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SOUTH ASIA REGIONAL ENERGY PARTNERSHIP (SAREP)

ANNUAL PROGRAM STATEMENT: SAREP PARTNERSHIP FUND

December 29, 2024

TASK ORDER NUMBER: 72038621F00002

RTI PROJECT NUMBER: 0217240.002

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I SUMMARY OF FUNDING OPPORTUNITY

Table I-1: SUMMARY OF FUNDING OPPORTUNITY

#	CATEGORY	DETAILS
1	Annual Program Statement (APS) Number	APS-SAREP-FY25
2	Date of Announcement	December 29, 2024
3	Date of Expiry	March 31, 2025
4	Issuing Office	RTI International – USAID SAREP Program
5	Questions to be submitted by email to: Application to be submitted by email to:	sarep-grants@rti.org (Subject: Questions – Name of the entity) sarep-grants@rti.org (Subject: Application – Name of the entity)
6	Information Dissemination meeting	TBD – Will be notified on the SAREP website www.sarepenergy.net
7	APS Questions Due	By January 15, 2025. Answers will be posted within 10 working days on the SAREP website. www.sarepenergy.net
8	Application evaluation schedule #	Monthly (see indicative dates below)
	Round 1 - call for full applications	Applications received until Jan 31, 2025, 23:59 hours IST will be evaluated in Round 1
	Round 2 - call for full applications	Applications received until Feb 28, 2025, 23:59 hours IST will be evaluated in Round 2
	Round 3 - call for full applications	Applications received until Mar 31, 2025, 23:59 hours IST will be evaluated in Round 3
	# NOTE : The above table provides an indicative schedule of evaluation of grant applications. SAREP reserves the right to carry out evaluations outside the specified timeline. Applicants are invited to submit their proposals at any time until the date of expiry of this solicitation.	
9	Submission Method	Documents must be submitted electronically in English
10	Maximum ceiling amount	For US organizations, the ceiling amount is \$250,000.
11	Eligible countries for performance	Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka

12	Applicants to be registered in any of the following countries	Applicants should be registered in any of the countries not expressly prohibited in ADS 310 and should be legally authorized to operate in the country/ies where performance of grant activities are proposed. (https://www.usaid.gov/about-us/agency-policy/series-300/310) and ADS 310mac (https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/310mac)
13	Applicants to be legally authorized to operate in	Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka
14	Duration of award	Up to 12 months, but not to exceed February 16, 2026.

2 SOUTH ASIA REGIONAL ENERGY PARTNERSHIP (SAREP)

The South Asia Regional Energy Partnership (SAREP) is the flagship regional energy program of the United States Agency for International Development (USAID) mission to India (USAID/I). This five-year initiative (2021-26) will improve access to affordable, secure, reliable, and sustainable energy in six countries—Bangladesh, Bhutan, India, Maldives, Nepal, and Sri Lanka—in line with these countries' climate and clean energy priorities. The program is a key activity under the U.S. Government's Clean Edge Asia -Enhancing Development and Growth through Energy initiative and aligns with USAID's climate change priorities to advance equitable and ambitious actions to confront the climate crisis. The program helps the United States Government's Indo-Pacific Vision and facilitates collaboration among the six countries in South Asia to accelerate the transition to clean energy, mitigate climate change, and promote energy security.

SAREP seeks to encourage targeted action and drive systems change by engaging policymakers, regulators, utilities, private sector, investors, and think tanks among others, through four key technical objectives and three cross-cutting themes:

Objective 1: Enhanced regional energy markets and integration. SAREP will facilitate development of regional power markets, improve coordination and planning, strengthen national and regional institutions, drive consensus on power trade, and institutionalize a supporting framework and mechanisms. The expected outcome is increased cross-border electricity trade in the region by transitioning to tri- and multilateral power trade and a regionally integrated grid that will lead to an energy-secure South Asia.

Objective 2: Increased deployment of advanced energy solutions and systems. SAREP will enhance and accelerate deployment of clean energy technologies for transition to net zero emissions by helping partner countries reach near-term climate goals and avoid locking in longer-term emissions trajectories. These technologies include renewable energy, energy efficiency, energy storage, off-grid, behind-the-meter technologies and smart appliances, electric vehicles, green hydrogen, and solutions and tools to support renewable energy integration including market products among others.

Objective 3: High-performing modern utilities. SAREP will enable modernization of transmission, system operation and distribution utilities in the region to improve their technical, financial, and operational performance, grid resilience, enhance customer service, and promote adaptability to new technical advancements. The expected outcome is modern, financially viable utilities that enable clean energy transition and efficient energy markets.

Objective 4: Transparent, best-value procurement and private sector investment mobilized. SAREP will facilitate increased private sector investments and enhance domestic and international finance for clean energy deployment. SAREP will also enable improved procurement processes and governance, adoption of best-value procurement practices, promote PPP models, and improve bankability of clean energy projects.

SAREP's activities and outcomes also support and contribute to the Strategic Clean Energy Partnership (SCEP) and the Climate Action and Finance Mobilization Dialogue (CAFMD) under the recently established U.S.-India Climate and Clean Energy Agenda 2030 Partnership. Through this collaboration, India and the U.S. aim to demonstrate swift climate action that is

inclusive, resilient, and based on national and regional priorities. Countries in the region will also benefit from this collaboration through sharing of the learnings, best practices, lessons, and templates from previous experience which can be customized and replicated in other South Asian countries.

Private sector engagement. SAREP will enable and enhance private sector participation, leverage and mobilize resources, strengthen the enabling environment, increase awareness and understanding of solutions to enhance private sector finances, and promote replication of successful approaches.

Gender diversity and inclusion. SAREP will increase awareness and enable inclusion considerations in the energy sector, particularly mainstreaming gender in the energy sector. It will also engage and promote women leaders and entrepreneurs across the region.

Pollution mitigation. SAREP will advance clean energy deployment to reduce air pollution associated with the energy sector.

SAREP aims to achieve the following outcomes (Expected Results) over the duration of the Program.

FIGURE I. EXPECTED RESULTS



These outcomes will be achieved through a combination of activities delivered through:

1. SAREP Task Order being implemented by RTI International and its consortium members and subcontractors.
2. SAREP Partnership Fund i.e., grants administered by RTI International, as part of the SAREP Task Order.

