



Funding Opportunity Title:	2013 Call for Disability Proposals
Announcement Type:	Request for Applications
Funding Opportunity Number:	RFA-386-14-000001
Issuance Date:	December 20, 2013
Authorized Geographic Code:	937
Catalog of Federal Domestic Number (CFDA):	98.001
Deadline for submission of Applications: (Electronically via email attachments)	January 6, 2014 at 4:00 pm New Delhi local time

To Interested Applicants:

USAID India is inviting local Indian organizations (read definition under Section III – Application Process) to apply for FY13 Disability Funding to:

- Increase the participation of people with disabilities in USAID programs/activities; and
- 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).

The approximate breakdown of funding available is:

- Small fund programs ranging from \$20,000 - \$300,000; and
- Larger fund programs ranging from \$300,000 - \$600,000.

Program areas could include, but are not limited to: education/health and access to services; agriculture and food security; environment and global climate change; gender equality and women's empowerment; and innovation, among others. Capacity building programs for DPOs may include organizational capacity, advocacy efforts, cross-disability coalition building, coordination, and leadership and training.

Applicants are encouraged to review the *USAID-India Country Development Cooperation Strategy 2012-2016* (<http://www.usaid.gov/india/cdcs>) for more detailed information about our strategic approach.

The preferred method of distribution of this RFA is via internet. This APS and any future amendments can be downloaded from www.grants.gov and the USAID/India website http://transition.usaid.gov/in/working_with_us/business_grant_opportunities.html. All interested parties are highly encouraged to register on www.grants.gov in order to receive automatic notification of amendments to this RFA. It is the responsibility of the prospective applicant to ensure that it has received all documents from www.grants.gov in their entirety. USAID bears no responsibility for data errors resulting from transmission or conversion processes.

It is the responsibility of the applicant to read the RFA thoroughly before submitting an application. In the event of an inconsistency between the documents comprising this RFA, it shall be resolved by the following descending order of precedence:

- Section IV – Application Evaluation Criteria
- Attachment A - Required Application Format
- Section I - Program Description
- This Cover Letter

The issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final awards cannot be made until funds have been appropriated, allocated, and committed through internal USAID procedures. Potential applicants are hereby notified that all awards are subject to the availability of funds and agreement of the parties, and USAID reserves the right to make no awards. All preparation and submission costs incurred are at the Applicant's expense. This RFA may be amended by USAID/India as necessary (e.g., to revise deadlines or update information).

Point of Contact and submission instructions

Complete applications should be submitted via e-mail to indiarco@usaid.gov. Email attachment size must not exceed 15MB. Also refer to the complete submission instructions in Section III.

Sincerely,

sd/-
Sumit Dutta
Regional Office of Acquisition and Assistance
USAID/India

Attachment: a/s

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I. PROGRAM DESCRIPTION

a. Background

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 option 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, and although disability is a crosscutting development issue, 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.

Disability rights 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 - including India, 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>

b. Areas of Interest

USAID 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: education/health and access to services; agriculture and food security; environment and global climate change; gender equality and women's empowerment; and innovation, among others. 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/India and be guided by the values and provisions set forth by the UN Convention on the Rights of Persons with Disabilities. Interested organizations are encouraged to engage in dialogue with their local missions to learn of mission priorities. In addition, organizations may also access copies of Mission Country Development Cooperation Strategies, which outline strategic development objectives, via the www.usaid.gov and mission websites.

Projects that address targeted needs of people with disabilities may be considered. Projects that highlight the needs of marginalized groups, such as 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.

1. Increase participation of people with disabilities in new or existing USAID programs

Examples:

- 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.
- 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.
- 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.

2. Strengthen the capacity and services of DPOs

Examples:

- Improve the organizational capacity, financial management, human/material resources, strategic planning, fundraising, leadership and coordination of DPOs.
- Support the development and strengthening of national and regional cross-disability networks and coalitions.
- 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.
- Build advocacy skills of DPOs to increase the inclusion of people with disabilities in programs funded by USAID, host governments and other donors.
- 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:

- Programs with a significant budget for infrastructure or construction activities
- Programs focused on the provision of assistive devices or physical rehabilitation
- Programs supporting institutionalization of or institutions for children or adults with disabilities
- 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
- 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.

d. Required Indicators for Reporting Purposes (after award)

At the very least Recipients will be required to report on the following indicators in each progress report:

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

Though not required, Recipients are encouraged to submit photographs, success stories and/or other media as part of their progress reports.

e. Cost share

Cost Sharing from Applicants is not mandatory, but encouraged for this program.

