

**Feed the Future Ghana Mobilizing Finance in Agriculture (MFA) Activity**

**REQUEST FOR APPLICATIONS (RFA)**

REF: *Ghana Mobilizing Finance in Agriculture*

Prime Contract Number: 72064120C00003.

**Subject: Palladium's Request for Applications (RFA) Number 2024 - Market Normalization - 001 – Agricultural Value Chain Support for Food Security Challenge.**

Dear Prospective Applicants,

Palladium, the implementer of the USAID-supported Feed the Future Ghana Mobilizing Finance in Agriculture (MFA) Activity, under its "Market Normalization Intervention" is seeking applications from qualified organizations (i.e., aggregators and anchor firms) interested in partnering with MFA as financial intermediaries to support 30,000 smallholder actors in the maize, soy, cowpea, groundnut, mango, cashew, shea and pineapple value chains. This is to help promote household food security and disposable incomes of smallholder actors, by helping producers to increase productivity through timely access to agricultural inputs and services for production, farm maintenance, harvesting, processing, storage, aggregation, and linkages to bulk produce off-takers.

We invite interested organizations to submit concept notes outlining their vision and capabilities in the provision of agricultural inputs and services to smallholder actors, including but not limited to access to agricultural information and technology within a climate-smart agricultural production context. This should include proposals for subsidies to smallholder actors based on available empirical data. Grants will be on a Pay for Results basis with defined milestones.

Palladium is implementing this Activity under Prime Contract Number: 72064120C00003.

The RFA comprises the following main sections:

- I. FUNDING OPPORTUNITY
- II. ELIGIBILITY REQUIREMENTS
- III. APPLICATION AND SUBMISSION REQUIREMENTS
- IV. AWARD ADMINISTRATION INFORMATION

Successful Applicants will be responsible for ensuring the achievement of the Activity objectives. Please refer to Section I of this RFA entitled Funding Opportunity Description for a complete statement of goals and expected results.

Subject to availability of funds, Palladium intends to provide up to \$1.15 million in total funding for activities implemented by June 2025, with individual grant amounts averaging \$57,500 per grantee. Palladium reserves the right to fund any or none of the applications submitted.

To be eligible for an award, Applicants must provide all required information in their application, including the requirements found in any attachments to this RFA. Applications submitted late, incomplete, or non-responsive will not be considered. Awards will be made to the responsible Applicant(s) whose application(s) best meet the requirements of this RFA and the evaluation criteria contained herein.

Palladium intends to use a one-stage application process to evaluate and select Grantee(s) under this RFA. Applicants should submit a full application package to be evaluated per Section III, Step 1 of this RFA.

Issuance of this RFA does not constitute an award commitment on behalf of Palladium, nor does it commit Palladium to pay any costs incurred in the preparation and submission of an application. Further, Palladium reserves the right to reject any or all applications received. Applications are submitted at the risk of the Applicant and all preparation and submission costs are at the Applicant's expense.

Issuance Date:	February 7, 2024
Deadline for submission of questions:	February 14, 2024 @ 5:00 pm GMT
Pre-application Conference Date:	February 26, 2024, from 2:00 pm to 4:00 pm (virtual)
Closing Date for Receipt of full applications:	March 7, 2024 @ 11:59 pm GMT
Total funding available (all grants):	Up to \$1.15 million
Anticipated Number of Grants:	Approximately 20 grants

Sincerely,

Dr. Victor Antwi  
Chief of Party

Tel. 059 383 8581

Attachments:

- A. Full Technical Application Template
- B. Full Cost Application Template
- C. Required Representations and Certifications of Offeror
- D. Fixed Amount Award (FAA) Template

## SECTION I: FUNDING OPPORTUNITY DESCRIPTION

Intervention Description.

### 1. Scope

USAID/Ghana has made progress in expanding financing to agricultural micro, small, and medium enterprises (MSMEs) in the agriculture sector. However, barriers to ensuring sufficient affordable financing is available to meet demand without ongoing donor technical assistance or subsidies remain. Interest rates for small loans remain high, tenors are short, collateral requirements are prohibitive, and transaction costs limit commercial financial institutions (FIs) from profitably providing small loans at scale.

The COVID-19 pandemic and the deterioration of Ghana's economic climate have exacerbated these challenges. Inflation, currency depreciation, rising interest rates, and global fertilizer shortages have significantly increased input costs and operational expenses for agribusinesses. As a result, FIs have become more risk-averse, further constraining agribusinesses' access to finance. These factors pose a risk to food security amid a threatening possible *El Nino* occurrence which may result in more erratic rainfall and temperature patterns that may affect crop productivity and consequently affect their entire respective value chain operations.

This RFA aims to identify financial intermediaries to support value chain activities in terms of subsidized agricultural inputs and services or other innovative cost-mitigating solutions to smallholder value chain actors in the following areas but not limited to land preparation, climate-smart soil fertility improvement, planting, weed and pest control, harvesting, processing, storage, aggregation, linkages to bulk marketing off-takers and other innovative cost-mitigating solutions. Grantees are expected to propose subsidy limits and terms of application. The support should be limited to maize, soy, cowpea, groundnut, mango, cashew, shea, and pineapple value chains. In the case of crop production of maize, soy, cowpea, and groundnuts, grantees should limit their interest to supporting smallholder farmers only in the Feed the Future Zone of Influence which includes the following target districts/municipalities in Ghana:

- Northern Region: Gushiegu, Karaga, Mion, Sagnerigu, Nanton, and Yendi
- North East Region: East Mamprusi and Mamprugu Moagduri.
- Upper East Region: Bawku Municipal, Bawku West, Garu, and Tempene.
- Upper West Region: Daffiama Bussie Issa, Nadowli Kaleo, Sissala East, Sissala West, and Wa East.

Actors in mango, cashew, shea, and pineapple value chains anywhere in Ghana are also eligible for support.