3 PURPOSE OF THE SAREP PARTNERSHIP FUND

The SAREP Partnership Fund (SPF) will support market-based transformative solutions to enable the clean energy transition, particularly by engaging the private sector, local organizations, and new and underutilized partners. It will also harness innovative business models, solutions, technologies, resources, experiences, and networks of relationships that exist across stakeholders. SPF will achieve this by catalyzing country and regional activities to complement the technical assistance provided by SAREP. SPF aims to expand and maximize the impact of USAID resources in an innovative and sustainable manner through the SPF activities designed, owned, and implemented by grantees under the SAREP Program.

This Annual Program Statement (APS) APS-SAREP-FY25 is the FIFTH round of calls for applications planned under the SPF. This APS focuses on activities specific to all six SAREP countries – Bangladesh, Bhutan, India, Maldives, Nepal and Sri Lanka.

Through this APS, SPF is inviting applications to fund qualified organizations for supporting activities and programs consistent with the SAREP's purpose of improving access to affordable, secure, reliable, and sustainable energy, and its four objectives. All proposals must address one or more of SAREP's four objectives:

- Objective 1: Enhanced regional energy markets and integration.
- Objective 2: Increased deployment of advanced energy solutions and systems.
- Objective 3: High-performing modern utilities.
- Objective 4: Transparent, best-value procurement and private sector investment mobilized.

Applicants should submit proposals that enable and deliver strong and long-lasting development results.

As per USAID procurement guidelines, the grant instrument is used when the principal purpose is to financially support the recipient in its accomplishment of a public purpose. Further to that, this APS provides prospective applicants with requisite information and a fair opportunity to develop and submit applications to SPF for potential funding. Local organizations, new and underutilized partners are especially encouraged to participate in the process. (To know more on USAID's New Partnerships Initiative (NPI) click on the following link: <https://www.usaid.gov/npi/npi-key-definitions>.)

To achieve the results outlined under the four technical objectives, the SAREP Partnership Fund will support the types of activities illustrated below:

- Pilot demonstrations
- Incubation support
- Feasibility studies, detailed project reports, and market assessments
- Knowledge management and dissemination
- Policy advocacy and consensus building
- Knowledge sharing, exchange, and institutional capacity development
- Developing business models and innovative solutions, and structuring of innovative financial transactions to enable clean energy transition
- Design and deploy new decision-making tools

Other eligible activities, or a combination of the above activities with or without other eligible activities, can also be proposed, provided they support achievement of above-mentioned outcomes and are consistent with the four technical objectives. Activities that are ineligible for funding are listed in Section 4 below.

Issuance of this APS neither constitutes an award nor a commitment on the part of RTI or USAID to pay for costs or defray expenses incurred in the submission of the application. In addition, this APS is not intended to replace any current or future funding agreements that the organizations may have with any government department/multilateral or bilateral agencies.

The awards will be based on a competitive ranking of applications (described below) and subsequent discussions which will include negotiation with RTI.

4 INELIGIBLE ACTIVITIES

The SAREP Partnership Fund cannot be utilized for the following activities:

- Support expansion of capacity or extend the operational life of carbon-intensive fossil fuel-based energy projects (e.g., oil, fossil [natural] gas, and coal). Support for natural gas for household energy access projects, in particular clean cooking projects, can be considered, if no cleaner options are feasible
- Purchases of restricted goods, such as agricultural commodities, motor vehicles, pharmaceuticals, contraceptive products, pesticides, used equipment, or fertilizers without the previous approval of the USAID Task Order Contracting Officer (TOCO)
- Purchase of prohibited goods under USAID regulations, including but not limited to police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment
- Purchases of any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company (“Covered Technology”)¹
- Purchases of goods or services restricted or prohibited under the prevailing USAID source/nationality and other regulations; or from countries or suppliers as may be identified by USAID's consolidated list of debarred, suspended, or ineligible subcontractors at <http://www.sam.gov>
- Construction, infrastructure, renovation, and rehabilitation projects. Definition of “Construction” for purposes of this manual means construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration, and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures
- Other costs unallowable under USAID rules and/or federal regulation 2 CFR 200 Subpart E, such as fees/profits by the recipient (including sub-awardees)

¹ It is the policy of RTI to comply fully with Section 889 of the National Defense Authorization Act (NDAA), which prohibits the government from obtaining (through a contract or other instrument) certain telecommunications equipment or services produced by one of five Chinese companies or their subsidiaries and affiliates. Under its policies, RTI cannot provide the federal Government equipment that contains technology produced by one of the banned entities or cannot use equipment or services that incorporates technology produced by one of the banned entities regardless of whether the use relates to a federal Government project. RTI is required to conduct a reasonable inquiry to uncover information in RTI's possession about the identity of the producer or provider of covered telecommunications equipment or services used by RTI.

5 ELIGIBLE ORGANIZATIONS

The SAREP Partnership Fund grants can be provided to private sector / for-profit entities; not-for-profit organizations; nongovernmental organizations (NGOs); civil society organizations; business service organizations; industry, trade, or other private sector associations; educational/training or academic institutions; and think tank/research entities which are eligible to receive foreign funded grants in accordance with applicable local regulations. Government and or quasi-government (parastatal entities) are not eligible to apply for and receive grants funded under this APS. All applicants will be bound by various USAID regulations as relevant and set forth in the US Code of Federal Regulations and Automated Directive System.

Grantees should be registered in any of the countries not expressly prohibited in ADS 310 and should be legally authorized to operate in the country/ies where performance of grant activities are proposed.

(<https://www.usaid.gov/sites/default/files/documents/310.pdf>) and ADS 310maa

(<https://www.usaid.gov/sites/default/files/documents/1864/310mac.pdf>).”

ADS 310 states that Grants/cooperative agreements using USAID program funds may be made/entered into without regard to the nationality of the prime recipient as long as that organization is not otherwise restricted by statute, regulation, Agency policy, or administrative determination (i.e., suspension and debarment) from receiving assistance.

