implementation plan for achieving program outputs.

The recipient shall submit as well an initial draft monitoring and evaluation plan to measure progress under the program. This plan will reflect relevant indicators with the necessary targets for the life of project and for the first year of implementation.

The recipient must submit the initial budget, work plan and monitoring and evaluation plan in draft to USAID/Lebanon no later than sixty days after signature of the award(s). USAID/Lebanon will approve the final work plan and monitoring and evaluation plan in writing once any outstanding issues are resolved. Amendments to these documents prospectively may be proposed by the recipient for approval by USAID/Lebanon

B. Quarterly Progress Reports

Thirty days after the end of each calendar quarter, the recipient shall submit to USAID/Lebanon a narrative progress report. It will reflect progress in relation to agreed-upon benchmarks contained on the annual work plan and monitoring and evaluation plan. The report will specify any problems encountered and indicate resolutions or proposed corrective actions. The report will list activities proposed for the next quarter. The quarterly report shall include a summarized reporting on each recipient scholar performance, registration status, courses, leadership engagement and other relevant aspects of the program.

C. Accruals

USAID performs a quarterly accrual exercise at the end of each quarter; i.e. December 31, March 31, June 30, and September 30. Awardees are required to submit four quarterly accrual expenditures reports 15 days before the end of a quarter per year. The recipient must submit a spreadsheet showing cumulative disbursements and estimated (un-disbursed) accruals to the AOTR.

D. Quarterly Financial Reports

Thirty days after the end of each calendar quarter, the recipient will submit to USAID/Lebanon a report on expenditures incurred during the report period and projected expenditures for the next quarter. This will report against the Award(s) line items, and broken down in details. The report should be supported as well with a detailed budget breakdown reflecting USAID expenditures and cost share per line item for the quarter and the projected costs for the next reporting period.

E. Annual Progress Report, Pipeline Analysis, Work Plan and Monitoring/Evaluation Plan
The July-September (last quarter in a fiscal year) Quarterly Progress Report in addition to the first three quarters will constitute the basis of the Annual Progress Report. It will be a comprehensive narrative report summarizing the previous year's activities and accomplishments using the annual work plan as a starting point and will serve as the tool by which USAID/Lebanon monitors the performance of the Recipient. Detailed supportive documentation reflecting progress, challenges and achievements of the various activities and program activities should be annexed to the report. The annual report must include a detailed reporting on each recipient scholar performance during the year, registration status and academic standing, courses, leadership engagement, vetting, TRAINET registration, and other relevant aspects of the program. The report and all supportive documentation should be submitted no later than one month post expiry of each implementation year.

The report will include status of project activities and will summarize services delivered and progress towards achieving results identified in USAID's Program Areas. It will document both successes and failures of the interventions, and discuss reasons for shortcomings and recommend actions to overcome them. For each action, the Recipient will designate responsible parties and establish a timeframe for completion. The recipient shall use the approved work plan as basis to track activities. The recipient should submit by the beginning of the academic year, a detailed work plan reflecting activities that will be completed during the forthcoming year. The work plan is subject to the AOTR approval. The work plan shall include a detailed budget with a pipeline analysis of costs incurred during the past year, broken down per quarter, and projections of costs for the life of award, broken down per implementation year

The recipient is required to submit for AOTR approval an annual monitoring and evaluation plan. The Annual Monitoring and Evaluation Report will be a stand-alone document, but could be included as an annex to the Annual Progress Report. The monitoring and evaluation plan should provide output, outcome and impact indicators for all activities detailed in the work plan. Accurate measurement should be done against established targets and baselines, which the recipient should provide to the AOTR by the beginning of each academic year.

F. Recipient Exit Plan
Ninety days prior to the Award completion date, the recipient will submit to USAID a detailed plan describing all actions to be completed to demobilize the recipient's operations. The plan will designate dates for all actions. It will include an inventory of all commodities procured under the project and a plan for disposition of the same commodities.

G. Recipient Final Report
Ninety days after the Award completion date, the recipient will submit a final report to the AOTR which will summarize implementation progress of all tasks including achievements of strategic results, shortfalls, problems, recommended solutions, and recipient's assessment of Award work completed. The report shall provide quantitative representation. Accomplishments will need to be documented by data and not anecdotal reporting for the analysis and conclusions must be submitted with the final report. However, success stories should be duly documented and reported.

H. Project Materials
The Recipient shall be required to submit copies to USAID/Lebanon of all materials developed under the project including but not limited to: training materials, conference reports, and procedure and operating manuals. The materials to be submitted and the number of copies and language shall be identified in the Annual Work plans.

Section IX - Standard Provisions

Mandatory Standard Provisions for U.S. Nongovernmental Recipients

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL RECIPIENTS

1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (April 1998)
2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (April 1998)
3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (April 1998)
4. PUBLICATIONS AND MEDIA RELEASES (MARCH 2006)
5. PARTICIPANT TRAINING (April 1998)
6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (April 1998)
8. CARE OF LABORATORY ANIMALS (MARCH 2004)
9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)
10. PUBLIC NOTICES (MARCH 2004)
11. (RESERVED)
12. COST SHARING (MATCHING) (FEBRUARY 2012)
13. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
14. INVESTMENT PROMOTION (NOVEMBER 2003)
15. REPORTING OF FOREIGN TAXES (March 2006)
16. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (January 2002)
17. ORGANIZATIONS ELIGIBLE FOR ASSISTANCE (JULY 2004)
18. PROHIBITION ON THE USE OF FEDERAL FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION - ASSISTANCE (JULY 2004)
19. ORGANIZATIONS ELIGIBLE FOR ASSISTANCE (JUNE 2005)
20. CONDOMS (JUNE 2005)
21. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (JUNE 2005)
22. USAID Disability Policy - Assistance (December 2004)
23. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (September 2004).

