Issuance Date: November 24, 2015
Closing Date: January 8, 2016
Closing Time: 1000 Eastern Daylight Time

Subject: Request for Applications (RFA) Number TRN-16-005 OFR RFA
Ocean Freight Reimbursement Program FY2016 and FY2017

The United States Agency for International Development (USAID) represented by the Office of Acquisition and Assistance, Transportation Division, is seeking applications for the Ocean Freight Reimbursement Program. The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

The Ocean Freight Reimbursement Program is renewed and competed every two years. This application and grant process will cover both FY2016 and FY2017 funding periods. Subject to the availability of funds, USAID intends to provide approximately 15 to 25 grants with estimated funding between $5,000 and $150,000 for year one (awarded in FY 2016). FY2017 funding modifications will be made on the basis of USAID goals and objectives, funding pipeline analysis and available funds. New grants and second year funding decisions will evaluate current available funding as part of the USAID decision process. USAID reserves the right to fund or partially fund any or none of the applications submitted. USAID reserves the right to fund or partially fund modifications to our agreements. Please note that only requests for countries listed on the eligible country list (see page 33) will be accepted and reviewed.

For the purposes of this program, this RFA is being issued and consists of this cover letter, a list of definitions, a list of acronyms, and the following:

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1. Section I – Background;
2. Section II – Grant Application Instructions;
3. Section III – Review Process and Selection Criteria;
4. Section IV – Certifications;
5. Annex A – Eligible Country List;
6. Annex B – Sample Consignment Affidavit.

Please note the closing date and time (above). All applications must be received by this deadline. Applications received after this deadline will not be considered. Only email submissions are allowed. Applications and modifications shall be submitted via email with the

following in the title "Organization Name - RFA # TRN-16-005 OFR RFA". **OFR grantees recently awarded under RFA Number TRN-15-040 OFR are not eligible to apply.**

Email: OFR@usaid.gov
Phone: (202) 567-4104

Please note the following dates:

November 24, 2015	Release of the RFA
December 11, 2015	RFA Questions Due
January 8, 2016	Applications Due
February 2016	Notify Applicants and Agreements Signed

Issuance of this RFA does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant grant(s) can be made only when funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a grant, all preparation and submission costs are at the applicant's time, risk and expense.

The preferred method of distribution of USAID procurement information is via the Internet. This RFA and any future amendments can be downloaded from www.grants.gov or the Agency Web Site at www.usaid.gov USAID keyword: OFR. It is the responsibility of the recipient of the application document to ensure that it has been received from the INTERNET in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

In the event of an inconsistency between the documents comprising this RFA, it shall be resolved by the following descending order of precedence:

Section III – Review Process and Selection Criteria;
Section II – Grant Application Instructions;
Section I - Background;
Section IV – Certifications;
Annex B – Sample Consignment Affidavit;
Annex A – Eligible Country List;
List of Definitions;
List of Acronyms;
This Cover Letter.

USAID goals and objectives and adherence to the RFA guidelines will form the basis of the selection evaluation process managed by M/OAA/TC. An applicant conference will not take place this year. Questions regarding the RFA must be submitted in writing no later than December 11. E-mail questions to Mr. Boateng and Ms. Pallithanam at OFR@usaid.gov and lpallithanam@usaid.gov (see Section II.A.1.b. "Questions"). Questions and answers will be published as an amendment to this solicitation. Applicants should retain one copy of their proposal and all enclosures for their records.

Sincerely,

Prince Boateng

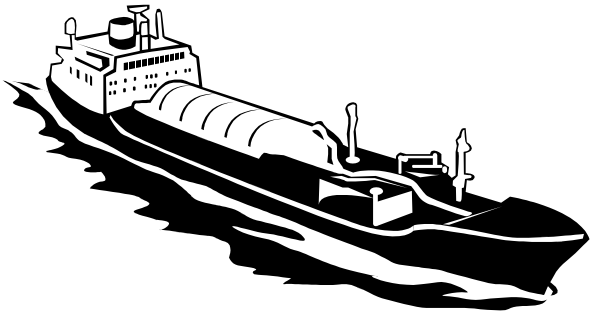
Prince Boateng
Contracting Officer/Agreement Officer
Transportation Division
Office of Acquisition and Assistance

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

FISCAL YEARS 2016/2017
FIRST GRANT PERIOD - MARCH 2016 TO FEBRUARY 2017
SECOND GRANT PERIOD - MARCH 2017 TO SEPTEMBER 2017

OCEAN FREIGHT REIMBURSEMENT PROGRAM

REQUEST FOR APPLICATIONS
(RFA)



APPLICATION SUBMISSION CLOSING DATE: January 8, 2016

Issuance Date: March1, 2016

Solicitation No: TRN-16-005 OFR RFA

RFA Web Address: www.grants.gov or www.usaid.gov USAID Keyword: OFR

TABLE OF CONTENTS

List of Definitions……..6

List of Acronyms……..…….7

Section I. Background…….8
- A. Overview of M/OAA/T
- B. Ocean Freight Reimbursement Program Summary
- C. Requirements and Restrictions

Section II. Grant Application Instructions…….……..…….10
- A. Preparation Guidelines
- B. Budget
- C. Application Format
- D. Negotiation and Award

Section III. Review Process and Selection Criteria……..27
- A. Review Process
- B. Selection Criteria

Section IV. Certifications, Assurances, and Statements…….……..28

Annexes…….……34
- A. Eligible Country List
- B. Sample Consignment Affidavit

LIST OF DEFINITIONS

Ancillary Costs are all direct or indirect costs associated with each shipment other than port-to-port ocean freight costs. Terminal Handling Charges, Bunker Surcharges, Wharfage, and Security Surcharges are allowable within the port to port ocean freight charges. Foreign inland transportation costs are allowable in the case of landlocked countries and when the conditions outlined in Section I.C.4 "Reimbursement Guidelines" are applicable. Ancillary costs include standard cargo insurance, warehousing, freight forwarding expenses, courier fees, the cost of the loading of the ocean containers, the clearance of domestic, in-transit and foreign customs, inland transportation in the United States and recipient countries that are not landlocked and do not meet the exceptions outlined in "Reimbursement Guidelines." There may be other ancillary costs that are not listed, but which also are not part of the port to port ocean freight costs.

