



# USAID | DOMINICAN REPUBLIC

**Issuance Date:** June 16, 2015  
**Questions Due:** June 29, 2015

**Pre-Application Meeting:** July 07, 2015  
**Closing Date and Time for Application Submission:** July 27, 2015 11:00 a.m. DR Time

**Subject:** Notice of Funding Opportunities NFO: RFA-517-15-000004  
Baseball Cares

Ladies and Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for an Assistance Agreement from qualified U.S. and Non-U.S. organizations for funding to support an activity entitled Baseball Cares. Eligibility for this award is not restricted.

Subject to availability, of funds an award will be made to that responsible applicant whose application best meets the objectives of this fund opportunity and the selection criteria contained herein. While one (1) award is anticipated as a result of this notice of funding opportunity (NFO), USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this NFO the term “grant” is synonymous with “Cooperative Agreement”; “Grantee” is synonymous with “Recipient”; and “Grant Officer” is synonymous with “Agreement Officer”. Eligible organizations interested in submitting an application are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process.

To be eligible for award, the applicant must provide all information as required in this NFO and meet eligibility standards in Section C of this NFO. This funding opportunity is posted on [www.grant.gov](http://www.grant.gov), and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe software to their computer in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NFO has been received from the internet in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on [www.grants.gov](http://www.grants.gov) or accessing the NFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at [support@grants.gov](mailto:support@grants.gov) for technical assistance.

The successful Applicant will be responsible for ensuring the achievement of the program objectives. Please read each section of the NFO.

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will be

furnished to all potential applicants through an amendment to this notice posted to [www.grants.gov](http://www.grants.gov).

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any cost incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in this USAID/Dominican Republic program.

Sincerely,

A handwritten signature in black ink that reads "Charis Nastoff". The signature is written in a cursive style and is positioned above the printed name.

Charis Nastoff  
Agreement Officer

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## **GENERAL**

### **ABBREVIATIONS AND ACCRONYMS USED IN THIS INFO**

DR	Dominican Republic
J-PAL	Abdul Latif Jameel Poverty Action Lab
LEER	Lightning Excitement for Excellency in Reading
MIT	Massachusetts Institute of Technology
MLB	Major League Baseball
MLBPA	Major League Baseball Players Association
MOU	Memorandum of Understanding
PUCMM	Universidad Católica Madre y Maestra
USAID	United States Agency for International Development

## **SECTION A: PROGRAM DESCRIPTION**

The authority for the NFO is found in the Foreign Assistance Act of 1961, as amended and subject to 2 CFR 700 and 2 CFR200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

### **A. INTRODUCTION**

The United States Agency for International Development (USAID) in the Dominican Republic, in partnership with the MLB and MLBPA, is seeking applications from qualified non-governmental organizations, not-for-profit, and for-profit entities (including NGOs, business associations, and universities and academic institutions) for implementation of the a two year “Baseball Cares activity” (hereafter referred to as the Baseball Cares).

### **B. PURPOSE**

The Major League Baseball (MLB), Major League Baseball Players Association (MLBPA) and the USAID/Dominican Republic (hereinafter each referred to as a “Party” and collectively as the “Parties”) have a common interest in working in the Dominican Republic (DR) and have developed a partnership to (1) promote education for youth, (2) address the educational needs of children with disabilities, and (3) combat domestic abuse. This Notice of Funding Opportunities (NFO) seeks to engage an implementer to carry out these three activities (hereinafter referred to as “the program.”)

### **C. BACKGROUND**

#### *Socio-economic Context*

Boys have a higher dropout school rate than girls in the Dominican Republic. In particular, they tend to drop out at a higher rate in the 8<sup>th</sup> grade. A disproportionate number of girls also tend to drop out at 8<sup>th</sup> grade. 40% of the girls who drop out in 8<sup>th</sup> grade leave school because they are pregnant.

The Abdul Latif Jameel Poverty Action Lab (J-PAL) housed at the Massachusetts Institute of Technology (MIT) published in 2010 a comparative analysis of 11 different school interventions undertaken in six different countries, including the Dominican Republic. The studies compared the cost benefit of the intervention by measuring the additional years of schooling gained per \$100 invested in the intervention. This multi-country analysis concluded that the most cost-effective intervention, undertaken in Madagascar and the Dominican Republic, was to provide families with information about the higher wages earned by students who stayed in school. Parents of primary school students targeted for the program were given statistics on the increase in the average monthly earnings for their children in the future, based on different levels of education. In the Dominican Republic, 3.1 years of school were gained, and secondary school attendance for boys increased by 5%, for every \$100 invested. This proved to be an extremely cost effective intervention, as compared to other interventions relevant to the Dominican

Republic. For example, computer assisted learning in India was found to have no significant impact on motivating children to continue schooling and merit scholarships in Kenya only gained .27 years of education for every \$100 spent.

Another study published by Universidad Católica Madre y Maestra (PUCMM) in November 2010 showed that returns to each additional year of education are significant and positive. The return to education for a student who has completed fourth grade is 5.4% greater than a student who only completed second grade. Completing sixth grade increases earnings 9.1%; eighth grade 36.7%; and secondary school 49.7%. Sharing this information with parents, students, teachers and school directors through a public awareness campaign should help motivate families to keep their children in school.

The quality of education is also a concern. The 2006 *Programme for International Student Assessment* (PISA) revealed that only 26 percent of Dominican students in mathematics, 46 percent in reading, and 50 percent in science achieved a level one, the minimum standard of learning that every student should achieve. The average educational achievement for girls is higher than boys. As a result of lower education levels, male young people are disproportionately likely to be illiterate, constituting between 59 and 69 percent of those unable to read and write, respectively, depending on the age group<sup>1</sup>. According to the 2012-13 World Economic Forum's Global Competitiveness Report, the Dominican Republic ranked 143, out of 144 countries, in terms of the quality of public education.

With regard to children with disabilities, in the Dominican Republic, according to a recent UNESCO study, 70% of children with disabilities do not attend school, regardless of the fact that the Ministry of Education has expressed its commitment to include them in the regular public school system. Some parents are reluctant to send their children to school in the first place. Other families believe that people with disabilities should remain at home, hidden from public view. Even if parents want to send their children with disabilities to school, most teachers are not trained to teach children with disabilities. Those disabled children that go to school usually attend special schools for the blind, deaf, or those with intellectual challenges. Most of these specialized schools are located in Santo Domingo or Santiago. As a result, if a family has a child with a disability, and they don't live near a special school, the child usually stays at home.

Another area of interest for this Alliance is to address the high rate of domestic abuse in the Dominican Republic. Unhealthy attitudes permeate society, prompting men to abuse women and women to have low self-esteem. When women are abused, they often have no shelter to seek refuge (there are only two DR shelters in the country), and sometimes they are not able to find family members who are willing to protect them. More often than not, they are forced to continue living with their abusive partner. When women flee abusive spouses/partners/boyfriends, they are often stalked, and it is unfortunately not uncommon for these women to be subsequently killed. Femicides in the DR are unacceptably high and the number of domestic abuse complaints filed have sky-rocketed in recent years.

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<sup>1</sup> Central Bank: National Labor Force Survey Database, 2<sup>nd</sup> Semester 2008

Children are also victims of domestic violence. A Dominican National Statistics Office 2015 report showed that 62% of children in the DR have suffered from some form of physical or psychological abuse. According to Dr. Isabel Cuadro Ferré<sup>2</sup>, a Colombian psychiatrist and board member of the International Society for Prevention of Child Abuse and Neglect, he states that the main causes of child abuse have not changed much since 1962, when they were defined as: Parents with a history of psycho-emotional deprivation, neglect or physical or sexual abuse during their childhood, the child is perceived as not worthy of being loved, existence of a family crisis and the family is isolated from community support systems.