Agricultural inputs and services support to smallholder farmers may include but are not limited to access to Government of Ghana-certified improved planting material with a preference for locally developed varieties, certified organic and inorganic fertilizers, agricultural mechanization services for plowing, planting, weed control, pest control, fertilizer application, harvesting, threshing/shelling, cleaning, processing, aggregation, storage and access to weather and market information. All these activities should be proposed within the context of climate-smart agriculture approaches and accompanying environmental conservation and mitigation measures.

Applicants are expected to address these issues cost-effectively. Applicants will be assessed on the number of smallholder farmers benefiting from assistance per \$100 in funding, with a minimum target of four smallholder farmers per \$100 in funding.

Grantees will also be provided complementary training by MFA to establish/enhance systems and practices for strong business management, including targeted financial management trainings, remote coaching support, and digital financial management tools and templates.

- The goal is to sustain smallholder farmer productivity and incomes following setbacks suffered from the economic crisis by ensuring continued community access to agricultural inputs, mechanization, and marketing services. The facilitating agents are expected to play a key role in integrating smallholder value chain actors within the local and international markets for optimal benefits.

## **2. Objectives**

The overall objective of this intervention is to improve the food security situation of the intervention districts/municipalities without compromising the existing biodiversity equilibrium.

The specific short-term objectives are:

- To increase the disposable incomes of 30,000 actors in the proposed value chains that the grant seeks to support.
- To increase the productivity of the value chain actors within MFA-designated value chains and the Zone of Influence in a climate-smart agricultural and environmentally friendly manner.
- To increase access to production inputs by 30,000 value chain actors for them to participate effectively in their respective value chains of interest.
- To increase the capacity of the value chain actors for them to participate effectively in their access to institutional financial services for financial inclusion to promote their production and commercial activities.

The medium-term objective is to support the development of sustainable agricultural supply and value chains that can meet the agricultural input needs of smallholder farmers to promote food security.

## **3. Key Performance Indicators (KPIs)**

To achieve the objectives of the proposed intervention, the following key performance indicators are provided to guide applicants:

Short-term objectives:

- To increase the disposable incomes of 30,000 actors in MFA-designated value chains:
  - Number of actors who have received training on crop budgeting and basic record keeping.
  - Number of actors receiving training on data management, seasonality of investment, and decision-making.
  - Number of actors making positive gross margins in their agribusinesses.
- To increase the productivity of the value chain actors within the agreeable crops of interest in a climate-smart agricultural and environmentally friendly manner:
  - Number of smallholder actors who increased their output per unit of investment.
  - Number of smallholder actors who take actions to minimize environmental pollution.
  - Number of smallholder actors who opt for organic alternatives to inorganic chemical interventions.

- iii. To increase access to production inputs to 30,000 value chain actors and for them to participate effectively in their respective value chains of interest:
  - Number of actors who access production inputs to enhance their production.
  - Number of actors who access production inputs on time.
  - Number of actors who access production inputs in the right quantity to optimize production.
- iv. To increase value chain actors' access to appropriate finance through institutional financial services:
  - Number of actors who access institutional financial services.
  - Number of actors who operate an account with an institutional financial body.
  - Number of actors who have increased their working capital from external sources.

In the medium/long term, these partnerships should seek to achieve the following objectives:

- i. Percentage of actors that reported increased disposable income.
- ii. Percentage of actors' households that reported improvement in household food security.

Note the following:

- All applicants must include the number of smallholder farmers in MFA's target value chains and geographic regions reached per \$100 of funding, with a minimum target of 4.
- The list of KPIs provided under this Section of the RFA is only indicative and not exhaustive. Applicants are therefore encouraged to propose additional and relevant KPIs that address the objectives of the call.
- Applicants must clearly indicate proposed KPIs.
- All applications and proposed interventions must focus on one or more of MFA's priority value chains namely maize, soy, groundnuts, cowpea, cashew, mango, shea, and pineapple. Only proposals centered on developing these target commodities will be considered. Applications targeting other value chains will not be eligible.

**4. Example of Models Envisaged under the RFA (All concepts must propose activities that fall within the following domains:)**

Grants to Financial Intermediaries can also support innovative solutions that leverage research and other knowledge management institutions, partnerships, and technical skills to improve upon smallholder actors' access to inputs, mechanization, and agricultural information services to enhance their agribusiness operations. This could include networks to consolidate input supply chains that will ensure access to inputs and services, even after the grant intervention period, for the sustainability of the intervention.

Grants to implementing Financial Intermediaries could consider the following but not exhaustive options:

- Support for climate-smart agricultural production through supply of certified drought-tolerant and pest-tolerant planting material, land preparation, planting, crop husbandry to harvesting.
- Support for agricultural mechanization, extension, and weather forecasting services.
- Aggregation, storage, access to market information, and market linkages for bulk off-takers.
- Training of value chain actors in produce quality assurance and embracing organic options for pest control.

- Capacity building for data management and optimization of operational processes for improved margins.
- A combination of agricultural inputs supply (including access to agricultural information services), crop husbandry services, processing and marketing linkages.

## 5. Requirements

Full applications must conform to the structure in Attachment B, Technical Application Format, which includes the provided and described in more detail in SECTION III - STEP II of this RFA.

## 6. Schedule

MFA anticipates awarding one or more Fixed Amount Award (FAA), services in-kind simplified cost-reimbursable grants as a result of this solicitation process by 30<sup>th</sup> April 2024. The expected performance period is May 2024 – June 2025. Feed the Future Ghana MFA may revise the period of performance before the award.

## 7. MFA Guidance and Post-Award Support

Once grants are awarded, partners will receive ongoing support and guidance from MFA including:

- Overall grant guidance from the grants and procurement team and technical manager
- Technical assistance from subject matter specialists
- Monitoring and reporting support from the M&E team
- Additional post-award capacity building will include:
  - A kick-off meeting covering grant objectives, administration, reporting requirements, and compliance
  - In-kind technical assistance to support the achievement of grant goals, such as project implementation or to establish/enhance systems and practices for strong business management, including targeted financial management trainings, and digital financial management tools and templates.
  - Ongoing remote coaching support through a dedicated helpline and WhatsApp group for at least six months after training
  - Specific support will be detailed in grant agreements.