Duty-Free means exempt from all cargo customs duties and other customs service charges, duties, tolls, and taxes of any kind.

Funding Period means the period of time when eligible costs for reimbursement may be accrued by the recipient. Federal funding is available for obligation by the recipient. The funding period begins on the date the funds are obligated by USAID and usually ends twelve to twenty-four months later. The exact start and end dates for each OFR grantee's funding period are listed under "Delivery Period" on the OFR Procurement Authorization.

Point of Origin means the point or city in the U.S., or in the case of excess property in a foreign country, from which the commodity shipment originates.

Port of Embarkation means the port in the U.S., or in the case of excess property in a foreign country, from which the commodity shipment embarks.

Point of Entry means the first customs point for a recipient country which receives imported commodities via an ocean port not located in the recipient country, or an ocean port in the recipient country which receives imported commodities.

Recipient means an organization receiving a grant or cooperative agreement directly from USAID to carry out a project or program.

Recipient Country means any country or area receiving commodities from a private voluntary organization registered with USAID.

LIST OF ACRONYMS

FY	Fiscal Year
OFR	Ocean Freight Reimbursement
NGO	Non-Government Organization

OAA	Office of Acquisition and Assistance
PVO	Private Voluntary Organization
RFA	Request for Application
SO	Strategic Objective
TA	Technical Assistance
USAID	United States Agency for International Development
VOCC	Vessel Operating Common Carrier

SECTION I – BACKGROUND

A. OVERVIEW OF M/OAA/T

The Transportation Division within the Office of Acquisition and Assistance, supports the USAID DCHA Bureau's Office of Food for Peace and Office of Foreign Disaster Assistance programs by providing ocean and air logistics program management and contracting services. The division has experience in all aspects of commodity logistics, ocean freight services, commodity storage, and commodity handling around the world.

B. OCEAN FREIGHT REIMBURSEMENT PROGRAM SUMMARY

The Ocean Freight Reimbursement (OFR) Program is USAID's oldest ongoing Private Voluntary Organization (PVO) support program. The Foreign Assistance Act of 1961, Section123 (b), authorized the creation of the program and, as amended, allows USAID to reimburse eligible transportation charges for shipments of privately donated goods and U.S. excess property for registered U.S. PVOs. The OFR Program provides small, competitive grants to approximately 20 to 40 U.S. PVOs each year. Funds are used to reimburse registered PVO's ocean transport costs to transport donated commodities, such as medical supplies, agricultural equipment, educational supplies, and building equipment to responsible consignees in developing countries.

While USAID reimburses the direct costs of ocean freight, participating PVOs are responsible for all associated indirect costs and ancillary costs, such as commodity acquisition, warehousing, insurance, local transportation, and distribution. Additional background information on the OFR Program can be found at www.usaid.gov USAID Keyword: OFR.

C. REQUIREMENTS AND RESTRICTIONS

In order to be properly evaluated, applications must adhere to the requirements and restrictions outlined below - for conformity and consistency with the specifications stated in these guidelines.

1. Applicant Eligibility Requirements

- This competition is open to U.S. PVOs registered with USAID at the time of application submission.
- Proposal must follow formatting guidelines (see pages 11-12).

2. Program Requirements

- Programs must be in an eligible country or countries (Annex A);
- Programs must be configured to further the efficient use of voluntary commodity and service contributions for development, relief, and rehabilitation of friendly peoples.
- Programs must involve partnership(s) with local government, a nongovernmental organization (including your affiliates), community partner, or other in-country organization (page 21) that will act as a responsible consignee;

- Applicants must demonstrate that they have staff or responsible consignees in-country to ensure proper pick-up and distribution of commodities by submitting a Consignment Affidavit (Annex B) for each consignee; and
- Applicants must provide a letter from each destination country government stating that their OFR-supported shipments will be received duty-free. All letters not written in English must be accompanied by English translations, and all duty-free waivers must be current and valid for the timeframe in which the PVO will be shipping to each particular country. If the applicant cannot secure a letter from the destination country government, the PVO may submit a letter with their application stating that its organization will take full responsibility for all duties, taxes, tolls, etc. incurred on each shipment.

3. Program Restrictions

The OFR program cannot be used under the following circumstances:

- In countries where the PVO does not have staff or responsible consignees to ensure proper pick-up and distribution of commodities;
- In countries that are not listed on the approved Procurement Authorization;
- Where the PVO or local partner charges the beneficiary or consumer a fee for the supplies or commodities proposed to be shipped under the OFR program (unless prior written approval is given by the USAID grant officer). Exceptions may be considered in special cases, following a request to M/OAA/T and based on M/OAA/T approval, such as the sale to recipients at nominal cost or as payment for work performed to promote projects of self-help and economic development. However, in no case shall supplies be withheld from needy persons because of their inability to pay or to work;
- To support commodities already funded by the U.S. Government or supported by other USAID-funded programs, including P.L. 480 or Food For Peace food commodities; or
- To ship religious or proselytizing materials.

4. Reimbursement Guidelines

- Indirect support costs and ancillary costs are not reimbursable. Recipients are required to absorb all indirect costs and ancillary costs associated with each shipment, such as freight forwarding expenses, insurance, container stuffing, warehousing, courier fees, and inland transportation in the United States and recipient countries that are not landlocked and do not meet the exceptions outlined below. In these ways, this program leverages many times the value of commodities shipped to USAID dollars spent and encourages grant recipients to contribute their own resources to a successful completion of their program. Reimbursement requests for indirect costs, U.S. inland transportation, other ancillary costs, or any costs other than those outlined below will not be considered. Please do not include these in your OFR application or subsequent invoices.
- Total amount of Ocean Freight funds requested for the FY 2016 and FY 2017 funding periods must not exceed $150,000 per year.