#### **D. BACKGROUND ON THE ALLIANCE**

On February 2, 2015, USAID/DR, MLB, and MLBPA formalized their agreement to form a partnership by signing a Memorandum of Understanding (MOU) outlining their collective interest in jointly working in the DR to (1) promote education for youth, (2) address the educational needs of children with disabilities, and (3) combat domestic abuse. The Parties stated their desire to share their respective strengths, experience, technologies, methodologies, and resources (including in-kind and monetary) in order to achieve these goals.

According to this MOU, activities will be geographically focused in the *Duarte Corridor*, which runs from Santo Domingo to Puerto Plata. Cities included in this corridor are also cities where almost 60% of the MLB Players come from, and where USAID/DR already concentrates its development assistance programs. These cities include: Santo Domingo, Santiago, San Cristobal, Puerto Plata, San Pedro de Marcoris, Haina, and Bonao.

#### **E. IMPLEMENTING THE ALLIANCE**

After the selection of the implementing partner, it is envisioned that the Parties will sign another memorandum of understanding to form The Alliance to operationalize the relationship between the following three entities and to define the role of each of the partners in the program:

1. USAID/Dominican Republic (Public funds)
2. MLB and MLBPA (Private funds)
3. Implementing partner

The oversight responsibilities for the Program will be assumed by a Steering Committee, which will be composed of one representative (and an alternate) from each of Parties: MLB, MLBPA, and USAID/DR.

Keys tasks and responsibilities of the Steering Committee shall include but not limited to:

- Meet once a month to discuss overall progress of the Program
- Approve the annual work plan for the Program

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<sup>2</sup> [http://www.unicef.org/republicadominicana/english/protection\\_17604.htm](http://www.unicef.org/republicadominicana/english/protection_17604.htm)

- Discuss and approve budget and resource leveraging opportunities
- Review and approve new projects proposed by the Implementing Partner
- Approve the admission of any new parties to the Alliance
- Monitor and evaluate project and program implementation
- Monitor and evaluate progress towards achievement of the Goals and Objectives
- Ensure that any funds leveraged from outside sources for the Program are used in a manner consistent with the stated purpose of the program and that the Goals and Objectives of the program are achieved.

All decisions pertaining to this Program shall be voted on by the Steering Committee. Decisions may be implemented following approval by a vote of a simple majority of two out of three members.

## **F. GOALS AND OBJECTIVES**

This program is intended to capitalize on the Dominican passion for baseball to promote the following sustainable development objectives:

1. Improve education and basic reading skills for youth ages 10-18 in targeted communities;
2. Improve access to education for children with disabilities; and
3. Combat domestic violence and child abuse.

### ***Objective 1. Improve education and basic reading skills for youth ages 10-18 in targeted communities***

MLB Players are greatly admired in the Dominican Republic. They can be great role models for young students and their families. MLB Players encouraging children to stay in school will have a powerful effect on students, especially boys, who tend to have a higher dropout rate than girls in the DR.

There are three education components proposed to be funded by and through this Program. The first and second components would focus on children in elementary schools that have been beneficiaries, directly or indirectly, through previous USAID or MLB interventions in their schools. Such components would encourage students to (a) stay in school at least until graduation from high school, and (b) read and improve their reading skills. These two components would focus on children aged 10-18.

To ensure impact, these two activities would be implemented in a limited number of schools where USAID or MLB have already worked. There are 11,200 elementary schools in the DR, out of which USAID and MLB have worked in 642 (see full list in ATTACHMENT C). Working in schools where USAID and/or MLB have already implemented previous programs will not only allow us to build on that foundation, but should help accelerate results.

The third education component would involve the creation of a 2-year scholarship fund for at-risk youth who have completed high school and are motivated to continue their education, but do not have the resources to pursue a higher education degree.

Applicants are expected to present their ideas on how these education objectives can be achieved, measured, and sustained.

**Objective 2. Improve access to education for children with disabilities**

This component of the Program will seek to increase the number of children with disabilities in the formal school system. The emphasis will be to remove barriers, including, but not limited to: physical barriers, lack of teacher training, lack of transportation, lack of special education aids, such as hearing aids, and lack of access to medical procedures and treatments that could improve the child’s ability to learn in regular public elementary schools. Activities which could achieve this objective include, but are not limited to activities such as public awareness, teacher training, diagnostic tests, and procurement of specialized education equipment.

The applicants are expected to present their ideas on how to reach this goal, increasing the number of children with disabilities in the public elementary schools, measure results, and sustain the program.

**Objective 3. Combat domestic violence and child abuse**

This component of the Program will contribute to reducing the rate of domestic abuse by sponsoring three activities: public awareness, counseling, and providing support to shelters for victims. These activities are designed to change violent attitudes toward women and children. The applicants are expected to present their ideas on how to reach this goal, measure results, and sustain the program.

**G. FUNDING**

The table below reflects the amount each Party initially agrees to contribute to fund the Program and achieve the Goals and Objectives of this Program, subject to the availability of funds.

<b>Source of Funds</b>	<b>Contribution</b>
<b>USAID/DR</b>	<b>\$250,000</b>
<b>MLB/MLBPA **</b>	<b>\$250,000</b>
<b>Total</b>	<b>\$500,000</b>

\*\* This leveraged contribution from MLB/MLBPA will be transferred directly to the implementer and not channeled through USAID/DR.

This initial funding of \$250,000 from USAID/DR and \$250,000 from MLB/MLBPA is intended to cover the costs of Program management and the initial costs of Program implementation. USAID and MLB/MLBPA will enter into separate awards with the selected Implementing Partner. Each of these awards will be in the amount of \$250,000.

Additional funds for the program, or in-kind contributions, may be provided from other sources. Any additional funds obtained from the Parties or leveraged from other donors is intended to be used primarily to fund Program-related projects, not project management costs.

In addition to the cash contributions being made by each Party, as noted in the chart above, MLB, MLBPA and USAID will be providing in-kind contributions. In-kind contributions on the part of MLB, MLBPA and USAID/DR include, but are not limited to: (a) time of MLB, MLBPA and USAID/DR staff for development and implementation of the Program, Steering Committee meetings, and field trips, etc.; and, (b) time volunteered by Players in connection with the implementation of the Program-related projects, as well as associated public relations initiatives.

## **H. SUSTAINABILITY**

All Parties are aware that further funds will be needed for sustainability. Additional commitment of funds by MLB and MLBPA is very likely; however, it is subject to the program achieving its intended results. USAID does not envisage contributing additional funds. To ensure program sustainability, no later than the end of the first year of the Program, as part of its initial responsibilities, the selected implementing partner will develop and present a detailed long-term sustainability plan, with proposed fund-raising activities, and incorporation of new permanent donors, including the public sector, to the Steering Committee for its approval.

Applicants should identify other potential public-private partners (Dominican Baseball Winter League, Bravo supermarkets, DNCD, BHD-Leon, etc.) who may be interested in working in tandem with MLB and USAID on this program. New partners could also include TV and radio stations which agree to air spots at no or reduced costs, organizations that distribute printed materials and offer talks to students about domestic abuse.