SAREP grantees must be compliant with requirements set forth in the US Code of Federal Regulations (CFR) Title 22, Part 228, Automated Directives System (ADS) Chapter 303, ADS 591, and 2 CFR 200 Subpart E for Cost Principles and Subpart F for Audit Requirements. To be eligible for funding grantees must:

- Have no real or apparent conflicts of interest that could jeopardize the impartiality of the selection process or arise and affect project implementation. Applicants will be required to proactively declare any such potential conflicts so that they are mitigated in advance of applicant consideration. Any such conflicts can be personal, business, or finance related
- Be legally authorized to receive foreign funded grants and conduct activities in the country for which application is made and accordingly demonstrate compliance with all applicable local legal and regulatory requirements such as but not limited to:
 - In the case of India, comply with applicable provisions of the Foreign Contributions Regulations Act FCRA and have an active and valid FCRA registration valid at least for 6 months as of the date of application
 - In the case of Nepal, comply with provisions of The Social Welfare Act, 2049 (1992), and / or Associations Registration Act, 2034 (1977) and / or The Income Tax Act, 2002 (2058), as may be applicable
 - In the case of Bhutan, comply with regulations and norms of Civil Society Organization Authority (CSOA), Bhutan and the Bhutan Royal Monetary Authority, as may be applicable

- In the case of Sri Lanka, have the mandatory registrations and approvals from the relevant Government Ministry. In addition, comply with regulations specified by External Resources Department under the Ministry of Finance and provisions specified by Voluntary Social Service Organizations (Registration and Supervision) Act, No. 31 of 1980 as amended, as may be applicable
- In the case of Maldives, comply with regulations and provisions of Ministry of Youth, Sports & Community Empowerment and the Associations Act I/2003, as may be applicable
- In the case of Bangladesh, comply with the provisions of Foreign Donations (Voluntary Activities) Regulations Act, 2016, as may be applicable.

Applicants must submit documents to support their eligibility to receive foreign grants.

- Have internal controls and processes to safeguard assets and protect against fraud and waste
- Have written and well-articulated ethics/conflict of interest policies
- Have sound financial systems and accountability with up-to-date accounts consistent with local laws and regulations
- Be willing to abide by all applicable USAID regulations and complete, sign, and abide by all required certifications, including the Branding and Marking requirements
- Be willing to report on achievements and outputs in line with RTI's approved monitoring and evaluation plan
- Already has or commit to secure a SAM Unique Entity ID (UEI) number if the anticipated grant award is \$25,000 or more. The UEI number has replaced the now redundant DUNS number. The UEI number can be obtained at www.sam.gov (Submit copy of UEI number or proof of registration in SAM.Gov for UEI number in case the UEI number has not been obtained)
- Be willing and able to ensure compliance regarding environmental monitoring and mitigation. The Foreign Assistance Act of 1961, as amended, Section 117, requires that the impact of USAID-funded activities on the environment be considered and that environmental sustainability be considered in designing and carrying out development programs. The environmental impacts of USAID-financed activities must be identified prior to a final decision to proceed and appropriate environmental safeguards are adopted for all activities. SAREP will provide guidance post award to each grant recipient develop an environmental monitoring and mitigation plan that is fully compliant with USAID regulations, per https://www.usaid.gov/our_work/environment/compliance/22cfr216

Ineligible Grantees

The following types of applicants will not be eligible for receiving grants from SAREP:

- Any Public International Organization, unless approved by the USAID/India Mission Director
- Government or quasi-Government (parastatal entities)
- Any proposed 2 CFR 200.1 contractor that is registered in a country listed under USAID's list of Prohibited Source Countries (as per ADS Reference 310mac)
- Entities that have a previous record of misusing U.S. Government funds
- Political parties or partisan political organizations
- Organizations or groups that promote any illegal activities
- Applicants engaged in or proposing activities that may have a negative environmental impact, unless such negative environmental impacts are an incidental byproduct of activities that otherwise advance the purposes of the Partnership Fund and can be effectively mitigated²
- Applicants that have child protection, human trafficking, or exploitation violations and are in violation of international human rights standards
- Applicants that are affiliated with RTI or any of its officers, directors, or employees
- Any entity and/or its key personnel that has an active exclusion in the U.S. Government's System of Award Management (www.sam.gov)
- Any entity and/or its key personnel that appear on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) and Blocked Persons list (<https://sanctionssearch.ofac.treas.gov/>)
- Any entity with members directly or indirectly involved in money laundering, acts of terrorism, gambling, or drugs
- Any entity that is undergoing bankruptcy or restructuring under a legal or regulatory process
- Any entity which based upon the due diligence to be conducted by RTI, appears to be ineligible for receiving the Grant under this APS or carry out the proposed activities out of the amount of the Grant to be given under this APS

² In accordance with the USAID environmental regulations and SAREP Environmental Mitigation and Monitoring Plan.

6 PARTNERSHIP FUND GRANT EVALUATION CRITERIA

Application shall be screened and evaluated per the following process:

Pre-screening: All applications meeting the minimum eligibility criteria (Section 5) and conformance to the application content requirements of this APS (Section 9) will be evaluated by SAREP’s Technical Evaluation Committee (TEC).

A three-step evaluation process will be adopted:

- Step 1: Alignment with and relevance to the SAREP objectives. Alignment and Relevance will be based on contribution to one or more of SAREP’s four technical objectives and expected results described in Section 2 above
- Step 2: Applications meeting the compliance and relevance check shall be evaluated based on the following selection criteria with weights as provided below in Table 6-1
- Step 3: Discussions and negotiations with the shortlisted applicants based on suggestions and feedback from the TEC

A Grant Award will be signed with the successful applicants, subject to completion of all pre-award requirements. Activities implemented prior to the Grant Award cannot be funded through SPF.

The following selection criteria and scoring will be used for the review. **Table 6-1** lists the selection criteria and points by major category of evaluation.

Table 6-1 : EVALUATION CRITERIA

#	CRITERIA	WEIGHT
1.	Technical Approach and Merit <ul style="list-style-type: none"> a. Innovativeness of the Concept b. Expected impact and its scale c. Soundness of the implementation plan and strategy d. Relevance and potential for scaling and replication across South Asia e. Sustainability after the end of grant support f. Funds leveraged (in kind or in cash) in relation to the grant amount sought g. Environment sustainability and greenhouse gas (GHG) mitigation potential h. Demonstrated evidence of collaboration/commitment with host institutions, i.e., a beneficiary that will enable sustainability and scaling of the grant-funded activities i. Return on investments, i.e., impact achieved relative to the grant amount proposed 	60%
2.	Organizational capabilities <ul style="list-style-type: none"> a. Quality of the technical and management team b. Organizational capacity and soundness of management and accounting practices c. Applicants local to the country of implementation or otherwise demonstrate local knowledge and implementation experience 	20%