The aim is to provide partners with the direction, knowledge, tools, and resources to successfully achieve the objectives of the intervention. Partnerships will be collaborative to ensure maximum impact is sustainably achieved.

## 8. Monitoring

To enable effective grant oversight, grantees will be required to participate in regular monitoring activities including:

- Monthly check-in calls with the Market Normalization team to review progress and address any issues.
- Quarterly performance reviews covering:
  - Accomplishments from the previous quarter, including reporting on KPIs
  - Planned activities for the upcoming quarter
  - Identification of potential problems
  - Action items and deliverable modifications if needed

The monitoring process aims to facilitate adaptive management based on regular open communication and data reviews. Partners should expect to dedicate time to monitoring activities that support results-driven execution and continuous learning. Monitoring enables MFA to provide better support for overcoming obstacles as they arise.

## SECTION II: ELIGIBILITY REQUIREMENTS

To be considered eligible for a grant award, prospective grantees must:

- Be legally registered under the laws of Ghana (registration documents are required).
- Not be part of a government or any government structures.
- Not appear on any list of debarred or suspended entities (as found on [www.sam.gov](http://www.sam.gov)), or on any terrorist watch list or other published list of ineligible recipients.
- Certify that they are not affiliated with any political party nor engaged in any partisan activities.
- In addition, all prospective Grantees under consideration for an award exceeding \$25,000 (or local equivalent) must have or be able to obtain a Unique Entity Identifier (UEI) Number. UEI number or proof of registration for UEI number must be submitted for application to be considered. \*
- Certify that the grantee is receptive to co-investing or leveraging non-USAID funds towards the success of the activity.

\*Note: GSA has developed a useful interactive PDF tool that guides through the most common scenarios about UEI. Copy this link onto your browser: [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp);

## SECTION III: APPLICATION AND SUBMISSION INSTRUCTIONS

### **Activity Name: Agricultural Value Chain Support for Food Security Challenge**

Palladium will award one or more award grants resulting from this solicitation to the responsible Applicant(s) who demonstrate the capability to carry out activities conforming to the Activity objectives and within the funding and other parameters set by this RFA.

This solicitation does not commit Palladium to make an award. Palladium may at its sole discretion accept or reject any or all applications, at any step-in part or in full without assigning a reason.

### **STEP 1: Full Application**

Interested applicants should directly submit a full application including both technical and cost proposals. Based on the evaluation of the full applications, MFA may invite shortlisted applicants for a call to clarify any questions on the proposed approach.

MFA envisages that grants will be issued as Fixed Amount Awards.

The full application documents provide the final technical scope of work and costs that will form the basis of any grant agreement. So comprehensive details should be included in the proposal itself rather than requiring a separate co-creation process.

### **Instructions for Full Application Preparation & Submission<sup>1</sup>**

Full applications must be submitted no later than 15 workdays after the bidders' conference. A clear deadline for submission of the full application will be communicated during the bidders' conference. The full application should be submitted via Palladium's Grant Management System (GMS), Enquire, at the URL

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<sup>1</sup> Note: All grantees will need to have a completed EMMP to be approved by USAID for implementation. Details on the EMMP and its development will be provided at the co-creation stage.



Link [Client Portal \(enquire.cloud\)](#) and via email (as backup) to [ghanamfa.procurement@thepalladiumgroup.com](mailto:ghanamfa.procurement@thepalladiumgroup.com).

Full applications should be prepared according to the structural format set forth below:

1. **Cover Page** (no more than one page). The cover page must include:
  - a. Concise title of proposed activity
  - b. Name of Organization
  - c. Address of Organization
  - d. Contact point (lead contact name, relevant telephone, e-mail information)
  - e. Unique Entity Identifier (UEI), if applicable
  - f. Signature of an authorized representative of the applicant.
  
2. **Technical Approach** (no more than four pages)
  - a. Statement of Purpose and Background
    - i. Describe the problem or challenge the concept aims to resolve.
  - b. Goals and Objectives
    - i. A description of the proposed activities and how they will help address the stated challenges and advance MFA's objectives within the stated geographic area.
    - ii. The key results the activity will produce, including a description of how the activity will involve or benefit women, youth, and businesses in the ZOI.
  - c. A proposed milestone table with deliverable description, proposed dates, and corresponding payments.
  - d. Annex: Agricultural Inputs Details  
In no more than 2 pages, provide the following details regarding the agricultural value chain inputs and support services that will be offered to smallholder actors:
    - i. List all inorganic fertilizers, organic fertilizers, seeds, chemicals, and any other agricultural input types expected to be supplied, along with expected source locations. Confirm whether the fertilizer meets the eligibility guidelines established in USAID fertilizer financing guidelines - <https://www.usaid.gov/sites/default/files/2022-12/312mad.pdf>.
    - ii. The type and brand of agricultural mechanization equipment that the Financial Intermediary proposes to purchase or use and their manufacturing source.
    - iii. Description of processes that will be undertaken to ensure Financial Intermediaries ONLY work with input suppliers that have established phytosanitary safety of organic fertilizers above threshold application distances per USAID guidance.

Please see USAID fertilizer financing guidelines for more information - <https://www.usaid.gov/sites/default/files/2022-12/312mad.pdf>.

### **Instructions for Preparation of the Cost Application**

The applicant should be guided by the details below and should include the following in their budget:

- I. Transmittal Letter  
The application must be signed by an individual authorized to commit the organization.
  
- II. Organizational Information and Certifications
  - a. "ADS 303mav: Certifications, Assurances, Representations, and Other Statements of the Recipient". Attachment E of this RFA.

- b. Copy of the organization's chart and bylaws and power of attorney of the authorized signer.
- c. Copy of the organization's legal registration under the laws of Ghana.
- d. Copies of the last annual financial report(s) completed by an authorized/certified accountant.