## **I. TECHNICAL APPROACH**

### ***a. Communications***

With the close collaboration of the Parties, the implementer will collaborate in the development of Program outreach and education materials for third parties. Use of any Party's intellectual property (including rights of publicity) shall remain at all times subject to the prior written approval of the applicable Party.

### ***b. Public Awareness Campaign***

Activities to be funded through the Alliance related to public awareness, such as Public Service Announcements (PSAs) or printed materials, will need to be closely coordinated with MLBPA, which already plans to fund public awareness messages, including in Spanish, to reduce domestic abuse and encourage children to stay in school. The Spanish version of these materials could be used in the DR.

Although MLB and MLBPA propose to produce public awareness spots, airing these spots, buying the air time, planning the distribution of printed materials, and measuring the effectiveness of a public awareness campaign in the DR needs to be addressed by the applicant.

The applicant should, therefore, also present options on what kind of public awareness campaign they believe should be mounted in the DR; the relative efficacy of spots on TV, radio or printed materials, based on the kind of audience they propose to reach; and the relative costs of purchasing air time on radio versus TV. The applicant should also present their views on how they propose to measure the effectiveness of their campaign in reaching the target audience and determining whether it had any influence on the target audience's behavior.

***c. Coordination with USAID Education program***

USAID's new Lightning Excitement for Excellency in Reading (LEER) education program is designed to improve children's reading skills, increase the number of children with special needs in public elementary schools, and reduce violence in public elementary schools. LEER is designed to work in 200 schools to create school environments that are inclusive, safe, tolerant, and conducive to academic achievement for all students, including those with special needs, and an increase in the availability of materials and training that promote tolerance and respect. Since LEER development objectives are similar to those of this Alliance, the applicant should ensure close coordination with the LEER program and outline in their application how they would coordinate with LEER.

***d. Forming coalitions***

Due to the multisectorial nature of the Program, the formation of coalitions is encouraged to enhance the quality and effectiveness of activity implementation. In case an applicant does not consider itself robust enough to guarantee successful interventions in one of the three components of the project, or recognize certain weakness in its ability to achieve a particular set of expected results, the applicant can reach out to other organizations with advance know-how or broader experience and present a combined application. The administrative structure, roles and responsibilities within the coalition must be clearly explained in the application.

***f. Logos and other Intellectual Property***

Subject to prior written approval, USAID (as approved in the Implementer's Marking and Branding Plan), MLB and the MLBPA will provide authorization in connection with the Program for the use of their respective names, marks and other intellectual property (including rights of publicity, as applicable) in each case.

MLB and the MLBPA also desire to offer, to the extent available, support to the Program through marketing and media communications using MLB and MLBPA broadcast and digital partners, social media, press conferences, releases, and events.

**J. ANTICIPATED RESULTS**

As mentioned previously, MLB, MLBPA, and USAID have a mutual interest to capitalize on the Dominican passion for baseball to promote the objectives of the program.

### **Illustrative Results in Education:**

- i) In participating elementary schools, fewer children drop out of school, as compared with schools that do not participate in program
- ii) In participating schools, children improve their reading scores, as compared to children that do not participate in the program.
- iii) Participating students complete their college degree program.

### **Illustrative Results for Children with Disabilities:**

- i) In participating schools, more children with disabilities enroll
- ii) In participating schools, quality of instruction improves for children with disabilities

### **Illustrative Result in Domestic Violence:**

- i) Public opinion surveys and/or focus groups show attitudes towards domestic violence have changed.
- ii) People who receive counseling do not become repeat offenders.

## **K. GEOGRAPHIC FOCUS**

Geographically, Alliance-funded activities will focus on the Duarte Corridor, which runs from Santo Domingo to Puerto Plata. Cities included in this corridor are also cities where almost 60 percent of the MLB Players come from, and where USAID/DR already concentrates its development assistance programs. These cities include: Santo Domingo, Santiago, San Cristobal, Puerto Plata, San Pedro de Marcoris, Haina, and Bonao.

## **L. GENDER CONSIDERATIONS**

Findings and recommendations from the December 2013 Mission-wide gender analysis have been considered in developing this activity. Among the recommendations to be incorporated are:

- i) Inclusion of relevant gender gaps and dynamics within key development challenges.
- ii) Citation of the gendered reason for school drop-out to ensure that the interventions will lead to more targeted activities.
- iii) Conducting a gender antidiscrimination review of the teaching methods and materials.
- iv) Explicit statement of the gender perceptions around reading as an issue to be incorporated into the project design for early reading program.
- v) Ensuring that the gender sensitive antidiscrimination programming includes the role of the other sex and gender dynamics.
- vi) Incorporating intrafamily violence assessment and prevention into risk factor identification, strengthening the referral and network of psycho-social services for potential victims, and monitoring the incidence of intrafamily violence among the program participants.

- vii) Adopting a male engagement strategy that includes strengthening networks of like-minded men who promote non-violent conflict resolution and increased involvement with family.
- viii) Actively engage and reach out to people with disabilities (all forms - physical, sensory, social, etc.) for education, health, and other services and provide reasonable accommodation.

## **M. INCLUSIVE DEVELOPMENT**

Baseball Cares will adhere to USAID’s 2014 “LGBT<sup>3</sup> Vision for Action: Promoting and Supporting the Inclusion of Lesbian, Gay, Bisexual and Transgender Individuals,” by engaging LGBT community organizations and ensuring that all members of society have the ability to make their voices heard in preventing crime, improving the legal protection of vulnerable groups, and demanding transparency and accountability from the Dominican criminal justice system in guaranteeing that public safety and human rights are protected. CSP design and implementation will also integrate USAID’s Disability Policy Paper which prioritizes the inclusion of persons with physical and cognitive disabilities, and those who advocate for and offer services on behalf of the PWD community. This shall include, but not be limited to promoting the participation of vulnerable groups, including persons with disabilities, in community outreach and civil society partnership activities, and the provision of training and technical assistance to CSP government, private sector and community partners to strengthen the legal protection of, and service delivery to, persons with disabilities and other vulnerable persons.

## **N. KEY PERSONNEL**

The application must include detailed descriptions of proposed Key Personnel as follows:

**Chief of Party (COP) -** The COP will provide overall technical and administrative leadership and serve as the primary liaison with the Alliance on management and technical matters. S/he must be a development professional with strong leadership and communication skills. At a minimum, the Project Director shall have:

- Master’s-level degree in law, social sciences, education, or a relevant field linked to education, domestic violence, people with disabilities development programs.
- At least 7 years of experience in implementing basic education, domestic violence, or people with disabilities programs in developing countries.
- Demonstrated exemplary management, communication, and interpersonal skills to ensure internal cohesion among diverse team members and productive relations with the Government of the Dominican Republic (GODR), private sector, donors, and the international community.
- Good knowledge of Dominican cultural, political and economic context.
- Familiarity with and commitment to addressing gender equality and disability constraints in development programming.

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<sup>3</sup> LGBT: Lesbian, Gay, Bisexual and Transgender.

- Previous experience in the Dominican Republic or Latin America is required.
- Fluency in Spanish and English both oral and written.

Short and long term technical assistance positions, while not considered “key personnel” subject to USAID hiring approval, will be utilized under the project. Such personnel should be mentioned through an approved work plan. Although desirable, for this staff fluency in English is not mandatory.