#	CRITERIA	WEIGHT
3.	Commitment to gender diversity and inclusion (applicant’s gender and diversity approach should be integrated into the technical design)	10%
4.	Past performance record	10%

Definitions of Evaluation Criteria Rubrics

1. **Technical Approach and Merit.** The extent to which the proposed activity demonstrates innovative or unique approaches (that enable large impact or reduce cost or improve performance, etc.) to achieve the desired outcomes. The quality and feasibility of the proposal in terms of the viability of the proposed technical approach, including the expected impact and its scale, soundness of the implementation plan and strategy including its timeliness, relevance and its potential for scaling and replication, sustainability beyond the grant support, funds leveraged from other partners, environmental sustainability and greenhouse gas (GHG) mitigation potential, demonstrated commitment from a host institution (such as a Government entity, public institution, utilities, municipalities, financial institutions, trading companies, etc.), and return on investment, i.e., impact achieved in relation to the funding sought (60%)
2. **Organizational Capability.** Evidence of the applicant’s capability to undertake and accomplish the proposed activities. The application should demonstrate the organization’s effectiveness in terms of internal structure, technical capacity, and personnel. In addition, the organization must demonstrate adequate financial management capability. The evaluation will be based principally on the background, qualifications, reputation, performance timeliness, appropriateness, and skills of its personnel; and the “track record,” service quality, client satisfaction, and achievements related/similar to the grant opportunity. Organizations need to demonstrate understanding of local context and experience of working in the region (20%)
3. **Gender diversity and inclusion.** Extent of integration of inclusion and gender mainstreaming in the proposed activities (10%)
4. **Past Performance.** Reference checks to determine if the applicant was successful in achieving its goals as specified in the award; effectively able to plan and manage its award; and how proactive and responsive the applicant was in addressing obstacles during performance (10%)

7 TIMELINES

The expected schedule of activities is provided below in Table 7-1:

Table 7-1 : EXPECTED SCHEDULE

#	ACTIVITY	TIMELINE
1	Release of APS	December 29, 2024
2	Information Dissemination Event	TBD – Will be notified on the SAREP website www.sarepenergy.net
3	Questions from potential applicants due	By Jan 15, 2025. Answers will be posted within 10 working days on the SAREP website. www.sarepenergy.net
4	Application evaluation schedule #	Monthly (see indicative dates below)
	Round 1 - call for full applications	Applications received until Jan 31, 2025, 23:59 hours IST will be evaluated in Round 1
	Round 2 - call for full applications	Applications received until Feb 28, 2025, 23:59 hours IST will be evaluated in Round 2
	Round 3 - call for full applications	Applications received until Mar 31, 2025, 23:59 hours IST will be evaluated in Round 3
<p><i># NOTE : The above table provides an indicative schedule of evaluation of grant applications. SAREP reserves the right to carry out evaluations outside the specified timeline. Applicants are invited to submit their proposals at any time until the date of expiry of this solicitation.</i></p>		

Questions from applicants should be sent electronically to sarep-grants@rti.org (Subject: Questions – Name of the entity). The schedule for receiving questions is mentioned in the table above.

Questions should be serially numbered and refer and cite the specific section of APS to which they relate to. Each applicant is requested to consolidate all questions and send them in a single batch. Answers to questions received from potential applicants shall be compiled together and shall be made publicly available on the SAREP website.

8 BUDGET, TYPE OF GRANT AWARD, PROGRAM INCOME AND AUDIT

A. In accordance with ADS 302, the total value of any individual grant to a U.S. organization, if any, must not exceed the Simplified Acquisition Threshold (SAT), which is \$250,000.

B. Type of Grant Awards : The following type of grants may be awarded by SAREP:

- Fixed amount awards (FAAs)
- Simplified Cost-reimbursement Grant (SIG)
- Standard cost-reimbursement grants (STGs)
- In-Kind Grants

The limitations, funding, and primary use for each of those categories of grants are shown in the **Table below**.

Table 8-1 : GRANTS AWARD TYPES AND AMOUNTS

GRANT TYPE	LIMITATIONS	FUNDING	PRIMARY USE
Fixed Amount Award (FAA)	Up to \$500,000 for non-U.S. organizations and not to exceed \$250,000 for U.S. organizations	Paid a set amount upon achievement of milestones	Activities with clear deliverables. Best for programs with a fixed scope with little anticipated changes in activities or cost
Simplified Cost-reimbursement Grant (SIG)	Up to \$250,000 for non-U.S. organizations and not to exceed \$250,000 for U.S. organizations	Based on actual costs incurred	Activities where outcomes are not clearly defined
Standard Cost-reimbursement Grant (STG)	Not to exceed \$250,000 for U.S. organizations	Based on actual costs incurred	Higher value grants for activities where outcomes are not clearly defined
In-Kind Grants	Not to exceed \$250,000 for U.S. organizations	RTI will procure goods and provide	Low-capacity grantees, primarily for procurement of goods

C. The term “leverage” describes non-U.S. Government resources, including cash and in-kind gifts and services provided through private-sector partnerships. Leverage directly contributes to a USAID project or activity or augments its results by making it more sustainable or effective. Leverage must meet all of the following criteria:

- It is verifiable from the records of the contributor, the recipient, or other entities that access and use the resources
- It is measurable

- It creates a tangible and intended impact under a project and
 - Its availability is attributable to USAID's engagement
- D. Grant Program Income generated or earned by the Grantee because of the Grant Award, e.g., fees for services performed and for the sales of services, use or rental of real or personal property acquired with grant funds, sale of commodities or items fabricated under the grant, payments of principal and interest on loans made with grant funds; and any donations that are solicited by the Grantee during a grant activity shall be reported to USAID SAREP. Program Income earned under Grant Awards shall be applied and used in the following descending order:
1. Added to funds committed by USAID and the Grantee to the project or program and used to further eligible project or program objectives
 2. Used to finance the non-Federal share of the project or program and
 3. Deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based

If the terms and conditions of the Grant Award do not specify how Program Income is to be used, then number 2 above shall apply automatically. Grantees shall have no obligation to the U.S. Government regarding Program Income earned after the end of the grant period. Costs incurred when generating Program Income may be deducted from gross income to determine program income if the costs have been charged to the Grant Award and comply with applicable rules for allowable costs under grants.