The following ocean freight costs ARE eligible for reimbursement under the OFR program:

- The ocean freight cost of transporting donated or purchased supplies from a U.S. port to a foreign port serving the recipient country. Those costs eligible for reimbursement include ocean freight, Terminal Handling Charges (THC), Bunker Surcharge, Wharfage, and Security Surcharge. All other costs associated with the shipment are considered ancillary costs and are not eligible for reimbursement. The eligible expenses will normally be determined by a review of the actual ocean carrier's rated or priced bill of lading.

- Limited inland transportation costs in a foreign country under one or more of the following circumstances: 1) if the destination country is landlocked; 2) where ports in the destination country can not be used effectively because of natural or other disturbances; 3) where carriers to a specified country are unavailable, or 4) where a substantial savings in cost or time can be affected by the utilization of points of entry other than recipient country ports. Under these circumstances, the limited inland transportation costs that may be reimbursed under the OFR Program include the actual cost of transportation of the supplies from pick-up point in the initial port of discharge to a designated point of entry in the recipient country.

- Where inland costs are eligible for reimbursement, expenses incurred in transferring supplies from ocean carrier to inland carrier are also eligible for reimbursement.

- Ocean Freight transportation costs for the shipment of United States excess property from the exit port of the country in which the excess property originates to the destination country. In the case of excess property, the excess property can originate in a foreign country; however all other restrictions regarding reimbursement apply.

SECTION II - GRANT AGREEMENT APPLICATION INSTRUCTIONS

A. PREPARATION GUIDELINES

1. General Guidelines

All applications received by the deadline will be evaluated for responsiveness to the USAID program goals and specifications outlined in these guidelines and in the application format guideline. Section III addresses the review process and selection criteria for the applications. Applications that are submitted late or are incomplete run the risk of not being considered, or evaluated to be poor applications, in the review and evaluation process.

The application should be prepared according to the guidelines set forth below. Please see the application checklist on page 13 for the complete list of required documents. Applications must be submitted no later than the date and time indicated on the cover page of this RFA via email address indicated on page 2 of the cover letter accompanying this RFA.

Applications should be specific, complete, and with information presented concisely. They should demonstrate the PVO's capabilities and expertise in the technical area in which the PVO is working (ex. agriculture, health, education, etc.). The applications should take into account the selection criteria found in Section III. Applicants are expected to review, understand, and comply with all aspects of this RFA.

Applications and modifications thereof shall be via email. Applicants should retain for their records a copy of the application and all enclosures which accompany their application.

a. Private Information

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

(1) Mark the title page with the following disclaimer:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained on pages (List Page #s); and

(2) Mark each page of data it wishes to restrict with the following disclaimer:

"Use or disclosure of data contained on this page is subject to the restriction on the title page of this application."

b. Questions

Any prospective applicant desiring an explanation or interpretation of this RFA must e-mail their request to OFR@usaid.gov and lpallithanam@usaid.gov by December 11, 2015 to allow a reply to reach all prospective applicants before the submission of their applications. All responses will be published at www.grants.gov and on the OFR website at www.usaid.gov USAID Keyword: OFR. Oral explanations or instructions given before award of a grant will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment to this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

2. Formatting Guidelines

Applications must be typed legibly on standard letter-size 8 1/2” X 11” paper and conform to the electronic and other format requirements prescribed below:

- ❑ The body of the application (see Application Content Checklist on page 13) is not to exceed 25 numbered pages. Due to the likelihood that the number of duty-free and consignment affidavit attachments will vary depending upon the number of countries for which a PVO applies, there is no page limit for these attachments.
- ❑ The text of the application should be single-spaced and cast in a font similar to Times New Roman font, 12-point size. However, budgets and tables may be in a slightly smaller font (10 point). No typeface or characters should be smaller than 10 characters per inch.
- ❑ All attachments and supplemental documents (such as Duty-Free Certifications and Letters) must be in English. Foreign documents accompanied by an English translation are acceptable.
- ❑ All requests for Ocean Freight Reimbursement funding for FY 2016 and 2017 must be made by completing a single application packet. Separate applications are not required for each fiscal year.
- ❑ The applicant shall sign the application and print or type his/her name on the Cover Page.
- ❑ Erasures or other changes must be initialed by the person signing the application and representing their organization.

3. Application Content Checklist

Please provide a table of contents based on the checklist below, identifying the page number(s) for each section listed. You must include all of these items, in the order provided below, in your application.

- ❑ Cover Letter, with contact names and email addresses.

- ❑ Budget – Use the budget format in Section IIB.

- ❑ Cost Sheets from Freight Forwarder (considered an attachment)

- ❑ Body of Application

    1. PVO Contact Information
    2. Executive Summary
    3. Overview of the Applicant
    4. Program Description
        - Situational Analysis and Rationale for OFR Support
        - Program Objectives
        - Commodities
        - Partnership Formation
4. Program Management and Structure
        - Organizational Structure
        - Receiving and Distribution System
        - Contingency and Security Planning
5. Pipeline Analysis

- Consignee Affidavit (See Annex B) and Duty-Free Status: (considered an attachment) All applicants must attach a consignee affidavit and certification from the recipient government(s) that the applicant may import commodities duty-free for each country. Current and past OFR recipients who have previously supplied such documentation must refurnish the same documents if they are still valid. If past documentation is no longer current or legally accepted in the recipient country, the PVO must include new documentation which is current and valid. All letters not written in English must be accompanied by English translations, and all duty-free waivers must be valid for the timeframe in which the PVO will be shipping to each particular country. If the applicant cannot secure a letter from the destination country government, the PVO may write a letter stating that their organization will take full responsibility for all duties, taxes, tolls, etc. incurred on each shipment.