### III. Budget Narrative and Detail

This section should include a summary of the information provided in the application budget forms and the total grant funding request. The applicant must provide a budget, a budget narrative, and adequate cost and historical or unit pricing data to establish a reasonable cost and the assurance that the recipient will not realize any profit above the actual cost.

The applicant shall include a budget narrative that breaks down proposed costs in sufficient detail corresponding to the attached budget template to permit cost analysis. The budget shall be denominated in US Dollars.

Cost estimates must be submitted in Excel format using the provided budget template. The file must be unprotected and there should be no hidden columns, rows, or cells. Each cost element must include a basis for estimate or rationale.

The budget template contains the following budget categories:

#### a. Personnel (activity staff)

The Applicant shall provide the individual's name, position title, the unit (days), the number of units (i.e., the level of effort), the unit salary or consultant fee, and the total salary or consultant fee. Unit salaries shall be stated in days. Benefits, fees, and fringe benefits including social security, health insurance, and other mandatory withholdings for relevant Grantee staff.

#### b. In-Country Travel and Transportation

Travel and Transportation includes per diem and shall be broken down by traveler, transportation vehicle, number of trips, and the corresponding number of days of per diem. Include a basis of estimate for each trip.

#### c. Other Direct Costs (ODCs)

As part of the detailed budget breakdown, the Applicant shall submit details of all other direct costs (ODCs) required for undertaking the award grant. ODCs include costs of direct grant implementation, as well as costs for communication, meetings, expendable supplies and materials, report preparation/reproduction, and publications. Include a basis of estimate for each item.

As illustrative examples only, grant implementation costs could include the following (or many others):

- Marketing costs: The Applicant should provide details of marketing costs that would promote its services. Illustratively, marketing costs could include events, signage, and promotional print materials.
- Assurance costs: The Applicant should provide details of costs for quality improvement/assurance that could include supervisory visits and monitoring mechanisms.

#### d. Indirect Cost

Applicants may charge up to a 10% de minimis rate of modified total direct costs (MTDC) to cover general overhead and administration expenses that cannot be directly accounted for within other cost categories. These indirect costs may include elements such as utilities, administrative salaries, accounting, grants management, human resources services, payroll, maintenance, janitorial, security, and rent expenses.

To budget for indirect costs, the applicant should first calculate 10% of the total direct costs within the budget. Then, provide a high-level breakdown of what key expense areas are covered under this. For example:

- Administrative Staff: 5%
- Office Rent and Utilities: 3%
- Accounting and Compliance: 2%

Ensure the types of expenses listed as covered by the indirect costs are general operational overhead expenses not budgeted for directly under any other cost category. No additional backup documentation is required during the application process to substantiate the indirect cost amounts budgeted.

However, if selected for a grant, the applicant may need to provide details of current overhead and administrative costs to demonstrate the reasonability of amounts budgeted for indirect and that no duplication exists across direct and indirect pools. Applicants should maintain organized accounting to easily track direct vs indirect expenses in the event auditing is undertaken during or after a grant.

e. Applicant Co-Financing (Leverage)

Applicants are to indicate how much co-financing they will contribute to the implementation of the grant. This should be expressed on applicable cost items in their budgets.

**NOTE: USAID Policy Prohibits the Payment of Fee/Profit to recipients under assistance instruments.**

**Submission of the Full Application**

Full applications must be submitted electronically via Palladium’s Grant Management System (GMS), Enquire at the URL Link [Client Portal \(enquire.cloud\)](#), and by email (as backup) to [ghanamfa.procurement@thepalladiumgroup.com](mailto:ghanamfa.procurement@thepalladiumgroup.com) by the deadline specified for each invited Applicant. The subject line of the email shall refer to this RFA (**RFA-MFA-Ghana-Number 2024 - Market Normalization - 001 - Agricultural Value Chain Support for Food Security Challenge**).

**IMPORTANT NOTE: Technical and financial applications should be submitted in two separate electronic files.**

**Evaluation Criteria for Full Application**

MFA intends to issue a grant to the organization(s) considered to provide the best strategic fit, technical approach, past performance/organizational capacity, and gender and youth considerations for the overall Activity. The criteria below serve as the basis for evaluating the application. Selection will also be based on the capabilities of the organizations as detailed in the application.

**Evaluation Criteria**

The technical applications will be evaluated according to the following criteria, which are listed in order of importance, with the most important listed first. Additional details are included below. **Applicants must reach at least four farmers per \$100 in grant funding to be eligible for an award.**

Relative importance	Criteria
1.	Strategic Fit
2.	Technical Approach

Relative importance	Criteria
3.	Past Performance/ Organizational Capacity
4.	Targets set for the KPIs including Gender, Youth, and other considerations
5.	Financial Application including proposed leverage and cost effectiveness

**1. Strategic Fit** considerations include:

- Is the purpose of the activity consistent with the objectives of the USAID Ghana MFA Agricultural Value Chain Support for Food Security Challenge Grant, including reduced costs for seeds and tractor services, as well as other input and service needs of smallholder farmers that have been impacted by the macroeconomic situation in Ghana?
- Does the activity meet or exceed the minimum target of four smallholder farmers per \$100 in funding?
- Does the application address any relevant climate change and environmental conservation considerations?
- Anticipated benefits to the smallholder actor beneficiaries targeted by the Applicant.
- Are the targeted beneficiaries and/or geographic areas and value chains where activities will be implemented appropriately?

**2. Technical Approach** considerations include:

- Does the application provide technical solutions to demonstrate that requirements and goals will be met on schedule?
- Does the application include a complete and realistic plan to accomplish each requirement, including subcontracting if applicable?
- Does the application demonstrate how the proposed interventions will continue to deliver benefits and impact beyond the implementation period?
- Ability to leverage grant funding. For instance, applicants might demonstrate how savings in one area (e.g., subsidized seed costs) for the grant funding would be re-invested in other areas (e.g., fertilizer purchases) to enhance overall support for smallholders, or grantees could demonstrate leverage of other sources of funding to enhance the overall impact.