## **O. ELECTRONIC PAYMENTS SYSTEM**

### **1. Definitions:**

- a. “Cash Payment System” means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instrument to the designated payee.
- b. “Electronic Payment System” means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

2. The recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, subrecipients, or contractors.

3. Exceptions. Recipients are allowed the following exceptions, provided the recipient documents its files with the appropriate justification:

- a. Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award.
- b. Cash payments made to payees where the recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.
- c. Cash payments to vendors below \$3000, when payment through an electronic payment system is not reasonably available.
- d. The Recipient has received a written exception from the Agreement Officer that a specific payment or all cash payments are authorized based on the Recipient’s written justification, which provides a basis and cost analysis for the requested exception.

4. More information about how to establish, implement, and manage electronic payment

methods is available to recipients at <http://solutionscenter.nethope.org/programs/c2e-toolkit>.”

[END OF SECTION A]

## **SECTION B – FEDERAL AWARD INFORMATION**

### **1. Estimate of Funds Available and Number of Awards Contemplated**

Subject to funding availability, USAID intends to provide US\$250,000 in total USAID funding over a two (2) year period. MLB and MLBPA are committed to jointly provide additional \$250,000 for an estimated total for this activity of \$500,000. Actual funding amounts are subject to availability of funds.

USAID intends to award one (1) Cooperative Agreement pursuant to this notice of funding opportunity.

### **2. Start Date and Period of Performance for Federal Funds**

The period of performance anticipated herein is two (2) years. The estimated start date will be upon the signature of the award.

### **3. Substantial Involvement**

USAID will be substantially involved during the implementation of this Cooperative Agreement in the following ways:

1. Approval of the recipient's annual work plans, reports, monitoring and evaluation plan, and all modifications that describe the specific activities to be carried out under the Cooperative Agreement;
2. Approval of and any changes to specified key personnel; and
3. Agency and recipient collaboration or joint participation (collaborative involvement in selection of advisory committee members, concurrence on selection of sub-award recipients, and/or the substantive provisions of the sub-awards).

### **4. Title to Property**

Property under the resultant agreement shall vest with the recipient.

### **5. Authorized Geographic Code**

The geographic code for this program is 937.

### **6. Purpose of the Award**

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Baseball Cares

Activity which is authorized by Federal statute.

The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. The Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

[END OF SECTION B]

## **SECTION C - ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

USAID policy encourages competition in the award of grants and cooperative agreements. In response to this NFO, any non-governmental organizations, non-for-profit, or for-profit entities (Including NGOs, business associations, universities, and academic institutions) are eligible to apply. USAID encourages applications from potential new partners.

Applicants are encouraged to visit <http://forward.usaid.gov/> to understand Local Solutions formerly USAID Forward and incorporate these Agency goals appropriately in their applications.

USAID/DR also encourages the submission of joint applications between Dominican and US based organizations.

Applicants may submit as many applications as they would like. Moreover, key personnel may also appear on more than one application.

USAID welcomes applications from organizations which have not previously received financial assistance from USAID.

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) will be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO).

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

### **2. Cost Sharing or Matching**

No cost share is required.

**[END OF SECTION C]**

## SECTION D - APPLICATION AND SUBMISSION INFORMATION

### 1. Agency Point of Contact

This application is found on the internet at [www.grants.gov](http://www.grants.gov).

#### Questions and Answers:

All questions regarding this NFO should be submitted in writing to Mr. José Luis Núñez at [jnunez@usaid.gov](mailto:jnunez@usaid.gov) and [droportunities@usaid.gov](mailto:droportunities@usaid.gov).

Questions regarding this NFO should be submitted via email no later than date and time specified on cover letter to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this NFO. Any information given to a prospective Applicant concerning this NFO will be furnished promptly to all other prospective Applicants as an amendment to this NFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

In order to clarify concepts, answer questions and provide an opportunity to strengthen the design of the Program, a **pre award meeting** will be held on July 07, 2015. Applicants are kindly invited to participate and allowed to bring up to three (3) participants from their organization. Interested applicants must contact Mr. José Luis Núñez no later than June 30, 2015 at the phone number or e-mail identified above to inform him of the names and titles of the participants.

### 2. Content and Form of Application Submission

Applications must be submitted electronically to the following e-mail addresses: [jnunez@usaid.gov](mailto:jnunez@usaid.gov) and [droportunities@usaid.gov](mailto:droportunities@usaid.gov). All application files submitted must be compatible with Microsoft Office in a MS Windows environment and/or Adobe Acrobat (.pdf). There has been a problem with the receipt of \*.zip files due to anti-virus software. Therefore, applicants are hereby discouraged from sending files in this format as we cannot guarantee their acceptance by the internet server. The subject of each e-mail must read as follows:

***“RFA-517-15-000004 – Baseball Cares”***

Applicants are reminded that e-mail is NOT instantaneous, in some cases delays of several hours occur from transmission to receipt. For this NFO the initial point of entry to the government infrastructure is USAID’s Washington mail server. Please refer to Section VII for points of contact.

Applicants must retain for their records copy of the e-mails and application and all enclosures which accompany the application.

Telegraphic or faxed application is not authorized for this NFO and will not be accepted.

Applicants are expected to review, understand, and comply with all aspects of the NFO.

### **Preparation of Applications:**

Each Applicant shall furnish the information required by this NFO. Applications shall be submitted in two separate parts: (a) Technical Application, and (b) Cost/Business Application.

Any erasures or other changes to the application must be initiated by the person signing the application. Applications signed by an agent on behalf of the Applicant shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

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 purpose, should mark the title page with the following legend:

“This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, a grant is awarded to this 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 in sheets {insert sheet numbers} and, mark each sheet of data it wished to restrict with the following legend:

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

Applicants should retain for their records one (1) copy of the application and all enclosures which accompany it.

### **3. Application Submission Procedures**

It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time.

Applications must include only one prime applicant, which shall enter into sub-agreements or contracts with partnering institutions. In this case, the prime applicant will be responsible for establishing and maintaining sub-agreement and/or contracting relationships with proposed partners. For the purposes of this NFO, the term “applicant” is used to refer to the prime and any proposed partners.

For an application sent by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "No. 1 of 4", etc.). For

example, if your cost application is being sent in two emails, the first email should have a subject line which says: "[organization name], Cost Application, Part 1 of 2".

Our preference is that the technical application and the cost application be submitted as single email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending them. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear. All applications received by the submission deadline will be reviewed for responsiveness to the NFO and the application format. No addition or modifications will be accepted after the submission date.

After you have sent your applications electronically, immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

#### **4. Technical Application Format**

Technical applications shall be specific, complete and presented concisely. The applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. Technical applications shall take into account requirements of the program and evaluation criteria found in this NFO.

The formation of a manageable and cost effective consortium is encouraged. USAID encourages creative partnerships and innovative approaches. Applicants should be realistic in stating what can be achieved given the proposed activities, budget and timeline.

Technical applications must be written in English and on letter size paper (8.5"x 11"), single spaced, Times New Roman 12 font size, and have standard one-inch margins (top, bottom, left, and right sides of the paper). All charts, tables and spreadsheets must not be less than 10 font size. All files submitted must be compatible with Microsoft Office in a MS Windows environment and/or Adobe Acrobat (.pdf) (*Text within the files must be accessible and not password protected*).