- Signed Certifications, Assurances, and Statements

- SF-424 - See Page 36 or

  http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

B. BUDGET

The charts on the following two pages are the estimated budgets for your program(s) for the FY 2016 OFR funding period (approximately March 2016– February 2017) and the FY 2017 OFR funding period (approximately March 2017 – September 2017). Complete the budget sheets on the next two pages, total the last four columns, and attach cost sheets from a Freight Forwarder, or similar documentation that substantiates the estimates provided in your budgets (ex. Bills of Lading), verifying the rate and total cost (as necessary) of the following for each proposed shipment: domestic loading of the containers, domestic inland hauling, port-to-port freight charges, foreign customs clearance service, and foreign inland delivery transport. These cost sheets can be obtained by contacting your freight forwarder by phone, and they are also frequently available on the internet. Applications submitted without valid Freight Forwarder cost estimate sheets or similar may not receive full credit for this section. Previous recipients of OFR program funds are to asterisk the countries that are new for them under the OFR program. Total amount of Ocean Freight funds requested for the FY 2016 and FY 2017 funding periods must not exceed $150,000 per year. If additional space is needed please copy this format on another sheet of paper.

APPLICANT NAME: _____

OCEAN FREIGHT REIMBURSEMENT PROGRAM BUDGET SHEET
FY 2016 FUNDING PERIOD
(Program Term Approximately March 2016 – February 2017)

Point of Origin*	Recipient Country*	# and Size of Containers	Types of Commodities	Value of Commodities**	Total Shipping Cost***	Total Ancillary Cost*	OFR Funds Requested****
TOTALS:							

*See list of definitions on page 6.

**PVOs are encouraged to use ACCORD NETWORK Gifts In Kind valuation methods as outlined in ACCORD NETWORK Interagency GIK Standards which can be downloaded at http://www.accordnetwork.org/gik/ If another method is used to determine the value of goods, please explain the method used.

***Total Shipping Cost means the total ancillary costs plus the total ocean freight costs eligible for reimbursement.

**** For ocean freight costs eligible for reimbursement please see Section I.C.4., "Reimbursement Guidelines" on pages 9-10.

APPLICANT NAME: _____

OCEAN FREIGHT REIMBURSEMENT PROGRAM BUDGET SHEET
FY 2017 FUNDING PERIOD
(Program Term Approximately March 2017– September 2017)

Point of Origin*	Recipient Country*	# and Size of Containers	Types of Commodities	Value of Commodities**	Total Shipping Cost***	Total Ancillary Cost*	OFR Funds Requested****
TOTALS:							

*See list of definitions on page 6.

**PVOs are encouraged to use ACCORD NETWORK Gifts In Kind valuation methods as outlined in ACCORD NETWORK Interagency GIK Standards which can be downloaded at http://www.accordnetwork.org/gik/ If another method is used to determine the value of goods, please explain the method used.

***Total Shipping Cost means the total ocean freight costs plus the total ancillary costs eligible for reimbursement.

**** For ocean freight costs eligible for reimbursement please see Section I.C.4., "Reimbursement Guidelines" on pages 9-10.

C. APPLICATION FORMAT

1. PVO Contact Information

Include a summary sheet with the following information:

- Organization Name
- Contact Person
- Address
- Telephone Number
- Email Address
- Grant Program --- Ocean Freight Reimbursement Program

2. Executive Summary (1 page maximum)

The executive summary is a concise summary of the program description and key components of the application including number of shipments planned, amount of funding requested, proposed countries or regions, types of commodities to be shipped, and estimated value of commodities.

3. Overview of the Applicant (2 pages maximum)

The overview is meant to give the review committee an understanding of the PVO that will implement this program. Please bear in mind that not all reviewers will be familiar with every PVO and its capabilities. Briefly describe:

- your organization's mission, goals, objectives, and in particular, how they relate to the proposed program;
- the major technical sectors in which the organization works and your history working in the sector(s); and
- the alternative sources of funds (donors, private funds, foundations, etc.) available to cover transportation costs in your programs. How much is provided annually from each source?

The purpose of the tables on the next page is to assess whether or not the applicant has experience shipping the proposed commodities to the proposed programs and countries. Based on your experience over the past two years provide at least 3-5 examples each fiscal year of the types of shipments for which you are currently applying for funding. These shipments do not have to be shipments that were reimbursed by OFR. If your organization does not have any recent experience shipping the commodities proposed in your application and/or to the countries and programs for which you are requesting funding, please explain this in your situational analysis and provide 3-5 examples for each fiscal year of any commodity shipments completed by your organization during the last two years.

Funding FY 2016 (Program March 2016 – February 2017)

Program Description	Recipient Country	Type of Commodity and Number of Containers Shipped	U.S. $ Commodity Value*	Total Ocean Freight Cost**
EXAMPLE Medical/Health	Indonesia	1x40' Container Med. Supplies and Equip.	$500,000.00	$8,500.00

Funding FY 2017 (Program March 2017 – September 2017)

Program Description	Recipient Country	Type of Commodity and Number of Containers Shipped	U.S. $ Value*	Total Ocean Freight Cost**
EXAMPLE Food Security	Niger	1x40' Container Non-PL 480 Food - Meals	$100,000.00	$5,500.00

*PVOs are encouraged to use ACCORD NETWORK Gifts In Kind valuation methods as outlined in ACCORD NETWORK Interagency GIK Standards which can be downloaded at

http://www.accordnetwork.org/gik/ . If another method is used to obtain value of goods, please explain method used.

**Includes both ancillary costs (see list of definitions on page 6) which are non-reimbursable and ocean freight costs which are eligible for reimbursement (see Section I.C.4 "Reimbursement Guidelines" on pages 9-10).