**3. Past Performance and Organizational Capacity** considerations include:

- Has the Applicant implemented projects of a similar nature in the past or is currently implementing the same, preferably in the ZOI?
- Are the skill set and experience of the staff proposed by the Applicant relevant and appropriate for the implementation of the grant?
- Does the Applicant have the necessary financial management systems and capability to manage the proposed activities?
- Does the Applicant have experience or capacity to adhere to the applicable USAID financial management guidelines?
- Does the Applicant have the capacity to meet all USAID and USG statutory and regulatory requirements including—but not limited to— environmental, reporting, use of appropriate technologies, avoidance of child labor, etc.?

**4. Key Performance Indicators and related targets** considerations include:

Have appropriate indicator targets been set across relevant standard KPIs like smallholder actors supported, farmers reached, output volumes marketed, etc.?

- Are custom indicator targets relevant and aligned to meeting proposal-specific objectives?
- Do the proposed targets against each KPI seem achievable given funding and timelines?
- Will the targets, if met, represent meaningful progress toward food security and disposable income improvement goals?

- Has the application demonstrated how it will impact persons living with disabilities and women's empowerment: outlined opportunities for women's participation and involvement?
- Will the grant disproportionately benefit women, youth, and persons living with disabilities and/or address gender constraints facing this group of people?

Budgets, cost proposals, and proposed milestone payments (as applicable) will be evaluated based on the following criteria:

**5. Financial application** considerations include:

- How many smallholder farmers in MFA's target Value Chains and geographic regions will be reached per \$100 of funding?
- Are the proposed costs allowable, allocable, and reasonable?
- Are the milestones appropriate to a Fixed Amount Award grant?
- Cost is consistent with various elements of the technical requirements.

**SECTION IV: AWARD ADMINISTRATION INFORMATION**

1. Award Notices

Successful applicants can expect to receive the following upon approval by USAID:

- A notice of USAID approval
- Draft grant agreement

2. Award Administration Standards

Grants resulting from this solicitation will be administered by the approved Project Grants Manual, and the following regulations (as applicable):

- FAR Part 31 – Cost Principles for For-Profit organizations used to negotiate award amounts [https://www.acquisition.gov/far/part-31#FAR\\_31\\_000](https://www.acquisition.gov/far/part-31#FAR_31_000) and terminations per 2 C.F.R. 200.201 (b)(1) - <https://www.ecfr.gov/current/title-2/section-200.201>
- Automated Directives System (ADS) Chapter 303 Grants & Cooperative Agreements to Non-Governmental Organizations: 303.3.25 Fixed Amount Awards to Non-Governmental Organizations - <http://www.usaid.gov/ads/policy/300/303saj>
- A Mandatory Reference for ADS Chapter 303: 303\_mak Fixed Amount Award Entity Eligibility Checklist – <http://www.usaid.gov/ads/policy/300/303mak> as adapted by Palladium.
- A Mandatory Reference for ADS Chapter 303: 303\_mat Fixed Amount Awards to Non-Governmental Organizations - <http://www.usaid.gov/ads/policy/300/303saj> as adapted by Palladium.
- ADS 302.3.4.13 Grants Under Contracts (GUCs) - <https://www.usaid.gov/ads/policy/300/302>
- 2 C.F.R. 200.1 Definition Fixed Amount Awards - <https://www.ecfr.gov/current/title-2/section-200.201>
- 2 C.F.R. 200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts (as referenced in ADS 303.3.25.a.) - <http://www.usaid.gov/ads/policy/300/303mak>
- 2 C.F.R. 200 Subpart E – Cost Principles for non-profit and educational organizations – used to negotiate award amounts and terminations per 2 C.F.R. 200.201 (b)(1) - <https://www.ecfr.gov/current/title-2/section-200.201>
- All Awards must comply with the standards of ADS 312.3.3 and Fertilizer Financing Guidance ADS31mad - <https://www.usaid.gov/sites/default/files/2022-12/312mad.pdf>

3. Branding & Marking Requirements

Should successful applicants have the plan to publicize any document relating to this grant, they will be required to submit a Branding Strategy and a Marking Plan that complies with the approved Branding and

Marking Plan for the project and must follow the mandatory standard provision entitled “MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (DECEMBER 2014)” (for standard cost type grants) or “MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (JULY 2015)” (for FAAs) in preparing the Branding and Marking Plan for approval.

#### 4. Environmental Compliance

The grants project anticipates funding only activities that fall under the categorical exclusions of “USAID Environmental Guidelines”. Therefore, if all activities under a specific grant are identified as categorical exclusions, the project will not conduct any additional environmental assessment or will not require prior review by USAID’s environmental officer. However, in instances where the proposed activity may directly affect the environment outside the exclusions, the project will seek guidance from the COR, to ensure compliance with 22 CFR 216 and the “USAID Environmental Guidelines.”

MFA will ensure all stipulated environmental measures and conditions in the award are implemented throughout the life of the award, and that timely amendments are undertaken, as needed, by obtaining the relevant USAID Environmental Officer’s prior approval in writing to ensure compliance with 22 CFR 216 and the applicable USAID Environmental Guidelines.