The Technical Application has a strict **page limit of twenty (20) excluding annexes**. Anything above the page limit will not be reviewed. The Technical Application must include the following three components: 1. *Cover Page*; 2. *Technical Description*; and 3. *Annexes*. Please note that applicants must address all sub-components. Please organize the application according to the outline below:

**Cover Page (Does not count towards page limit)**

- Name and address of organization;
- Contact person (lead contact name, telephone number, and e-mail information);
- Title of proposed program; and,

**Technical Description**

- Executive Summary (Does not count towards page limit): A brief explanation of the overall approach of the project, major objectives, activities and expected results. Brief explanation of any partners and geographical location.
- Situation analysis and location: A brief background on the specific development challenge/opportunity to be addressed by the application; include a description of the target population; and justification for why the applicant is the appropriate entity for addressing the identified development challenge effectively and in the long-term, and/or generating catalytic change leading to scalable development impact. An explanation of the geographical location where the project will work and how selection was performed.
- Proposed approach: The proposed approach to this development challenge/opportunity; theory of change, include goals, objectives, methods (activities), and anticipated results which are logically connected and effectively address the challenge. Describe how the program will measure success and why the Applicant's organization is well suited to achieve the proposed objectives. Include innovative or scalable methods or approaches, if any, including associated risks and benefits. A results framework for the overall project will be useful to understand the Applicant's approach.
- Sustainability and Capacity Development: A discussion of sustainability: How will the activities be sustained beyond the life of the award? A description of how the Applicant will build capacities of local stakeholders. For this component, applicants must submit a description of their plan for implementing effective and sustainable programming; and the capacity development objectives and activities they would undertake.
- Coordination with other activities: How will achieving these objectives contribute to the accomplishment of USAID/DR's strategic goals and contribute to Agency priorities? How will coordination and selection of sites and activities be done. Role of proposed partners, why each was selected and how the Applicant will work with these partners, if applicable.
- Gender Approach: Discuss how the proposed project impacts boys and girls differently, how the project design incorporates gender concerns; describe plan for outreach and capacity building; and outline expected impact.
- Institutional Capability and Past Performance: The extent to which the applicant's organizational capacity, staffing and partnership arrangements demonstrate institutional expertise and commitment towards achieving the activity's objectives, developing

sustainable local capabilities, and integration with other USAID projects. Demonstration of completion of similar type of technical work is required.

**Annexes (Does not count towards page limit)**

- Annex I: Resumes/ Curriculum Vitae of key personnel;
- Annex II: First Year Work Plan;
- Annex III: Past Performance References and Information.

**A. Annex I: Curriculum Vitae Of Key Personnel -**

A more detailed description of proposed key personnel and any other personnel for whom the Applicant wishes to provide CVs.

**B. Annex II: First year Work plan**

The Applicant must submit a first year work plan which displays expected activities per month to achieve the annual performance targets (as specified in the M&E Plan) and results required under each requirement. The work plan will describe activities to be conducted at a greater level of detail than in the Program Description, but shall be cross-referenced with the applicable sections in the Program Description. All work plan activities must be within the Program Description and shall not change the Program Description.

**Annex III: Past Performance References and Information** –As a reference for performance, please provide a list of three U.S. Government and/or privately-funded contracts, grants, cooperative agreements, etc., and the name, address, and telephone number of the Contract/Agreement Officer or other contact person, whom we may contact if we need to. A narrative description of accomplishments under these should be provided (see Evaluation Criteria in section V).

**5. Cost Application Format**

The Applicant must sign and submit the cost application standard form number SF-424 and SF-424A. Standard Forms can be accessed electronically at [www.grants.gov](http://www.grants.gov).

The Cost Application shall be submitted separately from the Technical Application. Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility. All files submitted must be compatible with Microsoft Office in a MS Windows environment and/or Adobe Acrobat (.pdf) (*Text within the files must be accessible and formulas in excel must not be locked*).

Certain documents are required to be submitted by an Applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden Applicants with undue reporting requirements if that information is readily available through other sources. There is no page limit on the Cost Application. However, unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this NFO is not desired. Elaborate art work, expensive paper and

bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

If the Applicant has established a consortium or another legal relationship among its partners, the Cost/Business application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Applicant and Sub-Applicant(s) including identification of the Applicant with whom USAID will work with for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other.

An extensive cost analysis will be performed for the apparently successful Applicant. Budget information required from the apparently successful Applicant should be in enough detail to determine the proposed cost for the Applicant's program to be allocable, allowable and reasonable. The following sample language assumes the cost information will be submitted with the initial application. However the AO could modify the amount of initial information that is needed for submission to determine the successful Applicant and restructure NFO language to get the more detailed information from only the successful Applicant.

The following sections describe the documentation that the Applicants must submit to USAID prior to award. While there is no page limit for this portion, Applicants are encouraged to be as concise as possible, but still provide the necessary details to address the following:

1. The budget must have an accompanying detailed budget narrative and justification that provides in detail the total program amount for implementation of the program your organization is proposing. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.).
2. A budget for each program year with an accompanying detailed budget narrative which provides in detail the total costs for implementation of the program. The budget must be submitted using Standard Form 424 which can be downloaded from the following web site at: <http://apply07.grants.gov/apply/FormLinks?family=15>
3. A breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices.
4. Applicants who intend to utilize contractors or sub-awardees should indicate the extent intended and a complete cost breakdown. Extensive contracts/agreement financial plans should follow the same cost format as submitted by the primary Applicant. A breakdown of all costs according to each partner organization, contract or sub-awardee involved in the program should be provided.

The detailed budget (In MS Excel file format) and accompanying budget narrative (In MS Word file format) documents shall mirror and reflect one another. The budget narrative shall have

appropriate headings that match those of the Detailed Budget. For example, the budget narrative shall explain how personnel salaries and wages were determined and give the appropriate rationale under the salaries and wages heading and the Detailed Budget shall display the estimated costs for salaries and wages under the salaries and wages budget cost element. The budget narrative shall explain in as much detail as possible how costs were derived and the methodologies used to derive and estimate costs. The detailed budget MS Excel worksheet shall display the estimated costs proposed for each budget cost element. The detailed budget MS Excel worksheet (*See table template below*) should contain the following cost elements at a minimum:

- *Salary and Wages:* Direct salaries and wages shall be proposed in accordance with the applicant's personnel policies.
- *Fringe Benefits:* If the applicant has a fringe benefit rate that has been approved by an agency of the Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been so approved, the application should propose a rate and explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.
- *Travel:* The application shall indicate the number of trips, domestic and international, and the estimated costs. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per Diem should be based on the applicant's normal travel policies (applicants may choose to refer to the Federal Standardized Travel Regulations for cost estimates).
- *Equipment:* The budget shall provide the estimated types of equipment to be used on this project. The cost per unit, quantity and total cost per item shall be provided.
- *Supplies:* The budget shall specify the supply items related to this activity.
- *Contractual:* The applicant shall identify any goods and services being procured through a contact mechanism, including sub-awards.
- *Other Direct Costs:* This includes, but is not limited to: communications, report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the applicant's fringe benefits), office rent abroad, etc. The narrative should provide a breakdown and support for all and each other direct costs.
- *Indirect Costs:* The applicant shall support the proposed indirect cost rate with a letter from a cognizant U.S. Federal Government audit agency, a Negotiated Indirect Cost Agreement (NICRA), or include in the accompanying budget narrative sufficient information for USAID to determine the reasonableness of the rates. (For example, a breakdown of labor bases and overhead pools, the method of determining the rate, etc.). If the applicant has never received a negotiated indirect cost rate, the applicant may

choose to charge a de minimus rate of 10% of modified total direct costs (see 2 CFR 200.414(f)). If the prospective applicant chooses the de minimus rate, the AO will incorporate the 10% indirect cost rate in the award budget and the recipient must follow the requirements in 2 CFR 200.414(f).