- E. Upon completion of the project, the recipient will provide all required final progress, performance, and financial reports.
- F. SAREP requires an external audit of SAREP Partnership Funds at any time during the period of the Grant. If audit costs are not included in the approved Budget, SAREP will amend this Grant to realign the Budget to cover the costs of the audit. The audit firm selected must be pre-approved by SAREP. The scope of work for the audit shall be pre- approved by SAREP and shall include a requirement that the auditors' test all material expenditures charged to the SAREP Partnership Funds for reasonableness, allocability, and allowability.

The audit report shall include either a separate statement or an integral comment from the auditors regarding their conclusions regarding the reasonableness, allocability, and allowability of these material costs. The audit report shall include the auditors' recommendations regarding the organization's compliance with local laws and terms and conditions of this Grant and any recommendations regarding improving internal controls. Two copies of the audit report with auditor's recommendations are due to the SAREP Grants Director no later than 15 days after the final audit report.

9 GRANT APPLICATION FORM (PART I and II)

Instructions:

1. All Applicants are required to complete and submit the below application form in hard copy or electronically. Applicants must clearly indicate if they are applying for a Standard Cost Reimbursement Grant (STG) or Simplified Cost-reimbursement Grant (SIG) a Fixed Amount Award (FAA). If applying for an FAA, the applicant must propose a Milestone Payment Plan in addition to the budget, indicating the percentage of payment associated with each milestone and explaining how these percentages are derived.
2. Attachment A and B referenced in this application are required parts of the application and must be attached to the completed application form. Therefore, a complete application should consist of this form (Part I and II) and both the attachments (A and B).
3. By signing and submitting this application, the Applicant attests to the Anti-Terrorism Certification in item 15.
4. Applicants must complete Part I (items 1 – 11) and submit the signed form along with all the required documents in Part 2 plus the two attachments.
5. Applicants should note that in accordance with ADS 302.3.4.13.c(3), the applicable standard provisions in ADS 303 are also applicable to all grant awards made under this APS. The standard provisions can be referenced here :
 - Standard Cost Reimbursement Grants (STGs) for Non-U.S. Nongovernmental Organizations at <https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mab> and
 - Standard Cost Reimbursement Grants (STGs) for U.S. Nongovernmental Organizations. at <https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303maa> and
 - Fixed Amount Awards (FAAs) at <https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mat>.

Part I – Application (All Applicants must complete ALL FIELDS of Part I).

1. Date of application:	
2. Name of Applicant entity :	
3. Full Address of Applicant entity:	
4. UEI Number: (see attachment C)	
5. Names and titles of officer(s) authorized to represent the Applicant and his/her alternate:	Authorized Officer: Designation : Alternate Officer : Designation
6. Contact Details of authorized representative)	Phone : E-mail :
7. Proposed Type of Grant Award	<ul style="list-style-type: none"> • Fixed Amount Award (FAA) OR • Standard Cost Reimbursement Award (STG) OR

	<ul style="list-style-type: none"> Simplified Cost Reimbursement Award (SIG)
8. Proposed period of performance:	Start date: MM/YYYY End date: MM/YYYY Overall Duration : XX Years XX Months
9. Program Title	
10. Proposed budget (in USD and local currency), please include exchange rate considered for budget calculations:	USD : Local Currency : Exchange Rate used :
11. Geographic focus / Country of Implementation (any of the six SAREP country/ies)	
12. Signature/Name/Title of the signatory	

Part II (Points 7 to 15). Part II should contain the following information

7. **Executive Summary** (No more than 1 Page) and a **Program Description** (10 pages maximum, excluding required attachments detailed below) **(Required)**. Applicants are required to submit the **additional details as specified in sub-section (a) to (l) below**.

The Applicant must describe the project goal, objectives, implementation plan, detailed activities, and expected results and impact. It should also include a brief problem statement describing the specific problem to be addressed by the award, and which SAREP objective will be addressed. The program description must be results-oriented and demonstrate likely success in achieving the stated indicators and be responsive to the selection criteria as outlined in this APS, including fund-leveraging strategy. The application must include details of collaboration or partnership, that result in additional resources being leveraged by SPF funding.

For the sake of clarity, a result is described as a significant, intended, and measurable change in the condition of the beneficiary or a change in the host country, institutions, or other entities that will affect the beneficiary directly or indirectly. Clear identification of the beneficiaries, their number, location, and anticipated benefits that they will receive is required.

Applicants are also required to submit additional information as described below. All the below documents below at bullet (a) to (l) should be in a single pdf (printable) file with different sections clearly demarcated and easily identifiable. Budget sheet (Attachment A) is required as an excel file while the Budget narrative should be in the single pdf file.

- a) Completed Application Cover Sheet with project title; organization name and contact information including contact person, address, telephone, fax, and email address (Part I)
- b) Completed and signed Grant Application Form (Part II)
- c) Implementation Plan and strategy. See Application Form. (5 pages maximum)
- d) Monitoring and evaluation plan. See application Form (2 pages maximum)

- e) Sustainability Plan. Describe how project activities will be sustained beyond USAID SAREP Activity funding. (1 Page maximum)
- f) Organizational capabilities, technical and management team, and brief (up to 1-page CVs of 2-3 key personnel) (combined limit of 5 pages)
- g) Budget (Attachment A) and Budget Narrative. See instructions on Grant Application Form.
- h) Completed Organizational Control Environment Questionnaire (Attachment B)
- i) Past Performance References, as described below.
- j) Anti-Terrorism Certification. See instructions on Grant Application Form.
- k) For Non-U.S. Organizations, submit proof of registration in the relevant country as per ADS 310
- l) For non-US Organizations, submit documents and licenses to prove their eligibility to receive foreign grants

Details regarding expected information and page limits are described below:

8. Implementation Plan and strategy (Required). A high-quality implementation plan should clearly demonstrate the approach to achieve the anticipated results. It should provide specific inputs on activities, processes, or strategies to be adopted to achieve the results. Further, it should articulate why and how the planned activities lead to the intended results, anticipated risks, and mitigation strategies. A GANTT chart showing anticipated timetable for activities and results should also be included. (5 pages maximum)
9. Sustainability Plan (Required). Describe how project activities will be sustained beyond USAID SAREP activity funding. (1 page maximum)
10. Monitoring and Evaluation Plan (Required). The Monitoring and Evaluation Plan should contain a set of performance indicators and targets against those indicators that will permit continuous measurement of progress toward targeted results. The baseline data and its source should be clearly identified. For each performance indicator, the definition and the unit of measurement should be specified along with the plan for reporting and validation of results. See Attachment D. (2 pages maximum)
11. Organizational capabilities, technical and management team description (up to 1-page; plus CVs of 2- 3 key personnel) (Required). (Combined limit of 5 pages). If the applicant is proposing a partnership with other organizations, organizational and technical capabilities must be presented for each partner and the management team description must demonstrate how the partnership will be effectively coordinated. The TEC will consider the consolidated credentials of the consortium with primary emphasis on the prime grantee. Commitment letters detailing the scope and budget of each of the members is required.
12. Budget, Budget Narrative and Milestone Payment Plan (Required). Each application must contain a **detailed line-item budget (US Dollars)** presented in MS Excel (with formulas) (See Attachment A) accompanied by a **budget narrative** in PDF format explaining all costs. Lump sum budgets will be considered non-responsive and will be rejected. An acceptable budget will have all costs broken out by unit costs and should

clearly show the number of units used for each line item. Each line item should identify the type of cost, e.g., labor units, units of materials and/or equipment, travel, transportation, communications, etc. The narrative must provide a justification for each cost component and must describe how the applicant has determined the unit cost and the number of units for each budget line item. In case of Fixed Amount Awards (FAAs), the applicant must also propose a Milestone Payment Plan, indicating the payment associated with each milestone and briefly explaining how these percentages were arrived.

PAYMENT MILESTONES AND DISBURSEMENT SCHEDULE				
Description of Milestone	Supporting documentation to be submitted with Invoice	Expected completion date	% of payment	Rationale of proposed payment %
Total			100%	

13. Organizational Control Environment Questionnaire (Required). All Applicants are required to complete the questionnaire attached to this application. U.S. Agency for International Development (USAID) regulations require RTI International (RTI) to obtain information from all Applicants to determine an Applicant’s ability to comply with prescribed standards for

- (a) **financial** management, (b) property management, (c) procurement, and (d) reports and records. Please answer all questions to the best of your ability; do not leave blanks. Failure to provide the necessary information may cause your application to be rejected.

Applicants are required to submit the completed **Organizational Control Environment Questionnaire** as **Attachment B** to this application

14. Past Performance References (Required). All Applicants are subject to a past performance reference check. Applicants should provide the contact information for partners (international donor, government department, private donor, other organization) of minimum 5 (five) references with whom the Applicant has worked in the last three (3) years, in the implementation of a similar program. The reference information shall include the procuring/financing organization, location, current telephone, or e-mail information, points of contact, award number if available, Dollar or value of activity, and brief description of work and dates performed.

PAST PERFORMANCE REFERENCES				
CONTACT NAME AND ORGANIZATION	AWARD (PROJECT NAME, VALUE, DATES, BRIEF DESCRIPTION)	OUTCOMES (3 HIGH-LEVEL)	ADDRESS	EMAIL AND TELEPHONE
(1)				
(2)				
(3)				
(4)				
(5)				

15. **Anti-Terrorism Certification (Required as per format below duly signed).** It is a **requirement** by USAID and a condition of award that the Applicant must certify that it does not support terrorism. Applicants unable to submit this signed certification will not be eligible for an award.

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

1. The Applicant, 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.
2. The following steps may enable the Applicant to comply with its obligations under paragraph 1:
 - a) Before providing any material support or resources to an individual or entity, the Applicant 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: <https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID through RTI.
 - b) Before providing any material support or resources to an individual or entity, the Applicant 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)
 - c) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the
 - d) Recipient should refer to the consolidated list available online at the Committee's Website: <https://www.un.org/securitycouncil/sanctions/1267>.
 - e) Before providing any material support or resources to an individual or entity, the Applicant 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.
 - f) The Applicant also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this certification

- a. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.
- b. “Terrorist act” means:
 - i. An act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see United Nations terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>);
 - ii. An act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational 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.
- c. “Entity” means a partnership, association, corporation, or other organization, group, or subgroup.
- d. 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, microenterprise 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.
- e. The Applicant’s obligations under paragraph I are not applicable to the procurement of goods and/or services by the Applicant that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Applicant 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.

In agreement to the terms and conditions above:

Name of Applicant Organization:	
Name and title of officer or his/her alternate authorized to represent the Applicant (either name that appears in Part I of this Application.	
Signature:	Date:

ATTACHMENT A: DETAILED BUDGET FORMAT

See the separate Excel attachment (Attachment A-1) for the full Excel budget format. Reference instruction 12 under Section 9 Grant Application Form Instructions for guidance (additional guidance on how to use this template will be provided during the information dissemination meeting). For Fixed Amount Awards, please include a milestone-based payment plan as well.

ATTACHMENT B: DETAILED BUDGET FORMAT							USAID SAREP		Grantee contribution (leverage)		Total		Notes
Organization: [Insert RFA #]							USD		USD		mm/dd/yyyy/mm/dd/yyyy		
Request For Application No. [Insert RFA #]							USD						
Currency: US Dollars													
Start Date:													
End Date:													
Project title: South Asia Regional Energy Partnership (SAREP)													
							USD		USD		USD		
							USD		USD		USD		
1.	SALARIES	Unit Type (eg. day, month, year, training)	Monthly Base Salary	Number of months	Level of Effort	Total amount	Total amount	Total amount	Amount				
	[List Position Title]												
	[List Position Title, etc.]												
	Support Staff												
	Subtotal Salaries												
2.	FRINGE BENEFITS	Unit Type (eg. day, month, year, training)	Unit Cost	Number of months	Level of Effort				Amount				
	[List Position Title]												
	[List Position Title, etc.]												
	[List Position Title, etc.]												
	Subtotal Salaries												
3.	CONSULTANTS	Unit Type (eg. day, month, year, training)	Daily Rate	# Days					Amount				
	[Consultant Scope]												
	[Consultant Scope]												
	[Consultant Scope]												
	Subtotal Consultants												
4.	EQUIPMENT	Unit Type (eg. day, month, year, training)	Unit Cost	Unit					Amount				
	[provide description]												
	[provide description etc.]												
	Subtotal Equipment												
5.	TRAVEL/TRANSPORTATION	Unit Type (eg. day, month, year, training)	Rate	Unit Cost	Unit				Amount				
	Local Transport												
	Domestic:												
	Per Diem:												
	Transportation:												
	International:												
	Per Diem:												
	Airfare:												
	[provide description]												
	[provide description]												
	Misc. (visas, passports, hotels, etc.)												
	Subtotal Travel												
6.	OTHER DIRECT COSTS	Unit Type (eg. day, month, year, training)	Cost/month	Unit	Number of Months				Amount				
	Rent/Utilities												
	Communications/Shipping												
	Office Supplies												
	Bank Fees												
	[Describe/list other items as needed]												
	[Describe/list other items as needed]												
	Subtotal ODCs												
8.	OTHER	Unit Type (eg. day, month, year, training)	Unit Cost	Unit	Months				Amount				
	[Specify]												
	Subtotal Other												
	TOTAL PROJECT COSTS												