## ATTACHMENT A

### FULL TECHNICAL APPLICATION TEMPLATE (On Agribusiness letterhead)

*Guide: The Technical Proposal should comprehensively outline the proposed agricultural value chain support partnership, alignment to program goals, implementation plan, monitoring methodology, and key risks. It provides an opportunity to demonstrate the experience, technical knowledge, and capabilities to execute the initiative. Reviewers will evaluate the logical linkages between identified challenges around affordability, availability, accessibility, and sustainability of the proposed interventions for target beneficiaries and proposed solutions. Clear, evidence-based demonstration of understanding of barriers faced and realistic, effective activities to address those is expected. Robust implementation plans, emphasis on impact measurement, and proactive risk mitigation all build confidence in the capacity to deliver results.*

#### SECTION 0.0: TRANSMITTAL LETTER

*Guide: The transmittal letter should formally submit the technical proposal and any included attachments. It should be printed on official letterhead and signed by an authorized representative of the applicant organization. Include a brief overview of the grant opportunity pursued, the project duration, the location of intended activities, amounts requested, and key objectives. Specify the primary point of contact for any clarification or additional information requests related to enclosed materials along with their coordinates. Keep the transmittal letter succinct while officially conveying essential details about the enclosed proposal.*

#### SECTION A: PROJECT DESCRIPTION AND MILESTONE (EXPANDED CONCEPT NOTE)

*Guide: This section should provide a comprehensive overview of the key challenges or issues that the proposed project aims to address. Applicants should describe the specific problems and needs facing the target beneficiaries and explain how these challenges directly relate to agricultural inputs and services access gaps this grant aims to close. Use data and evidence to quantify the extent of the issues where possible. Outline why grant funding is required and how it will be used to further the program's agricultural inputs and services access, distribution, and adoption goals. Give a complete picture of the proposed project and activities. Outline the key components and interventions planned to address the challenges outlined in the problem statement. Describe how the proposal will lead to meaningful expansions in availability, accessibility, affordability, or awareness of agricultural inputs and services for smallholder farmers. Explain any partnerships, innovations, or models that will underpin execution. Discuss locations and target crops/commodities. Ensure there are logical linkages between identified issues and proposed solutions.*

- PROBLEM STATEMENT AND NEED FOR GRANT
- PROPOSED PROJECT
- OBJECTIVES OF THE PROPOSED PROJECT AND ALIGNMENT WITH MFA PROJECT OBJECTIVES
- KEY PERFORMANCE INDICATORS AND EXPECTED RESULTS
- PROJECT MILESTONE

#### SECTION B: EXPERIENCE AND CAPACITY OF GRANTEE

*Guide: Provide background on your organization, including when it was established, by whom, and why. Give a brief history of major activities and programs to date. Outline your core focus areas and domains of expertise. Help reviewers understand your operating structure, leadership, and track record of implementing related projects or interventions. Clearly articulate connections between your mission and focus areas with the value chain development gaps this partnership aims to address. Describe your direct experience with comparable projects or partnerships in the past. Provide details on relationships with government, donors, or private sector partners to facilitate your intervention in the stated value chain. Outline any specific*

*experience around supply chains, distribution models, or smallholder farmer outreach related to agricultural inputs supply or any other value chain intervention that you may consider.*

- BRIEF HISTORY AND CURRENT ACTIVITIES
- EXPERIENCE WITH SIMILAR PROJECTS
- ORGANIZATIONAL CAPACITY

#### SECTION C: PROJECT IMPLEMENTATION PLAN

*Guide: Outline the key tasks, activities, timeframes, and responsibilities involved in executing the project. Clearly list out the major components and interventions. Identify owners and provide start and end dates at the appropriate level of granularity to capture all milestone moments. Ensure the level of effort across resources aligns with the activity's duration. Justify if specific elements require elongated timelines. Ensure dependencies and sequences are logical. If external partners are involved, indicate the scope and timing of their contribution.*

- IMPLEMENTATION WORKPLAN
- KEY IMPLEMENTING PARTNERS AND THEIR ROLE

#### SECTION D: PROJECT MONITORING & EVALUATION AND RISK MANAGEMENT

*Guide: Outline the strategic approach for monitoring activity progress and evaluating outcomes and impact. Identify key quantitative indicators (refer to suggested objectives and related indicators in the RFA) aligned to objectives and describe systematic processes for data tracking, sourcing, and management. Discuss the mix of methods planned to provide performance insight across beneficiaries, activities, external factors, etc. Explain how learning and adaptations will be facilitated internally. Ensure sufficient emphasis on inclusion, gender equity, and segment-specific effectiveness. Discuss protocols for reporting and transparency.*

- MONITORING AND EVALUATION PLAN
- PROJECT RISK AND MITIGATION

#### ANNEX 1: INORGANIC FERTILIZER (APPLICABLE TO INORGANIC FERTILIZER APPLICATIONS ONLY; NO MORE THAN 1 PAGE; DOES NOT COUNT TOWARD TECHNICAL APPROACH PAGE LIMIT)

- Clearly identify the type of inorganic fertilizer to be financed, including its chemical composition.
- Confirm whether the fertilizer meets the eligibility guidance established in USAID fertilizer financing guidelines - <https://www.usaid.gov/sites/default/files/2022-12/312mad.pdf>

#### ANNEX 2: ORGANIC FERTILIZER (APPLICABLE TO ORGANIC FERTILIZER APPLICATIONS ONLY; NO MORE THAN 2 PAGES; DOES NOT COUNT TOWARD TECHNICAL APPROACH PAGE LIMIT)

- Clearly identify whether the organic-based soil fertilizer amendments are intended for use more than 40 km from their point of origin.
- If the product(s) is/are not intended for use more than 40 km from the point of origin, include a certification that the product(s) is/are not intended for use more than 40 km from the point of origin.
- If the product(s) is/are not intended for use more than 40 km from the point of origin, include:
  - Confirmation that a reasonable level of phytosanitary safety exists (i.e., the product is composed of traditional local materials such as animal manure and plant residues and does not pose a great threat of transporting weed seeds or plant pathogens beyond the point of origin).
  - A detailed description of the awardee's processes to establish phytosanitary safety.



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Please see USAID fertilizer financing guidelines for more information - <https://www.usaid.gov/sites/default/files/2022-12/312mad.pdf>.