II. APPLICANT ELIGIBILITY AND RESPONSIBILITY

1) Definition of Local Indian Organizations

USAID invites applicants from local Indian organizations that are 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. The definition of a local organization is provided below:

1. A “local Indian organization” must,
 - Be organized under the laws of the recipient country;
 - Have its principal place of business in the recipient country;
 - Be majority owned by individuals who are citizens or lawful permanent residents of the recipient country or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of a recipient country; and
 - Not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of the recipient country.
2. The term “controlled by” means a majority ownership or beneficiary interest as defined above, or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization’s managers or a majority of the organization’s governing body by any means, e.g., ownership, contract, or operation of law.
3. “Foreign entity” means an organization that fails to meet any part of the “local organization” definition.

Government controlled and government owned organizations in which the recipient government owns a majority interest or in which the majority of a governing body are government employees, are not eligible to apply as prime recipients.

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.

2) Applicant Responsibility

In order for an award to be made, the Agreement Officer must make an affirmative determination that the applicant is "responsible," as discussed in ADS 303.3.9 (<http://transition.usaid.gov/policy/ads/300/303.pdf>). This means that the applicant must possess, or have the ability to obtain, the necessary management and technical competence to conduct the proposed program, and must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID.

Applicants must have or be willing to establish financial management, internal control systems, and policies and procedures that comply with established US Government standards, laws, and regulations. All potential awardees will be subject to a financial responsibility determination in accordance with ADS 303.3.9 that may include a pre-award survey.

III. APPLICATION SUBMISSION INSTRUCTIONS

Applicants must utilize the required application format provided in **Attachment A - Required Application Format** below. 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.

In addition, the following is required to be submitted along with the application:

1. SF-424: http://apply07.grants.gov/apply/forms/sample/SF424_Mandatory_1_2-V1.2.pdf
2. SF-424A: <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
3. SF-424B: http://apply07.grants.gov/apply/forms/sample/Mandatory_SF424B-V1.1.pdf
4. Certifications and Assurances: <http://transition.usaid.gov/policy/ads/300/303mav.pdf>
5. Screenshot of your organization's active profile page at <https://www.sam.gov/portal/public/SAM/>

You will need to download the SF-424 forms plus the Certifications and Assurances from the sites INDICATED ABOVE, fill these out, sign and date where indicated, scan these and then submit along with your application. All applicants are required to submit these forms and certification failing which their application may not be accepted by USAID.

Please note that you will need to provide a Data Universal Numbering System (DUNS) number for your organization in the SF-424 form and also in the Certifications and Assurances. You can obtain a DUNS number via internet by applying for one at <http://fedgov.dnb.com/webform/index.jsp>. The DUNS number must be provided in the appropriate blocks of the SF-424 series form(s) and the Certifications and Assurances.

After obtaining a DUNS number, you will need to register your organization with Central Contractor Registration. For doing that, please visit <https://www.sam.gov/portal/public/SAM/> for completing the process. Follow the guide (see Attachment 2) on registration for International Entity Organizations. It takes a few days before your organization's profile gets activated. The SAM registration process must be initiated immediately upon receipt of the DUNS number. Attach a screenshot of your organization's active profile page along with your application.

IV. APPLICATION EVALUATION CRITERIA

Applications will be reviewed and evaluated by USAID/India. The evaluation criteria are listed below. Additional evaluation criteria may be added.

1. Applicant Information (20 points)

To receive a full score the organization will have:

- Extensive involvement in disability inclusion or be a DPO.
- Previous experience in project management or managing activities related to those proposed in the concept paper.
- A clear understanding of the disability landscape and situation of people with disabilities in the country/region of programming.
- A clear mission, set of objectives and orientation that is in line with proposed activities.

2. Project description (60 points)

To receive a full score the project must:

- Show a clear link between the described need and the proposed activities.
- Describe the impact of the proposed project on existing USAID programs, activities or strategies.
- Define who will benefit from the project (children, youth, adults; people with disabilities or not; government institutions, families, local community, schools, etc.; disaggregated by sex and type of disability if possible).
- Provide an activity schedule that is well defined and realistic.
- Describe measurable indicators (beyond the three required indicators) that will be used to show the project impact and success.

3. Integration of People with Disabilities (20 points)

To receive a full score the organization will:

- Show evidence of linkages with existing disability programs or organizations in the country where activities are being proposed.
- Illustrate how people with disabilities have been/will be involved in the design, implementation and evaluation of the program.
- Ensure that women and girls with disabilities will participate in and benefit from activities.

Following favorable negotiations with the USAID/India Mission, USAID may award a grant or a cooperative agreement to the institution proposing the partnership.