4. Program Description (17 pages maximum)

In this section, it is highly recommended that you provide a concise response for each program, up to three programs. If you have more than three programs for which you are requesting funding, provide a detailed response regarding at least one program in each region which exemplifies other programs in those regions.

a) Situational Analysis and Rationale for OFR support: Describe the current conditions in each country or region where your organization is proposing to work; discuss factors likely to affect proposed program outcomes and discuss the justification for providing support to your organization. Be sure to cite the resources for your data and include the following:

- Identify the country (ies) in which you are proposing to work. Discuss prior experience working with the host country government(s) in the countries where this program will operate.
- Describe the intended beneficiaries of the proposed OFR commodities for each shipment. Include an analysis of their needs, as well as an estimated number by gender and age. Discuss how you estimated the number of beneficiaries and the techniques used to determine their needs (e.g. surveys, census data, and needs assessment). Please note, information on age and gender differentiation of the intended beneficiaries is essential and will be scored.
- Discuss why your organization has a comparative advantage in carrying out this work. Cite prior relevant experience using specific examples and data. Identify any opportunities for synergy with other programs, donors, or sectors, and discuss how the programs might work together and support one another.

b) Program Objectives: Describe in greater detail the major objectives of the program(s) for which you are seeking OFR funds.

- Identify and describe in detail the objective(s) of the program(s) for which you are seeking OFR funds. Provide the program duration and timeframe.
- Discuss how your shipments under the OFR program would support or enhance the humanitarian relief and/or long-term development objectives of the program or that of your partner(s) in the countries you have proposed.

c) Commodities: Describe and/or list in detail the commodities that will be shipped to each country program. Explain how these commodities support the objectives of these programs.

- Discuss the type of commodities that will be shipped to each country (ies) and explain how each type of commodity will respond to the specific needs of the beneficiaries as outlined in your situational analysis. State in what way(s) shipping these commodities will improve program operations and/or increase access to, or the quality of, the program(s).
- How does your organization address the issue of assuring that commodities will "do no harm?" For example, when large quantities of clothing are shipped during the first phase of a disaster, not only can these shipments potentially clog ports, delaying the entrance of much needed emergency items, they can also harm the local economy by taking away business from the local tailors and small business owners who make a living by selling clothing. Also, large amounts of donated clothing might be sold on the local black-market. How could each type of commodity your organization is proposing to send potentially harm, rather than help, the recipient country, and what steps does your organization take to ensure the commodities will not hurt the local people and/or economy?
  Note: The point behind this question is for the applying organization to demonstrate to the evaluation panel that they have considered both the positive and negative ramifications of what they will be shipping.
- Complete the following tables on the commodities that will be shipped:

Table 1: Provide a summary table under the OFR Program for the FY 2016 and FY 2017 funding periods that lists the countries, percent of OFR commodities being shipped, program focus, types of commodities, and if the commodities are either donated or purchased.

EXAMPLE Table 1

Country	% of OFR commodities being shipped	Type of Program	Commodities	Donated/ purchased
Peru	60%	Refugee Programs	Medical Supplies - Vitamins - ORS	P
Kenya	20%	Primary Education	Education Materials - books	D
Liberia	20%	Food Security	Agricultural Supplies-tractors	P & D
TOTAL	100%			

Table 2: Indicate the percentage of the following categories of supplies to be shipped under the OFR program in FY 2016 and FY 2017 program periods:

EXAMPLE Table 2

Type of Commodity	2016	2017
Agricultural Supplies	%	%
Clothing	%	%
Disaster items	%	%
Educational supplies	%	%
Medical supplies	%	%
Non-P.L. 480 food	%	%
Vehicles	%	%
Other	%	%
Total:	100%	100%

d) Partnership Formation: Identify your proposed program partners and provide a rationale for the selection of these partners.

- Provide a description of the partner's (s') experience in the program and in the delivery of commodities. All partners must be listed and briefly discussed. However, it is recommended that if you have more than three partners you provide a detailed response regarding at least one partner in each region which exemplifies other partners in those regions, with a minimum of three examples total.

  - List your partners for this program and indicate whether each partner is an independent NGO or an affiliate of the applicant;
  - Discuss your organization's relationship with in-country implementation partners and state whether the partners are new or continuing. Cite the success you have had with your approach;
  - Discuss your partner's (s') involvement in developing this application;
  - Describe any training your partners have had on the equipment or supplies you send and maintain; and
  - Note whether you have a memorandum of understanding or other agreement with your host country partners.

e) Standards: We expect all OFR grantees and partners to adhere to "Best Practices." OFR grantees and partners are encouraged to abide by the PVO Standards set forth on InterAction's website at http://www.interaction.org/document/interactions-pvo-standards. For example, it is recommended in InterAction's PVO standards that NGOs involved in the provision of food aid are guided by "Representative Food Aid Standards" promulgated by Food Aid Management. Similarly, those involved with Gifts-In-Kind are guided by the "Interagency Gifts-In-Kind Standards Project" of the Accord Network (ACCORD NETWORK).

- Based on the activities in this proposal how does your organization ensure that it is abiding by the PVO accepted "best practices" specifically as this pertains to commodity shipping?

5. Program Management and Structure (5 pages maximum excluding tables)

This section provides an overview of the management of the proposed program. Please be sure to highlight those areas of program management, like receiving and distribution that were not discussed under the Program Description section. For sections b and c it is recommended that, if you have up to three programs, you give a detailed response regarding each program. If you have more than three programs, you may wish to provide a detailed response regarding at least one program in each region which exemplifies other programs in those regions, with a minimum of three examples. Note: The "example" program(s) should be one(s) for which your organization is requesting funding.

a) Organizational Structure:

- Discuss how the PVO U.S. headquarters will ensure effective support to the field for this program. Include the number of personnel that manage the OFR program both in the field and at the headquarters.
- Provide an organizational chart of the applicant PVO that clearly delineates the key personnel responsible for backstopping the program in the U.S. headquarters office and in the field.

b) Receiving and Distribution System:

- Identify if your organization has a physical presence (direct employees or hired agents) in each country where the proposed program will operate. If the PVO does not have a physical presence in the country, then identify who is responsible for receiving and distributing the commodities and describe criteria for consignee selection.
- Describe your entire process of receiving and distributing the OFR support commodities, i.e., clearing customs, warehousing, transportation and distribution of goods to final destination.
- Describe in detail how your organization monitors the OFR shipment from shipping dock to the final distribution. Include a discussion of the following elements: reporting requirements, physical inspection, inventory control, distribution schedule, on-site inspection and beneficiaries' response.
- Cite any experiences concerning lost and/or stolen goods (i.e., percent of loss to value of total goods shipped) and the steps taken to safeguard the logistics and distribution process.

c) Contingency and Security Planning: Natural and man-made disasters affect a substantial number of development programs at some time during the course of implementation. Briefly outline plans to prevent and mitigate the effects of security problems or other

emergencies on your organization's staff and property to ensure the security and safety of program personnel.

6. Pipeline

Prior year OFR grantees with a significant residual pipeline will likely receive less funding during this OFR budget cycle.

PVOs with existing OFR procurement authorizations must provide the following information:

- Outline the amount of OFR funds currently available for use from OFR awards in years prior to and including if applicable Program years 2013 (October 2013 to September 2014) and 2014 (October 2014 to September 2015).

Procurement Authorization No.	Amount of Award	Amount Spent	Amount Available

Describe the schedule/plan for expending any balance of OFR funds by the end of the funding period. The end of your funding period is located on your Procurement Authorization under "Delivery Period."

D. NEGOTIATION AND AWARD

Application(s) which are deemed to offer the greatest value and best meet USAID objectives will be selected for award. USAID may award one or more grants resulting from this RFA to the responsible applicant(s) whose application(s) conform to this RFA and are evaluated to be among the most highly rated. USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, and (c) waive informalities and minor irregularities in applications received.

USAID may award one or more grant(s) on the basis of the initial applications received, without discussions. Therefore, each application should contain the applicant's best terms from a cost and technical standpoint. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting grant.

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

On October 20, 2004, USAID issued its final rule (the "Rule") on participation by religious organizations in USAID programs (69 FR 61716). The Rule amends several USAID regulations

in furtherance of Executive Order 13279 (67 FR 77141), which directs executive agencies to ensure equal protection of laws for faith-based and community organizations ("FBCOs") that apply for federal funds. The Rule generally ensures that FBCOs are able to compete fairly for USAID funding, and that USAID programming decisions are based on the program eligibility criteria, without regard to the religious character or affiliation of applicants. Moreover, although faith-based organizations (FBOs) may not use direct USAID funds for inherently religious activities, FBOs may continue to engage in religious activities as long as they are privately-funded, separate in either time or location from USAID activities, and voluntary for beneficiaries of the USAID-funded activity.

Faith–based and/or religiously affiliated PVOs are eligible to participate in USAID programs on the same basis as any other organization without regard to their religious character or affiliation and may not be excluded from competition for USAID funding. As stated on page 8, all applicants must be registered as a PVO by the application deadline. USAID may not discriminate for or against a program applicant on the basis of religious character or affiliation. For further details regarding this rule, please see our USAID web pages at http://www.usaid.gov

1. Authority to Obligate

The USAID Agreement Officer is the only individual who may legally commit USAID to the expenditure of public funds. No costs chargeable to the proposed procurement authorization may be incurred before receipt of a signed and executed procurement authorization.

2. Program Funding

The number of applicants to the OFR Program has steadily risen, while funds available for the Program remain limited. In order to maximize the number of PVO recipients each year, awards will not exceed $150,000 per organization, per year.

3. Requirements for Funded Programs

a. USAID Responsibilities

USAID will be responsible for any changes to the Procurement Authorization, review of quarterly and annual reports, tracking of expenditures, and the review, authorizing and processing of all reimbursement requests. The agreement officer, or the cognizant technical officer, or the project officer will provide approval of changes in the program description. Grant recipients must request, in writing, approval to make changes in specific activities, countries, commodity categories, designated consignees, and procurement authorization extensions.

Any deviation from the terms of the procurement authorization requires written authorization by the USAID agreement officer (i.e. eligible countries, commodity categories and procurement authorization extensions).

b. PVO Recipient Responsibilities

The selected PVO recipients are responsible for implementing the program in accordance with USAID's terms and conditions and all other applicable USAID regulations. As all commodities in the OFR program are privately donated and not purchased by USAID, the USAID Branding policy does not apply to OFR recipients. However, PVOs will be responsible for the following activities and documentation during the life of the program for which the PVO receives a grant:

- Making all transportation arrangements;
- Shipping all commodities on vessels registered under the flag of any free world country, flag vessels of developing countries or any free flag vessels. Free world countries are identified in USAID Authorized Geographic Code 935;
- Shipping only the approved commodities to the eligible countries authorized on the procurement authorization;
- Obtaining approval from M/OAA/TC to extend the funding period of a grant which has an unexpended balance at least 60 days prior to the expiration of the grant;
- Paying for all ancillary costs involved in making shipments under the Ocean Freight programs; i.e. freight forwarding, insurance, domestic loading of the container, warehousing, etc.;
- Keeping the agreement officer, or the cognizant technical officer, or the project officer apprised of any changes in consignees and submitting a completed Consignment Affidavit for all consignees;
- Obtaining prior approval to add additional eligible countries and/or commodities to the original Procurement Authorization;
- Submitting a copy of USAID Form 1550-6, "Voluntary Agency Quarterly Report of Shipping Activity" on a quarterly basis; and
- Submitting an annual report including final totals from all quarterly reports.

The awards made pursuant to this RFA will be subject to the requirements of Title 22 of the Code of Federal Regulations, Part 226, "Administration of Assistance Awards to U.S. Non-Governmental Organizations," Part 202, "Overseas Support of Supplies by Voluntary Non-Profit Relief Agencies," and the applicable Standard Provisions for U.S. Non-Governmental Grantees. The applicable Standard Provisions and 22 CFR Parts 226 and 202 are available on the USAID website at http://www.usaid.gov. See below for internet address locations for these grant provisions.