## ATTACHMENT B

### FULL COST APPLICATION TEMPLATE (On agribusiness letterhead)

*Guide: The Cost Proposal should clearly detail the budgetary resources requested from this grant, as well as projected commitments the applicant is prepared to make toward elements of the proposed fertilizer access initiative. Reviewers will assess whether budget requests seem broadly appropriate given the partnership activities, number of beneficiaries reached, and overall scale of impact. Emphasis will also be placed on evaluating what percentages of total budgets will be financed directly by the applicant versus requested from MFA to ensure appropriate buy-in. Clearly, justified expenses that align with technical proposal components and demonstrate cost-consciousness are important. Co-investment commitments that maximize impact by supplementing grant resources also strengthen cost proposals.*

#### SECTION 0.0: TRANSMITTAL LETTER

#### SECTION A: BUDGET NARRATIVE

*Guide: Outline summary budget figures including precise grant funding requests segmented by cost category. Discuss how this aligns with proposed activities. Highlight key areas of expenditure and discuss what amounts the applicant organization is prepared to directly finance as it shows buy-in. Provide an overview of financial accounting competencies, systems, and policies that ensure accountability, efficiency, and transparency.*

- PROJECT BUDGET
- FINANCIAL MANAGEMENT SYSTEM

#### SECTION B: DETAILED BUDGET

*Guide: Granularly break down funding requested from MFA covering all technical proposal activities into precise elements like staff rates, tasks, purchasing quantities and frequencies, travel distances and durations, etc. Quantify all mathematical assumptions enabling exact verification of aggregate budget requests to instill confidence in command over financial details. Segment out budget expected to be directly contributed by the applicant either financially or in-kind showing how it supplements grant asks. Discuss how budgets link logically to technical activities.*

- DETAILED PROJECT BUDGET
  - DETAILED GRANT BUDGET
    - Personnel (activity staff)
    - In-Country Travel and Transportation
    - Other Direct Costs (ODCs)
    - Indirect Cost
  - DETAILED CO INVESTMENT BUDGET
    - Personnel (activity staff)
    - In-Country Travel and Transportation
    - Other Direct Costs (ODCs)
    - Indirect Cost
    - Others (including in-kind investment)

## ATTACHMENT C: REQUIRED REPRESENTATIONS AND CERTIFICATIONS OF OFFEROR

### CERTIFICATIONS, ASSURANCES, REPRESENTATIONS, AND OTHER STATEMENTS OF THE SUBRECIPIENT

*NOTE: When these Certifications, Assurances, Representations, and Other Statements of the Subrecipient are used for Cooperative Agreements, the term “Grant” means “Cooperative Agreement.”*

#### Part I – Certifications and Assurances

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

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

- (1) The subrecipient hereby assures that no person in the United States will, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the assistance award for which application is being made, it will comply with the requirements of:
  - (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;
  - (2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;
  - (3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;
  - (4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

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

## 2. Certification Regarding Lobbying (22 CFR 227)

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subawards, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

“The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned must complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.”

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

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

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

### 4. Certification Regarding Support to Terrorists

(1) The undersigned represents, to the best of its knowledge, that:

Except as otherwise disclosed to the Prime Recipient and USAID in writing and included with this application, the applicant did not, within the previous three years, knowingly engage in transactions with, or provide material support or resources to, any individual or entity who was, at the time, subject to sanctions administered by the Office of Foreign Assets Control (OFAC) within the U.S. Department of Treasury pursuant to the Global Terrorism Sanctions Regulations (31 CFR Part 594), and the Foreign Terrorist Organizations Sanctions Regulations (31 CFR Part 597), or sanctions established by the United Nations Security Council, collectively, “U.S. or U.N. sanctions.” Note: Prime Recipient intends to retain the information disclosed pursuant to this paragraph in any award file and use it in determining whether to provide the applicant with an assistance award. Prime Recipient and USAID will not make such information available publicly unless required by law.

(2) The representation in paragraph (1) does not apply to:

(a) Transactions entered into or material support and resources provided pursuant to an OFAC license;

(b) The furnishing of USAID funds, or USAID-financed commodities or other assistance, to the ultimate beneficiaries of USAID-funded humanitarian or development assistance, such as the recipients of food, non-food items, medical care, micro-enterprise loans or shelter, unless the applicant knew or had reason to believe that one or more of these beneficiaries was subject to U.S. or U.N. terrorism-related sanctions; or

(c) The procurement of goods and/or services by the subrecipient acquired in the ordinary course of business through contract or purchase, such as utilities, rents, office supplies, or gasoline, unless the applicant knew, or had reason to believe, that a vendor or supplier of such goods and services was subject to U.S. or U.N. sanctions. This certification includes express terms and conditions of the award, and any violation of it will be grounds for unilateral termination of the agreement by the Prime Recipient or USAID. This certification does not preclude any other remedy available to the Prime Recipient or USAID.

For purpose of this certification:

(a) "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

(1) "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.

(2) "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge.

(b) "Entity" means a partnership, association, corporation, or other organization, group, or subgroup.

## 5. Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013

*Note: This certification must be completed prior to receiving an award if the estimated value of services required to be performed under the award outside the United States exceeds \$500,000. This certification must also be submitted annually to Palladium during the term of the award.*

By signing below, the applicant or subrecipient, as applicable, through its duly designated representative, after having conducted due diligence, hereby certifies the following:

1. The applicant/subrecipient has implemented a compliance plan to prevent the prohibited activities identified in section (a) of the Mandatory Provision "Trafficking in Persons" and is in compliance with that plan;

2. The application/subrecipient has implemented procedures to prevent any activities described in section (a) of the Mandatory Provision "Trafficking in Persons" and to monitor, detect, and terminate any contractor, subawardee, employee, or other agent of the applicant/subrecipient engaging in any activities described in such section; and
  
3. To the best of the representative's knowledge, neither the applicant/subrecipient, nor any employee, contractor, or subawardee of the applicant/subrecipient, nor any agent of the applicant/subrecipient or of such a contractor or subawardee, is engaged in any of the activities described in section (a) the Mandatory Provision "Trafficking in Persons."

## 6. Certification of Subrecipient

By signing below the subrecipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non- Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206), (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224, and (5) the Certification Regarding Trafficking in Persons above.