ATTACHMENT B: ORGANIZATIONAL CONTROL ENVIRONMENT QUESTIONNAIRE

1. Legal name of applicant organization: _____
2. Address of the applicant: _____
3. Email Id of the applicant: _____
4. Telephone No. of the applicant: _____
5. Name and title of individual completing this questionnaire: _____
6. Signature of Individual Completing: _____
7. UEI Number: _____

GENERAL INFORMATION

1. Type of Organization:

- Nongovernmental (NGO) / Non- Profit
- Educational / Academic
- For-Profit
- Other _____

2. Constitution of the Organization:

- Trust
- Society
- Company (such as registered under Section 8 of the Indian Companies Act 2013)
- Other _____ (please specify)

Please attach a copy of the constitution documents of the Organization such as Memorandum, Articles, Trust Deeds, By-laws as applicable.

3. Is your organization incorporated or legally registered?

- Yes
- No

4. City and country of incorporation or legal registration _____

5. Date of incorporation or legal registration and registration number of the Organisation: _____

6. Is your organization required to pay taxes on revenue/income, or is it exempt from such taxes?

- Required to pay taxes on revenue/income
 Exempt from taxes on revenue/income

7. Please list the number of employees of your organization:

_____ Full-time employees
_____ Part-time employees

8. Has your organization received funding from any agency of the U.S. Government in the last 3 years?

- Yes
 No

If YES, please identify the source and specify the amount(s) received from each source, by year below:

9. What is your organization's fiscal year?

10. Do you anticipate expending \$300,000 or more in funds received directly or indirectly from the U.S. Agency for International Development during your fiscal year?

- Yes
 No

11. Has the organization ever been audited in accordance with United States Federal Guidelines such as A-133 or ADS 591?

- Yes
 No

If so, covering what period?

What was the auditor's opinion? (Circle One)

Unqualified Approval / Qualified Approval / No opinion rendered

12. Is your organization currently or has ever been formally excluded (debarred or suspended) from receiving US Government funding?

- Yes
- No

13. Has there been any inquiry/investigation/legal proceeding initiated against the Organization or its office bearers since the date of its establishment?

- Yes
- No

If yes, please provide details thereof

14. Has the Organization ever been punished for violation of foreign exchange laws or any law relating to foreign contribution?

- Yes
- No

If yes, please provide details thereof

INDIRECT/OVERHEAD RATES

1. Does your organization have a Negotiated Indirect Rate Agreement (NICRA) with the U.S. Government?

- Yes
 No

If YES, please attach a copy to this Questionnaire and go to the next section.

If NO, does your organization plan to charge an indirect or overhead rate to the budget of the grant agreement?

- Yes
 No

If YES, please describe the basis upon how the indirect rate was determined.

2. Has the indirect rate been audited?

- Yes
 No

If YES, please provide a copy of an audit report with the audited indirect rate and an explanation of the indirect rate costs.

3. Is the indirect rate charged equally to all funders of your organization?

- Yes
 No

If NO, please explain.

FINANCIAL MANAGEMENT

1. Is your accounting system [] manual or [] automated? If automated, what accounting software program are you using? Specify.

2. Do you have documented policies and procedures for processing transactions in accordance with laws, regulations, or management policy? If you answer yes, you also agree to make these documents available for inspection.

- Yes
 No

3. Is your accounting system capable of accurate, current, and complete reporting of the utilization of grant funds for all types of costs (including but not limited to labor, travel, materials, and equipment)?

- Yes
 No

4. Do you use a written chart of accounts containing a description of each account and are journal entries prepared, reviewed, compared with supporting details where necessary, and approved each accounting period?
- Yes
 No
5. Is your accounting system capable of tracking and documenting the utilization (see above) of grant funds by source?
- Yes
 No
6. Are the liquid assets (cash) of your organization kept in an interest-bearing bank account?
- Yes
 No
7. What is the name of your organization's bank?
8. Do you agree to make all financial records relating to the utilization of grant funds available for audit?
- Yes
 No
9. Are duties and/or authorities separated so that no one individual has complete authority over an entire financial transaction?
- Yes
 No
10. Are transactions approved by persons having the authority to do so in accordance with established policies and procedures?
- Yes
 No
11. Are key records matched before a transaction is approved (i.e., matching purchase order, receiving report, and vendor invoice before the invoice is approved for payment)?
- Yes
 No
12. Are calculations, extensions, additions, and accounting classifications independently reviewed?
- Yes
 No
13. Who (name/title/position) reviews requests for payments by the organization?
- _____

14. Who (name/title/position) approves payments made by the organization?

15. Who (name/title/position) signs on checks issued as payment by the organization?

16. Is it your policy and practice that the person receiving cash does not have the authority to sign checks and reconcile bank accounts and does not have access to accounting records other than cash receipts?

- Yes
- No

17. Is it your policy and practice that different person prepare checks, sign checks, reconcile bank accounts, and have access to cash receipts?

- Yes
- No

18. Are your transactions assigned a unique sequential transaction reference number in the accounting software or on transaction document/voucher.?

- Yes
- No

19. Is it your policy and practice that receiving reports, inspection documents, etc., are matched with billing notices or other documents used to record delivered orders and related liabilities to provide assurance that only valid transactions are recorded?

20. Are vendor invoices and shipping documents date stamped and tracked to ensure they are recorded on a timely basis?

- Yes
- No

21. Are your source documents canceled after processing to provide assurance that the same documents will not be reused and will not result in recording transactions more than once (i.e., only original documents are used to process transactions)?

- Yes
- No

22. Are your financial statements prepared by authorized personnel having sufficient experience and expertise to ensure compliance with applicable accounting principles?