C. Applications for Reimbursement

OFR Grantee applications or invoices for reimbursement must consist of the following:

- Rated or priced Commercial Bill of Lading from the actual (VOCC) ocean carrier, noting Inland and Port-to-Port Ocean Freight Costs, Terminal Handling Charges, Bunker Surcharges, Wharfage, and Security Surcharges.
- Completed SF 1034, "Public Voucher for Purchases and Services Other Than Personal."
- The SF 1034 must include the award number (referenced on the procurement authorization) and the banking information (American Banking Association number and bank account number) for electronic fund transfer.

Applications for reimbursement which are not complete and which do not contain a clear bill of lading breaking out inland and port-to-port costs may be rejected and returned to the PVO for further supporting documentation. Applications for reimbursement must be submitted within 60 days of the date of the related commercial bill of lading. In the case of inland transportation costs for shipments to landlocked countries, applications for reimbursement must be submitted within 180 days of the related commercial bill of lading. For eligible reimbursement costs please see section I.C.4 "Reimbursement Guidelines" on pages 9-10.

Applications for reimbursement (invoices and supporting documentation) must be submitted via e-mail to the USAID Electronic Invoice (EI) mailbox at EI@usaid.gov.

GRANT STANDARD PROVISIONS AND OTHER INFORMATION

A. USAID Rights and Funding
The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications meeting the applicable standards of this RFA, and (e) waive informalities and minor irregularities in the application(s) received.

B. Applicable Regulations & References
- Mandatory Standard Provisions for U.S., Nongovernmental Recipients
http://www.usaid.gov/pubs/ads/300/303maa.pdf

- 22 CFR 226
- http://www.gpo.gov/fdsys/pkg/CFR-2002-title22-vol1/pdf/CFR-2002-title22-vol1-part226.pdf
-
- SF-424 Downloads
http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

SECTION III - REVIEW PROCESS AND SELECTION CRITERIA

A. Review Process

To facilitate the review of applications, applicants should organize the narrative sections of their applications in the same order as the selection criteria. All budgets and attachments should be included in the same order as outlined on page 13. Applications will be evaluated in accordance with the selection criteria set forth below.

All applications that meet the eligibility and program requirements and adhere to the format instructions will be reviewed and evaluated. The Review Panel will be composed of M/OAA/T and other USAID staff with related interests or appropriate expertise. Awards will be made based on the ranking of proposals according to the selection criteria identified below.

B. Selection and Funding Criteria

(The below elements will be evaluated with respect to how well the application and proposed OFR program meets the goals and program strategies of USAID, and how well the proposed application and proposed OFR program meet USAID goals in relation to other applications.)

1. Executive Summary (5 Points)

2. Overview of the Applicant (10 Points)

3. Program Description (55 Total Points)

   - Situational Analysis and Rationale for OFR Support (10 Points)
   - Program Objectives (20 Points)
     - Description of Objectives (10 Points)
     - How OFR shipments will enhance humanitarian relief and/or long-term development objectives (10 Points)
   - Commodities (15 Points)
   - Partnership Formation (10 points)

4. Program Management and Structure (25 Total Points)

   - Organizational Structure (10 Points)
   - Receiving and Distribution System (10 Points)
   - Contingency and Security Planning (5 Points)

5. Cost/Budget (5 Points)
   - Necessary and reasonable cost based on Freight Forwarder's Cost Sheet

SECTION IV - CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT (MAY 2006) (considered an application attachment)

The following certifications, assurances, and other statements from both U.S. and non-U.S. organizations (except as specified below:

a. For U.S. organizations, a signed copy of the mandatory reference, Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs. This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States;
b. A signed copy of the certification and disclosure forms for "Restrictions on Lobbying" (see 22 CFR 227);
c. A signed copy of the "Prohibition on Assistance to Drug Traffickers" for covered assistance in covered countries is required in its entirety as detailed in ADS 206.3.10;
d. A signed copy of the Certification Regarding Terrorist Funding in its entirety is required by the Internal Mandatory Reference AAPD 04-14;
e. When applicable, a signed copy of "Key Individual Certification Narcotics Offenses and

Drug Trafficking" (See ADS 206);
f. When applicable, a signed copy of "Participant Certification Narcotics Offenses and Drug Trafficking" (See ADS 206);
h. Survey on Ensuring Equal Opportunity for Applicants; and
i. All applicants must provide a Data Universal Numbering System (DUNS) Number (see Federal Register Notice Use of a Universal Identifier by Grant Applicants).

PART I - CERTIFICATIONS AND ASSURANCES

1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

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

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

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

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

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

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance

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

2. CERTIFICATION REGARDING LOBBYING

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

(a) 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.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

3. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR COVERED COUNTRIES AND INDIVIDUALS (ADS 206)

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

4. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING EXECUTIVE ORDER 13224

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

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

(b). The following steps may enable the Recipient to comply with its obligations under paragraph

1. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
2. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm.
3. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
4. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

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

1. "Terrorist act" means-
   (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: http://untreaty.un.org/English/Terrorism.asp); or
   (ii) an act of premeditated, politically motivated violence perpetrated against

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

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

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

4. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts. This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

5. CERTIFICATION OF RECIPIENT

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

RFA/APS No. _TRN-16-005 OFR RFA
Application No. _____
Date of Application _____
Name of Recipient _____
Typed Name and Title _____

Signature _____
Date _____

PART II - KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

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

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

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Organization: _____
Address: _____
_____
Date of Birth: _____

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

PART III - OTHER STATEMENTS OF RECIPIENT
1. AUTHORIZED INDIVIDUALS
The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name.	Title.	Telephone No.	Facsimile No.