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

Request for Application No. \_ \_\_\_\_\_

Application No. \_ \_\_\_\_\_

Date of Application

Name of Subrecipient - \_\_\_\_\_

Typed Name and Title - \_\_\_\_\_

Signature - \_\_\_\_\_

Date -

## Part II – Key Individual (Principal of Organization) Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assister, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: -

Date: -

Name: -

Title/Position: -

Organization: -

Address: -

Date of Birth: -



NOTICE:

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

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

*NOTE: The certification must be completed by all participants of training funded through the subaward.*

1. I hereby certify that within the last ten years:
  - a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
  - b. I am not and have not been an illicit trafficker in any such drug or controlled substance.
  - c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.
2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

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Date of Birth: \_\_\_\_\_

NOTICE:

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

**Part IV – Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction**

(1) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) “Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”;  
or

(2) “Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

It is USAID’s policy that no award may be made to any organization covered by (1) or (2) above, unless the M/MPBP Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

(2) **Applicant Representation:**

1. The Applicant represents that it is [ ] is not [ ] an organization that was convicted of a felony criminal violation under a U.S. Federal law within the preceding 24 months.
2. The Applicant represents that it is [ ] is not [ ] an organization that has any unpaid U.S. Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

## Part V – Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (May 2017)

### (1) Definitions.

“Contract” has the meaning given in 2 CFR Part 200.

“Contractor” means an entity that receives a contract as defined in 2 CFR Part 200.

“Internal confidentiality agreement or statement” means a confidentiality agreement or any other written statement that the subrecipient requires any of its employees or subrecipients to sign regarding nondisclosure of subrecipient information, except that it does not include confidentiality agreements arising out of civil litigation or confidentiality agreements that subrecipient employees or subrecipients sign at the behest of a Federal agency.

“Subaward” has the meaning given in 2 CFR Part 200. “Subrecipient” has the meaning given in 2 CFR Part 200.

- (2) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions), Government agencies are not permitted to use funds appropriated (or otherwise made available) for federal assistance to a non-Federal entity that requires its employees, subrecipients, or contractors seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements that prohibit or otherwise restrict its employees, subrecipients, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (3) The prohibition in paragraph (b) of this provision does not contravene requirements applicable to Standard Form 312, (Classified Information Nondisclosure Agreement), Form 4414 (Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(4) **Representation.** By submission of its application, the prospective subrecipient represents that it will not require its employees, subrecipients, or contractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting its employees, subrecipients, or contractors from lawfully reporting waste, fraud, or abuse related to the performance of a Federal award to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General).

## Part VI – Other Statements of Subrecipient

### 1. Authorized Individuals

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

Name	Title	Telephone No.	Facsimile No.
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### 2. Taxpayer Identification Number (TIN)

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

TIN: \_

### 3. Unique Entity Identifier/SAM (2 CFR 25)

Applicants must register in the System for Award Management (SAM) in order to obtain a Unique Entity Identifier (UEI), required for eligibility to receive Federal assistance, such as grants and cooperative agreements. A UEI is a unique, alpha-numeric 12-character identifier issued and maintained by SAM.gov that verifies the existence of a business entity globally. The

UEI is the official government-wide identifier used for Federal awards. Applicants must register in SAM prior to submitting an application for award for Palladium's consideration, unless the solicitation allows or instructs otherwise. Subrecipients must maintain an active SAM registration while they have an active award.

The requirements of 2 CFR 25 do not apply to certain categories of awards. In addition, USAID may exempt certain awards from the requirements of 2 CFR 25 (see the solicitation for applicable statements regarding exemptions).

UEI: \_

#### 4. Letter of Credit (LOC) Number

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

LOC: \_

#### 5. Procurement Information (Cost Reimbursable Grants only)

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

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

\$ \_

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

TYPE/DESCRIPTION (Generic)		ESTIMATED	UNIT
QUANTITY	-		
COST	-		

(4) Source If the subrecipient plans to purchase any goods/commodities which are not in accordance with the Standard Provision “USAID Eligibility Rules for Procurement of Commodities and Services,” indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source. “Source” means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located in the cooperating country at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received, “source” means the country from which the commodity was shipped to the free port or bonded warehouse. Additionally, “available for purchase” includes “offered for sale at the time of purchase” if the commodity is listed in a vendor’s catalog or other statement of inventory, kept as part of the vendor’s customary business practices and regularly offered for sale, even if the commodities are not physically on the vendors’ shelves or even in the source country at the time of the order. In such cases, the subrecipient must document that the commodity was listed in the vendor’s catalog or other statement of inventory; that the vendor has a regular and customary business practice of selling the commodity through “just in time” or other similar inventory practices; and the subrecipient did not engage the vendor to list the commodity in its catalog or other statement of inventory just to fulfill the subrecipient’s request for the commodity.

TYPE/DESCRIPTION	ESTIMATED GOODS	QUANTITY
		PROBABLE
GOODS	-	UNIT COST
PROBABLE (Generic)	-	
SOURCE	-	

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

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

(6) Supplier Nationality. If the subrecipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in accordance with the Standard Provision “USAID Eligibility Rules for Procurement of Commodities and Services,” indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier.

TYPE/DESCRIPTION	QUANTITY
ESTIMATED SUPPLIER	PROBABLE NATIONALITY
RATIONALE (Generic)	

### 6. Past Performance References

On a continuation page, please provide past performance information requested in the RFA.

### 7. Type of Organization

The subrecipient, by checking the applicable box, represents that -

- (1) If the subrecipient is a U.S. entity, it operates as  a corporation incorporated under the laws of the State of,  an individual,  a partnership,  a nongovernmental nonprofit organization,  a state or local governmental organization,  a private college or university,  a public college or university,  an international organization, or  a joint venture; or
- (2) If the subrecipient is a non-U.S. entity, it operates as  a corporation organized under the laws of (country),  an individual,  a partnership,  a nongovernmental nonprofit organization,  a nongovernmental educational institution,  a governmental organization,  an international organization, or  a joint venture.

### 8. Estimated Costs of Communications Products (Cost Reimbursable Grants only)

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