V. AWARD INFORMATION

1. Substantial Involvement

USAID anticipates that grants or cooperative agreements will be awarded as a result of this APS. Depending on the applications that are received and selected, USAID may decide to be “substantially involved” in the implementation of the program, and therefore award a cooperative agreement instead of a grant. Cooperative agreements are identical to grants except that in a cooperative agreement, USAID may be substantially involved in one or more of the following areas:

1. USAID review and approval of annual implementation plans (limited to not more frequently than annually);
2. USAID approval of specified key personnel
3. USAID approval of the recipient’s monitoring and evaluation plan
4. USAID authority to immediately halt a construction activity, if applicable;
5. USAID approval of sub-awards (grants), if applicable

For more details of USAID involvement, refer to ADS 303.3.11 at <http://www.usaid.gov/policy/ads/300/303.pdf>.

2. Award administration

The awards will be managed by USAID/India. USAID reserves the right to close this program at any point up to the closing date. Awards are one-time only and are not renewable. USAID reserves the right, in consultation with applicants, to reduce, revise or increase budgets in accordance with the needs of the program and availability of funds. USAID reserves the right to make no awards.

It is USAID policy not to award profit under grants and cooperative agreements. Consequently, no fee or profit will be paid to the grant or cooperative agreement recipient.

This program is authorized in accordance with the Foreign Assistance Act of 1961, as amended. Awards shall be made in accordance with OMB Circulars A-21 (for universities) or A-122 (for non-profit organizations), and ADS-303. For Non U.S. Non-Governmental Organizations, the ADS -303 Standard Provisions for Non-U.S., Non-Governmental Recipients will apply. Applicants can find copies of these documents by referring to the USAID Homepage at <http://www.usaid.gov/policy/ads/cfr.html#22> and at <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>.

3. Reporting

The award recipient(s) will be required to submit an annual work plan, quarterly financial reports, annual reports, and a final end of the project report according to standard USAID requirements. The list of reporting requirements will be finalized and included in the grant or cooperative agreement at the time of award by the Agreement Officer; reporting formats will be provided by the Agreement Officer Representative (AOR). The annual work plan will include a monitoring and evaluation plan, as USAID will be managing for measurable results. The AOR

may require quarterly progress reports for that purpose, as indicated in the award instrument. Mid-term (as appropriate based on period of performance) and final independent evaluations are required.

The Recipient will submit all reports to the Mission AOR. The timing, format, and the other instructions will be agreed by the AOR and the recipient's key personnel at the time of award. On receipt of an award, the recipient will be responsible for submission of the following reports to the AOR:

Report	Due
1. Annual work plan	As requested by AOR first year and each subsequent year.
2. Semi-annual technical reports	Within one month of each six-month period.
3. Quarterly financial reports	Within 30 days of the end of each FY quarter
4. Interim evaluation	At such time as mutually agreed, but not later than 18 months after the project start.
5. Final evaluation	Not later than one year of the completion of the award
6. Assessment, evaluations, analysis	As mutually agreed
7. Accrual reports	Not later than 10 days before the end of each quarter
8. Reports of achievements against standard and/or customized indicators	As requested by AOR and consistent with USAID reporting requirements.

5. Marking and Branding

Effective January 2, 2006, all USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with ADS 320. The Branding Strategy will be negotiated and finalized as part of assistance award. ADS 320 may be found at: <http://www.usaid.gov/policy/ads/300/320.pdf>. Specific communications and promotion measures shall be described in the "Branding Strategy" and "Branding Implementation Plan" and specific marking will be described in the "Marking Plan" for this award(s).

6. 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://transition.usaid.gov/policy/ads/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Contractor environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this Agreement.

- a) 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.
- b) No activity funded under this Agreement 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 Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

7. Prohibition against Discrimination

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, national origin, age, disability, or sex under any program or activity funded by this award when work under the grant is performed in the U.S. or when employees are recruited from the U.S.

Additionally, USAID is committed to achieving and maintaining a diverse and representative workforce and a workplace free of discrimination. Based on law, Executive Order, and Agency policy, USAID prohibits discrimination, including harassment, in its own workplace on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, disability, age, veteran's status, sexual orientation, genetic information, marital status, parental status, political affiliation, and any other conduct that does not adversely affect the performance of the employee. Recipients must comply with the requirements of the first paragraph of this provision and in addition, the Agency strongly encourages its recipients and their sub recipients and vendors (at all tiers), performing both in the U.S. and overseas, to develop and enforce comprehensive nondiscrimination policies for their workplaces that include protection for all their employees on these expanded bases.