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

3. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER
(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.
(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the

recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:
(1) Recipient's name.
(2) Recipient's address.
(3) Recipient's telephone number.
(4) Line of business.
(5) Chief executive officer/key manager.
(6) Date the organization was started.
(7) Number of people employed by the recipient.
(8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at http://www.dnb.com . If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.
The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.
DUNS: _____

4. TYPE OF ORGANIZATION
The recipient, by checking the applicable box, represents that -
(a) If the recipient 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
(b) If the recipient 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.

ANNEX A: Eligible Country List FY 2016/FY 2017 OFR Grant Applications Worldwide Program

AFRICA
Angola
Benin
Botswana
Burkina Faso
Burundi
Cameroon
Cape Verde
CAR
Chad
Comoros
Congo
Cote d'Ivoire
Democratic Republic of Congo
Djibouti
Equatorial Guinea
Eritrea
Ethiopia
Gambia
Ghana
Guinea
Guinea-Bissau
Kenya
Lesotho
Liberia
Madagascar
Malawi
Mali
Mauritania
Mozambique
Namibia
Niger
Nigeria
Rwanda
Sao Tome
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
Sudan
Swaziland
Tanzania

ASIA
Afghanistan
Bangladesh
Burma
Cambodia
China
Cook Islands
Fiji
East Timor
India
Indonesia
Kiribati
Laos
Marshall Islands
Micronesia
Mongolia
Nepal
Niue
Pakistan
Papua New Guinea
Philippines
Solomon Islands
Sri Lanka
Thailand
Tonga
Tuvalu
Vanuatu
Vietnam
Western Samoa

EUROPE
Albania
Bosnia-Herzegovina
Bulgaria
Croatia
Czech Republic
Estonia
Hungary
Kosovo
Latvia
Lithuania
Macedonia
Montenegro

LATIN AMERICA/ CARIBBEAN
Antigua/Barbuda
Argentina
Barbados
Belize
Bolivia
Brazil
Chile
Colombia
Costa Rica
Dominica
Dominican Republic
Ecuador
El Salvador
Grenada
Guatemala
Guyana
Haiti
Honduras
Jamaica
Mexico
Nicaragua
Panama
Paraguay
Peru
St. Kitts/Nevis
St. Lucia
St. Vincent/Grenadines
Suriname
Tobago
Trinidad
Uruguay
Venezuela

NEAR EAST
Cyprus
Egypt
Iraq
Israel
Jordan
Lebanon
Morocco

Togo
Uganda
Zambia
Zimbabwe

Poland
Portugal
Romania
Serbia
Slovak Republic
Slovenia

Oman
Tunisia
Turkey
West Bank/Gaza
Yemen

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☐ Preapplication	☐ New	
☐ Application	☐ Continuation	*Other (Specify) _____
☐ Changed/Corrected Application	☐ Revision	

3. Date Received:	4. Applicant Identifier:
5a. Federal Entity Identifier:	*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name:

*b. Employer/Taxpayer Identification Number (EIN/TIN):	*c. Organizational DUNS:

d. Address:

*Street 1: _____
Street 2: _____
*City: _____
County: _____
*State: _____
Province: _____
*Country: _____
*Zip / Postal Code _____

e. Organizational Unit:

Department Name:	Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____	*First Name: _____
Middle Name: _____	
*Last Name: _____	
Suffix: _____	
Title:	
Organizational Affiliation:	
*Telephone Number:	Fax Number:
*Email:	

Application for Federal Assistance SF-424 02	Version
***9. Type of Applicant 1: Select Applicant Type:** Type of Applicant 2: Select Applicant Type: Type of Applicant 3: Select Applicant Type: *Other (Specify)	
***10 Name of Federal Agency:**	
11. Catalog of Federal Domestic Assistance Number: _____ CFDA Title: _____	
***12 Funding Opportunity Number**: _____ *Title: _____	

13. Competition Identification Number:

_____

Title:

_____

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project**:

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: *b. Program/Project:

17. Proposed Project:

*a. Start Date: *b. End Date:

18. Estimated Funding ($):

*a. Federal _____

*b. Applicant _____

*c. State _____

*d. Local _____

*e. Other _____

*f. Program Income

*g. TOTAL _____

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☐ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

*Title:

*Telephone Number:	Fax Number:

* Email:

*Signature of Authorized Representative:	*Date Signed:

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

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

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2.	**Type of Application:** (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
4.	**Applicant Identifier:** Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.
5a	**Federal Entity Identifier:** Enter the number assigned to your organization by the Federal Agency, if any.
5b.	**Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.
8.	**Applicant Information:** Enter the following in accordance with agency instructions: **a. Legal Name:** (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. **b. Employer/Taxpayer Number (EIN/TIN):** (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. **c. Organizational DUNS:** (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. **d. Address:** Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). **e. Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the

Item	Entry:
10.	**Name Of Federal Agency:** (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13.	**Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
14.	**Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
16.	**Congressional Districts Of:** (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
17.	**Proposed Project Start and End Dates:** (Required) Enter the proposed start date and end date of the project.
18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	assistance activity, if applicable. **f. Name and contact information of person to be contacted on matters involving this application**: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.		State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
		20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)		21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

Sample Consignment Affidavit

I, _____, being duly sworn on his/her oath says he/she is

_____ of _____

and that he/she makes this affidavit for and on behalf of said agency.

That the consignee listed herein is qualified to receive and to assume complete responsibility for the disposition of supplies shipped by _____, and that the supplies shipped to such consignee will be distributed on a non-commercial basis, free of cost to beneficiaries receiving such supplies.

The name and address of the consignee:

_____ agrees to continue to supply the U.S. Agency for International Development with current information concerning those authorized to receive supplies; and in the event of the improper use, to remove such designated consignees from the list furnished to the U.S. Agency for International Development.

Name: _____

Title: _____

SUBSCRIBED and sworn to before me, a Notary Public, in and for

_____, this _____day of _____.