Pursuant to 2 CFR 200 Contract means a legal instrument by which the Applicant purchases property or services needed to carry out the project or program under a resulting award. The term does not include a legal instrument when the substance of the transaction meets the definition of a Federal award or sub-award (see § 200.92 Sub-award), even if the Applicant considers it a contract. The Applicant must describe the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting proposed by the contractor, and the quality of its record of past performance for similar work. For-profit contract organizations that work under the award and do not meet the above definition of a sub-awardee are eligible for profit/fee.

The cost/business application should contain the budget categories: as shown on the SF-424A

The Applicant and/or Major Sub-Applicant should also provide the organization's negotiated indirect cost agreement if it has one. If not the AO should ask for the following reports as a substitute for the NICRA:

- Reviewed financial statements that provide the user with comfort that, based on the accountant's review, the accountant is not aware of any material modifications that should be made to the financial statements for the statements to be in conformity with the applicable financial reporting framework. During a review engagement, the Accountant obtains limited assurance that there are no material modifications that should be made to the financial statements. Therefore, the objective of a review of the financial statements is to obtain limited assurance that there are no material modifications that should be made to the financial statements. A review does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records; or other procedures ordinarily performed in an audit. The CPA issues a report stating the review was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing and maintaining internal control relevant to the preparation.
- Audited financial statements that provide the user with the auditor's opinion that the financial statements are presented fairly, in all material respects, in conformity with the applicable financial reporting framework. In an audit, the auditor is required by auditing standards generally accepted in the United States of America (GAAS) to obtain an understanding of the entity's internal control and assess fraud risk. The auditor also corroborates the amounts and disclosures included in the financial statements by obtaining audit evidence through inquiry, physical inspection, observation, third-party confirmations, examination, analytical procedures and other procedures. The auditor issues a report that states that the audit was conducted in accordance with GAAS, the financial statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material

respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework. The auditor may also issue a disclaimer of opinion or an adverse opinion if appropriate).

The proposal should not include:

Compiled financial statements shall not be accepted because the Accountant does not obtain or provide any assurance that there are no material modifications that should be made to the financial statements. That is, you have no assurance that the organization is misrepresenting their costs on compiled financial statements which puts the agency at risk. The objective of compiled financial statements is to assist management in presenting financial information in

The Applicant must submit a Negotiated Indirect Cost Rate Agreement NICRA if the organization has such an agreement with an agency or department of the U.S. Government. If no NICRA the Applicant should submit the following:

- Reviewed Financial Statements Report: a report issued by a Certified Public Account (CPA) documenting the review of the financial statements was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing and maintaining internal control relevant to the preparation. The account must also state the he or she is not aware of any material modifications that should be made to the financial statements; or
- Audited Financial Statements Report: An auditor issues a report documenting the audit was conducted in accordance with Generally Accepted Auditing Standards (GAAS), the financial statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework).

Cost sharing is not required for the applicant to be eligible.

The business section of the cost/business application should include:

1. Required [Certifications, Assurances, and Other Statements](#)
2. Evidence of responsible the Agreement Officer can use to determine the Applicant
  - a. Has adequate financial resources or the ability to obtain such resources as require during the performance of the award;
  - b. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the Applicant;

- c. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
  - d. Has a satisfactory record of integrity and business ethics; and
  - e. Is otherwise qualified and eligible to receive a Cooperative Agreement under applicable laws and regulations (e.g., EEO).
3. Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).
4. Statutory and Regulation Certifications  
The Applicant shall complete the certifications in Section IV, B. Required Certifications and sign and date in the signature space provided. The signed and dated printout must then be submitted with the application as an annex to the cost application. Original signed hardcopy of the certifications will be requested from the successful applicant prior to the agreement award.

Prior to award, the apparent successful applicant will be required to submit a marking and branding plan.

Upon consideration of award or during the negotiations leading to an award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility. Applicants should not submit the information below with their applications! The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the Agreement Officer:

The information submitted should substantiate:

1. Bylaws, constitution, and articles of incorporation, if applicable.
2. Whether the organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., submitted under this section have been reviewed and approved by any agency of the Federal Government, and if so, provide the name, address, and phone number of the cognizant reviewing official. The Applicant should provide copies of the same

### **Required Certifications**

[Certifications, Assurances, and Other Statements \(http://www.usaid.gov/ads/policy/300/303mav\)](http://www.usaid.gov/ads/policy/300/303mav)  
(Click on the hyperlink to access these forms). These forms include:

- a. Assurance of Compliance with Laws and Regulations Governing –  
Nondiscrimination in Federally Assisted Programs;

- b. Certification Regarding Lobbying;
- c. Prohibition on Assistance to Drug Traffickers for Covered Countries;
- d. Certification on Terrorist Financing;
- e. Certification of Recipient;
- f. Key Individual and Participant Certifications Narcotics Offence and Drug Trafficking;
- g. Survey On Ensuring Equal Opportunity For Applicants;
- h. Applicant Information; and
- i. Procurement Information.

### **Unique Entity Identifier and System for Award Management**

USAID may not award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM ([www.sam.gov](http://www.sam.gov)) requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

### **Dun and Bradstreet and SAM.gov Requirements**

USAID may not award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. Each applicant is required to::

- (i) Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient.;
- (ii) Provide a valid unique entity identifier in its application; and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

It is the Applicant's responsibility to ensure that all necessary documentation is complete and received on time.

### **6. Funding Restrictions**

USAID policy is not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost principle under 2 CFR 200 Subpart E. of the Uniform Administrative Requirements may be paid under the anticipated award.

## **7. Other Submission Requirements**

1. Explanation to Prospective Applicants – Any prospective applicant desiring an explanation or interpretation of this NFO must request it in writing. Questions shall be sent by the date noted on the cover sheet. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective applicant concerning this NFO will be furnished promptly to all other prospective applicants as an amendment of this NFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.
2. Telegraphic or Faxed Applications – Telegraphic or faxed applications will not be considered; however, applications may be modified by written or telegraphic notice, if that notice is received by the time specified for receipt of applications.
3. Language – All applications must be in English.

## **8. Branding Strategy and Marking Plan**

It is Federal statutory and regulatory requirement that all overseas programs, projects, activities, public communications, and commodities that USAID partially or fully funds under an assistance award or sub-award must be appropriately marked with the USAID identity.

Accordingly, the “apparently successful applicant” will be required to submit a branding and marking plan. The apparently successful applicant’s proposed Marking Plan may include a request for approval of one or more exceptions to the marking requirements in [2 CFR 700.16](#). The Agreement Officer evaluates the apparently successful applicant’s branding strategy and marking plan (Including any requests for exceptions) for approval, consistent with the provisions “Branding Strategy,” “Marking Plan,” contained in the [Certifications, Assurances, Other Statements of the Recipient and Solicitation Standard Provisions, and “Marking and Public Communications Under USAID-funded Assistance” contained in the USAID ADS 320](#).

See ATTACHMENT A for Branding and Marking Template.

[END OF SECTION D]

## **SECTION E - APPLICATION REVIEW INFORMATION**

### **1. Criteria**

Each application submitted in response to this NFO will be reviewed according to the criteria and sub-criteria set forth below. Both criteria and sub-criteria are in descending order of importance.