8. Anti-Terrorism

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision will be included in all agreements. For details, please visit <http://transition.usaid.gov/policy/ads/300/303.pdf>

9. Job Export and Worker's Rights

In accordance with the Foreign Operations Appropriations Act, 2012 (FOAA 2012), Sec. 7028, USAID will not provide assistance:

- (1) To a business located in the U.S. for the purpose of inducing that business to relocate outside the U.S. in a manner that would likely reduce the number of U.S. employees of that business, or
- (2) For an activity that contributes to the violation of internationally recognized workers' rights in the recipient country. This is applied commensurate with the level of development of the recipient country and is not to preclude assistance for the informal sector including micro and small-scale enterprise and smallholder agriculture.

10. Surplus Commodities

In accordance with FOAA 2012, Sec. 7025(a), USAID will not provide assistance to establish or expand production of any commodity for export if the commodity is likely to be in surplus on world markets and substantial injury will be caused to U.S. producers of the same, similar, or competing commodities, except under very limited circumstances.

11. Agricultural Activities/Bumpers Amendment

In accordance with FOAA 2012, Sec. 7025(b), USAID will not provide assistance for agricultural development activities (specifically, any testing or breeding feasibility study, variety improvement or introduction, consultancy, publication, conference, or training) that would compete with a similar commodity grown or produced in the United States, except under very limited circumstances.

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. (Please limit your response to ½ 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 mission/bureau 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 ½ 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 ¼ 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)

Description	Budget (US \$)
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 - QUICK GUIDE FOR NEW FOREIGN REGISTRATIONS

Quick Start Guide For New Foreign Registrations

Helpful Information

SAM is the official **free, government-operated website** – there is **NO** charge to register or maintain your entity registration record in SAM.

What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

What do I need to get started?

1. **DUNS Number:** You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you want to register.
2. **NATO Commercial and Government Entity (NCAGE) Code:** Foreign entities must obtain a NCAGE code for each DUNS number they plan to register in SAM **before** you start the registration process.

How do I get a DUNS number?

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>. It takes up to 5 business days to obtain an international DUNS number.

How do I get an NCAGE code?

For instructions on obtaining a NCAGE, visit: http://www.dls.dia.mil/Forms/Form_AC135.asp. Make sure the name and address information you provide to get your NCAGE code is the same as what you used to get your DUNS number. It takes up to 3 business days to obtain a NCAGE code.

What about a Taxpayer Identification Number (TIN)?

You only need a TIN if your entity pays U.S. taxes. If you are a foreign entity that does not pay taxes in the U.S., do **not** enter a number in the TIN field during registration.

Steps for Registering

1. Type www.sam.gov in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e-mail address to activate the user account), then Login.
3. Select "Register New Entity" under "Register/Update Entity" on your "My SAM" page.
4. Select your type of Entity, most likely "Business or Organization." Definitions are in the Content Glossary on the right side of the page.
5. Tell the system **why** you are registering in SAM. This determines what information you have to provide.
 - Are you interested in bidding on Federal contracts? If you say "Yes," you will complete all four sections in SAM.
 - Are you just interested in becoming eligible to apply for grants or other Federal financial assistance? If you say "No" to the contracts question and "Yes" to the grants question, you will only have to complete the grant-related information.
6. Complete your registration. On each page, required information that you must provide has a red asterisk (*) next to the name of the field. Here are a few helpful hints:
 - On the Business Information page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down. It is used as a password in other government systems.
 - If you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
 - Only use the NCAGE code you got for your DUNS number. Remember, the name and address information **must** match on the DUNS and NCAGE records.
 - Make sure to select "Foreign Owned and Located" on the General Information page.
 - As a foreign entity, you do not need to provide Electronic Funds Transfer (EFT) banking information on the Financial Information page. If you do choose to provide this electronic banking information, it **must** be for a U.S. bank: SAM cannot accept foreign banking information. The remittance name and address are the only mandatory information for you on this page.
 - In the "Points of Contact" section, list the names of people **in your organization** who know about this registration in SAM and why you want to do business with the U.S. Federal government. These are called "Points of Contact" or POCs.
7. Make sure to hit [Submit] after your final review. You will get a Congratulations message on the screen. If you do not see this message, you did not submit your registration. What happens next?
 - Once approved by the IRS (if you entered a TIN) and the Commercial and Government Entity (CAGE) system, you will get an email from SAM.gov when your entity registration is active.

Please give yourself plenty of time before your contract or grant application deadline. Allow up to 10 business days after you submit before your registration is active in SAM, then an additional 24 hours for other systems such as Grants.gov to recognize your information.

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>.