The Full text for the **"MANDATORY STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL RECIPIENTS"** and **"Required as Applicable"** can be found at this website: **http://www.usaid.gov/policy/ads/300/303maa.pdf**

MANDATORY STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL RECIPIENTS

REQUIRED, AS APPLICABLE, STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL RECIPIENTS

1. PAYMENT – ADVANCE (OCTOBER 1998)
2. PAYMENT – REIMBURSEMENT (MAY 1986)
3. INTERNATIONAL AIR TRAVEL AND TRANSPORTATION (JUNE 1999)
4. OCEAN SHIPMENT OF GOODS (JUNE 1999)
5. PROCUREMENT OF GOODS AND SERVICES (OCTOBER 1998)
6. USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (FEBRUARY 2012)
7. SUBAGREEMENTS (OCTOBER 1998)
8. PATENT RIGHTS (JUNE 1993)
9. PUBLICATIONS AND MEDIA RELEASES (MARCH 2006)
10. NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS (MAY 1986)
11. REGULATIONS GOVERNING EMPLOYEES (JUNE 1993)
12. PARTICIPANT TRAINING (OCTOBER 1998)
13. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
14. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (OCTOBER 1998)
15. INDIRECT COST RATES - PROVISIONAL (Nonprofit) (OCTOBER 1998)
16. TITLE TO AND USE OF PROPERTY (RECIPIENT TITLE; OVER $50,000) (OCTOBER 1998)
17. TITLE TO AND USE OF PROPERTY (RECIPIENT TITLE; $50,000 and Under) (OCTOBER 1998)
18. TITLE TO AND CARE OF PROPERTY (U.S. GOVERNMENT TITLE) (OCTOBER 1998)
19. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (OCTOBER 1998)
20. COST SHARING (MATCHING) (FEBRUARY 2012)
21. PUBLIC NOTICES (JUNE 1993)
22. PROGRAM INCOME (OCTOBER 1998)
23. (Reserved)
24. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
25. INVESTMENT PROMOTION (NOVEMBER 2003)
26. REPORTING OF FOREIGN TAXES (MARCH 2006)
27. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JANUARY 2002)
28. ORGANIZATIONS ELIGIBLE FOR ASSISTANCE (JULY 2004)
29. PROHIBITION ON THE USE OF FEDERAL FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION - ASSISTANCE (JULY 2004)
30. ORGANIZATIONS ELIGIBLE FOR ASSISTANCE (JUNE 2005)
31. CONDOMS (JUNE 2005)
32. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (JUNE 2005) 33. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
34. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)

The Full text for the **“Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients”** and **“Required as Applicable”** can be found at this website: http://www.usaid.gov/policy/ads/300/303mab.pdf

SECTION X - SPECIAL PROVISIONS

EXECUTIVE ORDER ON TERRORISM FINANCING (FEB 2002)

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

TRAINING RESULTS AND INFORMATION NETWORK (TRAINET)

Exchange Visitors and Training

The recipient will conform to USAID Automated Directives System (ADS) Chapter 252 – Visa Compliance for Exchange Visitors and ADS 253 – Training for Development, as well as USAID/Egypt-specific requirements for processing of J-1 Exchange Visitors.

The Recipient will enter applicable information into TraiNet for any participant Training, third-country training and in-country training that is funded through this award.

Information and assistance on ADS 253 requirements is currently available from the following USAID/Egypt personnel:
Samah Eid seid@usaid.gov 2522-6891

STUDENTS AND PARENTS VETTING
Recipient shall Vet[1] students and their parents to ensure that the program benefits are not being provided, even inadvertently, to terrorists or their supporters, including people or organizations who are not specifically designated by the USG as terrorists but who may nevertheless be linked to terrorist activities."

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[1] *The kind of required vetting is as per AAPD 04-14, Certification Regarding Terrorist Financing Implementing E.O. 13224, page 6:*

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 Student.

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.

VETTING REQUIRMENTS OF SUB-AWARDEES

Prior to the provision of funding by the Recipient to its sub-grantees ("sub-awardees "), the Recipient shall conduct all screening procedures and due diligence on sub-awardees and key individuals of the sub-awardees, including a check of sub-awardees and such key individuals not screened at the time of award by the Agreement Officer to ensure compliance with Executive Order 13224 and U.S. law prohibiting transactions with, and the provision of resources and support to individuals and organizations associated with terrorism. The Recipient will screen names of its sub-awardees and the key individuals of such sub-awardees against the Specially Designated Nationals List ("SDN" list) administered by the Department of the Treasury's Office of Foreign Assets Control ("OFAC") http://www.ustreas.gov/offices/enforcement/ofac/sdn/; UN's 1267 Committee List on Al-Qaida and the Taliban and Associated Individuals and Entities: http://www.un.org/sc/committees/1267/consolist.shtml ; and State Department's Terrorist Exclusion List: http://www.state.gov/s/ct/list/ (see ADS 303.3.8.a.4 and ADS 303.3.9).

"Key individual" means (i) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) the program manager or chief of party for the USG-financed program; and (iv) any other person with significant responsibilities for administration of the USG-financed activities or resources."

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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.