#### **Technical Application Evaluation (Total of 100 points)**

The criteria listed below are presented by major category, so that Applicants know which areas require emphasis in the preparation of their applications. Applicants shall note that these criteria serve as the standard against which all technical information will be evaluated and serve to identify the significant matters which Applicants must address. Unless indicated otherwise, sub-factors listed under each factor are of equal importance. A total of 100 points are assigned according to the following technical evaluation criteria:

##### **Strategic and Technical Approach (30 points)**

The application demonstrates an innovative, feasible, sustainable strategy for achieving the activity principles and targets. The approach maximizes the existing capacities in the DR, incorporates innovative ideas, and clearly identifies how collaboration with other partners and sub-awardees will be achieved. The strategic approach emphasizes opportunities for leveraging and/or developing partnerships that will advance the overall goals of the program.

Implementing Partner and sub-grant agreements with local organizations to sustain activities is integrated into the technical approach. In case it is envisioned, the technical approach presents a rationale for creating alliances and coalitions in a clear and concise manner, justifying its need in order to achieve goals and purpose.

The technical approach and monitoring system integrate an effective methodology for measuring results and impacts. The approach incorporates gender considerations, disability, and diversity policies and practices, as outlined in the Program Description.

##### **Personnel (20 points)**

Proposed Key Personnel have the capability and relevant experience working in developing countries, and in education, children with disabilities, and domestic violence. Strong leadership, partnership and coalition building, management, communication, and negotiation skills are required.

##### **Management (25 points)**

- Implementation Plan activities are presented in a realistic, time sequenced, and logical order, demonstrating how desired targets will be achieved within the proposed timeframe.

Gender, disability and domestic violence are explicitly discussed and incorporated into the activity implementation plan.

- The Performance Monitoring Plan (PMP) identifies indicators, end of program results, and a plan for measuring results over the life of the activity. The PMP indicates how gender and disability inclusion factors will be measured and monitored throughout the activity.
- Demonstrated ability to effectively implement projects within approved budget.

Demonstrated ability to keep administrative costs low **Organizational Past Performance (25 points)**

- Demonstrated organizational ability to implement education, disability, and domestic violence projects of comparable size.
- Demonstrated ability to address gender and disability considerations in education.
- Demonstrated quality of product or service, including consistency in meeting goals and targets.
- Demonstrated cost control, including forecasting costs, as well as accuracy in financial and program reporting.
- Demonstrated working experience with the private sector, conducting fundraising campaigns, or similar activities. Demonstrated involvement in simultaneous fields with a diverse group of partners is a plus.

## **A.2 COST APPLICATION EVALUATION**

USAID will also evaluate the cost applications, but scores will not be assigned. The cost evaluation will focus on two sub-factors: Cost Realism/Reasonableness and Cost Effectiveness. Included in cost effectiveness is in-kind contributions and cost share. This evaluation will involve consideration of whether the budget notes and narrative provide a clear explanation of each category of estimated costs, cost-split among consortium partners, including any sub-grant or sub-contract arrangements and whether the budget aggregation has been broken down appropriately and in accordance with the instructions.

The cost realism analysis is intended to determine whether the costs estimated accurately reflect the costs that would be incurred during the actual performance of the program, and whether those costs are reasonable. In addition, the cost realism analysis will: a) verify the Applicant's understanding of the requirements and regulations; b) assess the degree to which the cost application reflects the approaches in the technical application; and c) assess the degree to which the cost application accurately represents the work effort included in the technical application.

Cost effectiveness involves maximizing the percentage of the budget allocated to program delivery and proposed in-kind contributions and cost share. Applicants will also receive favorable consideration for identifying other contacts and partnerships for contributions to the cost share. Specific in-kind contributions could include office space, vehicles, staff time, facility rental (conference rooms or training centers) amongst others.

## **2. Review and Selection Process**

The criteria presented above have been tailored to the requirements of this particular NFO. Applicants shall note that these criteria serve to: (a) identify the significant matters that Applicant shall address in their applications; and, (b) set the standard against which application will be evaluated.

A Technical Evaluation Committee (TEC), comprised of USAID employees and possibly outside experts, will review the applications according to the criteria described above. Committee members will examine the logic, feasibility and appropriateness of the technical approach, including responsiveness to cross-cutting themes, indicators and anticipated development results or impacts; quality and availability of personnel in response to stated qualifications or requirements; and several institutional factors.

To make an objective review possible, applicants must clearly demonstrate how the organization and the application meet these criteria.

The technical review will focus on the applicant's overall ability to achieve results under the framework provided in this NFO.

Award will be made to the application that offers the best value, cost and other factors considered. The final award decision is made, while considering the recommendations of the TEC, by the Agreement Officer.

The Agreement Officer's decision about the funding of an award is final and not subject to review. Any information that may impact the Agreement Officer's decision shall be directed to the Agreement Officer.

Authority to obligate the Government: the Agreement Officer is the only individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either an Agreement signed by the Agreement Officer or a specific, written authorization from the Agreement Officer.

**[END OF SECTION E]**

## SECTION F - AWARD AND ADMINISTRATION INFORMATION

### 1. Federal Award Notices

Award of the agreement contemplated by this NFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

### 2. Administrative & National Policy Requirements

The award will be administered, including the applicable standard provision and any approved deviations from the **Standard Provisions**. For U.S. organizations, the NFO must state that **2 CFR 700**, **2 CFR 200**, and [ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations](#) are applicable. For non-U.S. organizations, the NFO must state that [ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations](#) will apply. Please reference ADS 303.4 and 303.5 for links to **2 CFR 200** and **2 CFR 700**.

### 3. Reporting Requirements

The Parties will conduct a joint evaluation after the first year of implementation to (a) determine the impact of the Alliance, (b) review the effectiveness of the Program, and (c) assess the efficiency of both the Steering Committee and the Implementing Partner.

As part of such Evaluation, the Parties will consider reports from the Implementing Partner, as well as pertinent information from fact-finding visits to project sites conducted by Alliance members (or their designees).

#### a. Financial Reporting

The Recipient must submit one original to the Agreement Officer's Representative and one copy to the Controller's Office for financial report form SF-425. Financial Reports must be in keeping with 2 CFR 200.327.

The report is to be submitted quarterly and shall provide details of all expenditure and resources leveraged. The Financial Report submitted by October 30th of each year will be considered the Annual Financial Report.

#### b. Performance Reporting

The Recipient shall submit one original and one copy of a performance report to, the Agreement's Officer Technical Representative, at USAID/DR. Reports shall be in accordance with 2 CFR 200.328.

### **Work Plan**

The selected implementing partner is expected to develop, within the first 30 days of the Cooperative Agreement, a work plan with detail activities and indicators for the approval of the Steering Committee. Subsequent year work plans will be due at the beginning of each financial year (FY).

### **Performance Reports**

The performance reports are required to be submitted quarterly based on USAID's fiscal year quarters (Oct-Dec, Jan-Mar, Apr-Jun, July-Sept). These reports shall be submitted 30 days after the end of the quarter by the following dates of each year: January 31<sup>st</sup>, April 30<sup>th</sup>, July 31<sup>st</sup> and October 31<sup>st</sup>. Reports submitted in October 31<sup>st</sup> of each year shall be considered annual reports and shall contain annualized performance monitoring data.

The performance reports must contain the following information:

- progress towards objectives for the period, including progress towards meeting established program performance indicators and benchmarks;
- a summary of any obstacles or issues affecting program implementation and the way in which the recipient addressed these issues; and
- projected activities for the next reporting period.

### **Final Report**

The Recipient must submit the original and one copy to the Controller's Office, the Agreement Officer (if requested), and the AOR and one copy, no later than 90 days after the end of the Agreement's completion date. Report could be submitted in electronic (preferred) or paper form of final documents to one of the following: (a) Via E-mail: [docsubmit@dec.cdie.org](mailto:docsubmit@dec.cdie.org); (b) Via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210 Silver Spring, MD 20910, USA; (c) Via Fax: (301) 588-7787; or (d) Online: <http://www.dec.org/index.cfm?fuseaction=docSubmit.home>.

The recipient shall submit a final report to USAID/Dominican Republic. The final report shall include, at a minimum the information required by 2 CFR 200.328 as well as, but not limited to:

- An assessment and analysis of the efficiency, effectiveness, viability, sustainability and replicability of the program;
- A discussion of the lessons learned and of the specific activities that had the most impact, and why;
- Results of the performance monitoring plan for the program, and a narrative of the impact achieved over the course of the agreement, which should focus on high-level changes achieved by the program.

## **Environmental Compliance**

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ADS/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

*Respondent* environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this NFO.

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

**[END OF SECTION F]**

**SECTION G – FEDERAL AWARDING AGENCY CONTACT(S)**

**Agreement Officer**

Ms. Charis Nastoff  
Agreement Officer  
E-mail: [cnastoff@usaid.gov](mailto:cnastoff@usaid.gov)

**Primary point of contact:**

Mr. José L. Núñez  
Acquisition & Assistance Specialist  
Tel: 809-368-7566

**[END OF SECTION G]**

## SECTION H - OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted.

### Regulations & References

- 2 CFR 200 - <http://www.ecfr.gov/cgi-bin/text-idx?SID=1b472774f0a1e84d725c7ca14618e8ac&node=pt2.1.200&rgn=div5>
- Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients: <http://www.usaid.gov/policy/ads/300/303mab.pdf>
- Mandatory Standard Provisions for U.S., Nongovernmental Recipients - <http://www.usaid.gov/pubs/ads/300/303maa.pdf>
- ADS Series 300 Acquisition and Assistance - <http://www.usaid.gov/pubs/ads/>

**[END OF SECTION H]**

**ATTACHMENTS**

**ATTACHMENT A – USAID Branding Strategy & Marking Plan (Template)**

**USAID BRANDING STRATEGY &  
MARKING PLAN (TEMPLATES)**

## **GENERAL INSTRUCTIONS - ASSISTANCE AWARDS BRANDING/MARKING GUIDANCE**

USAID’s policy is that programs, projects, activities, public communications, or commodities implemented or delivered under co-funded instruments – such as grants, cooperative agreements, or other assistance awards– generally are “co-branded or co-marked.” In accordance with 2 CFR 700.16. This policy applies to these assistance awards even when the award does not require any cost sharing.

Co-branding and co-marking means that the program name represents both USAID and the implementing partner, and the USAID identity and implementer’s logo must both be visible with equal size and prominence on program materials produced for program purposes.

This sample/template based on ADS 320.3.3 and 2 CFR 700.16 branding and marking requirements for assistance awards only. The recipient, by responding to the questions in italics, will be able to substantially comply with the ADS and CFR requirements.

### **THIS PORTION TO BE COMPLETED BY THE RECIPIENT**

#### **“USAID BRANDING STRATEGY”**

**AWARD TITLE**

**AWARD NUMBER**

**DATE OF PLAN**

#### **1) Positioning**

What is the intended name of this program, project, or activity?

Will a program logo be developed and used consistently to identify this program? If yes, please attach a copy of the proposed program logo.

#### **2) Program Communications and Publicity**

Who are the primary and secondary audiences for this project or program?

What communications or program materials will be used to explain or market the program to beneficiaries?

What is the main program message?

Will the recipient announce and promote publicly this program or project to host country citizens? If yes, what press and promotional activities are planned?

Please provide any additional ideas about how to increase awareness that the American people support this project or program.

**3) Acknowledgements**

Will there be any direct involvement from a host country government ministry? If yes, please indicate which one or ones. Will the recipient acknowledge the ministry as an additional co-sponsor?

**GENERAL INSTRUCTIONS**

USAID’s policy requires non-U.S., non-governmental organizations, including cooperating country non-governmental organizations (and in rare cases, Public International Organizations) to follow marking requirements for assistance awards. Marking requirements, including requests for presumptive exceptions and waivers for assistance awards must be in accordance with 2 CFR 700.16.

With reference to ADS Sections 320.3.3.2 and 2 CFR 700.16 the Recipient shall prepare a Marking Plan containing information substantially similar to the sample provided below:

**“USAID MARKING PLAN”**  
**AWARD TITLE**  
**AWARD NUMBER**  
**DATE OF PLAN**

- (1) Requirement: A description of the public communications, commodities, and program materials that the recipient will produce as a part of the grant or cooperative agreement and which will visibly bear the USAID identity. These include: (i) program, project, or activity sites funded by USAID, including visible infrastructure projects or other programs, projects, or activities that are physical in nature; (ii) technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, websites/Internet activities, and other promotional, informational, media, or communication products funded by USAID; (iii) events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and (iv) all commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging.
- (2) Table of Supplies and Equipment to be used in a visible manner in the fulfillment of the goals of the \_\_\_\_\_ project and an indication of how and where they will be tagged with the USAID identity.

<b>Supply/Equipment</b>	<b>Type of Marking</b>	<b>Where Marking Placed</b>
Computers?	USAID Identifying vinyl label	On front of monitor
Printers?	USAID Identifying vinyl label	On top of printer
Field Backpacks?	USAID Identifying vinyl label	On outside of backpack

- (3) Table of Deliverables expected to be produced in the conduct of this program: All deliverables will be marked in a visible manner with the USAID identity; below is an indication of what type of marking will be used and where on the deliverable the USAID identity will be placed.

<b>Deliverable</b>	<b>Type of Marking</b>	<b>Where Marking Placed</b>
Reports?	USAID printed identity	Front cover
Publications (brochures)?	USAID printed identity	Front cover
Website?	USAID web identity	Front page

- (4) Sub-recipient: As specified in the standard provisions, the marking requirements will “flow down” to sub-recipients or sub-awards, and will include the USAID-approved marking provision in all USAID funded sub-awards, as follows: “As a condition of receipt of this sub-award, marking with USAID identity of a size and prominence equivalent to or greater that the recipient’s, sub-recipient’s, other donor’s or third party’s is required.”
- (5) Any “public communications,” as defined in 2 CFR 700.1, funded by USAID, in which the content has been approved by USAID, will contain the following disclaimer:
- “This study/report/audio-visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient’s name] and do not necessarily reflect the views of USAID or the United States Government.”
- (6) As specified in the standard provisions, \_\_\_\_\_ will provide the Agreement Officer’s Representative (AOR) or other USAID personnel designated in the grant or cooperative agreement with two copies of all program and communications materials produced under the award. In addition, \_\_\_\_\_ will submit one electronic or one hard copy of all final documents to USAID’s Development Experience Clearinghouse.

**ATTACHMENT B – IEE**

Refer to Electronic file: RFA-517-15-000004 ATTACHMENT B

**ATTACHMENT C – Schools sponsored by Alliance Members**

Refer to Electronic file: RFA-517-15-000004 ATTACHMENT C