- Yes
- No

23. Who (name/title/position) prepares the financial reports for the organization? _____

24. How frequently does the organization prepare financial statements?

- Monthly
- Quarterly
- Annually

25. What financial monitoring systems are in place to ensure that activity budgets are not exceeded?

26. Are operating costs compared with approved budgets and variances explained?

- Yes
- No

27. Does your Organisation adhere to good practice guidelines in compliance with Financial Action Task Force (FATF) requirements?

- Yes
- No

PERSONNEL:

1. Does your organization utilize an electronic timesheets system in accordance with United States Government regulations?

- Yes
- No

2. Does your organization have a timekeeping policy requiring employees to submit timesheets at least once a month?

- Yes
- No

If the answers to the prior questions have been negative, please explain how do you record the hours worked for the assign project/activity?

PROCUREMENT AND PROPERTY MANAGEMENT SYSTEM

1. Does your organization have a written procurement manual?

- Yes
- No

2. Do you always solicit quotations from vendors before making a purchase over the local currency equivalent of \$3,000?

- Yes
- No

3. Do you have a property management manual?

- Yes
- No

4. Are incoming and outgoing assets counted, inspected, and received or given up on the basis of proper authorization in accordance with established procedures?

5. Are assets on hand periodically inspected and counted, and the results compared with asset records?

- Yes
- No

6. Are there different individuals responsible for purchasing merchandise or services, receiving merchandise or services, and approving vouchers?

- Yes
- No

REPORTS AND RECORDS

1. Are cash receipt totals recorded before cash is transmitted for deposit?

- Yes
- No

2. Are secured facilities used when appropriate, and access to critical forms and equipment limited to authorized personnel?

- Yes
- No

3. Is access to programs and data files restricted to authorized personnel only?

- Yes
- No

4. Are assets and records protected against physical harm?

- Yes
- No

5. Are the sources of summarized data compared with the underlying subsidiary records and/or documents before the data are accepted for inclusion in summarized records and reports?

- Yes
- No

6. Are procedures followed to check the completeness and accuracy of data summarization, and exceptions reviewed and resolved by authorized persons?

- Yes
- No

Insurance

Does the organization maintain any of the following types of insurance? Copies of current insurance certifications (or insurance policy) should be available for review.

Worker's Compensation: _Yes _No

Amount of Coverage:

Name of Carrier:

Property Insurance: _Yes _No

Amount of Coverage:

Name of Carrier:

General Liability Insurance: _Yes _No

Amount of Coverage:

Name of Carrier:

Other (please explain):

Amount of Coverage:

Name of Carrier:

ATTACHMENT C: UNIQUE ENTITY IDENTIFIER (UEI)

WHAT IS A UNIQUE ENTITY IDENTIFIER (UEI, or Unique Entity ID) &

WHY DOES MY ORGANIZATION NEED TO OBTAIN ONE?

The U.S. government is transitioning away from the DUNS number as the primary organizational identifier to the twelve-digit alphanumeric Unique Entity Identifier (UEI) starting April 4, 2022.

The UEI will be requested in, and assigned by, SAM (www.sam.gov). Organizations will no longer have to go to a third-party website to obtain their identifier. This transition allows the United States government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the government.

If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID (SAM) go to [this help article](#).

If your entity is not registered in SAM.gov today, please visit www.sam.gov to begin the registration process.

The process to obtain UEI number should take no more than 3 business days. Please refer to the quick start guide on the following page.

Quick Start Guide for Getting a Unique Entity ID

SAM.gov is the official free, government-operated website for the management of government awards. There is NO charge to register or maintain your entity information in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID.

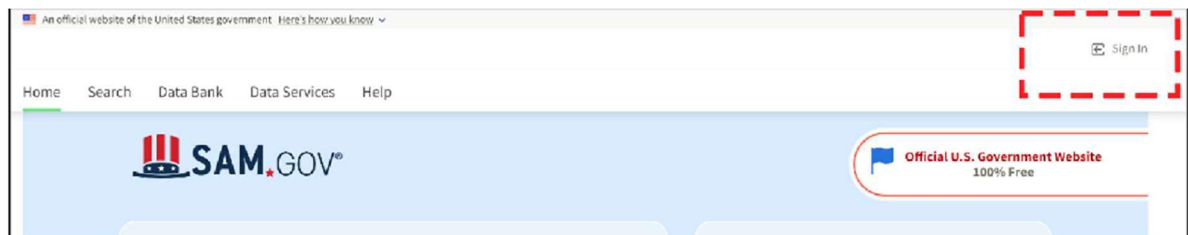
If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you have already been assigned a Unique Entity ID. It's viewable on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID \(SAM\) here.](#)

If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want to only get a Unique Entity ID and do not want to complete a full entity registration in SAM.gov, follow the steps below.

1. Go to SAM.gov and select “Sign In” from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov [can be accessed here](#). Once you create your user credentials, you will return to SAM.gov to complete your profile.



2. After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.

Workspace

Entity Management
What do I need for registration?

Entity Registration

0 ACTIVE 0 DRAFT 0 WORK IN PROGRESS 0 SUBMITTED

Next Update Due: Due in Next 30 days: 0 Entity Registrations

Unique Entity ID

0 ACTIVE 0 DRAFT

[Get Started](#)

Profile

Downloads Saved Searches Following

Pending Requests
No pending requests
[See All](#)

Notifications
No available notifications
[See All](#)

3. Select the “Get Unique Entity ID” button on the next page.

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

[Get Unique Entity ID](#)

4. On the next page, enter information about your entity. All fields are required, unless marked as optional.

1 **Enter Entity Information** 2 Validate Information 3 Request UEI 4 Receive UEI

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

City State

5. On the next page, your entity name and address will be [validated by SAM.gov](#). The next page will show an entity matched in SAM.gov. If your entity information is correct, select “Next.”
 - a. If the match shown is not your entity or you are unable to find a match, you can [create a help ticket](#) with the Federal Service Desk from the page. Select the “Create Incident” button to contact the Federal Service Desk (FSD).

1 Enter Entity Information 2 **Validate Information** 3 Request UEI 4 Receive UEI

Validate Entity Information

The information you provided matches the following entity. If this is your entity, select **Next** to continue.

YOU ENTERED

Entity: Foundation
17000 Middleburg Rd
University Heights, Ohio 44118
UNITED STATES

WE FOUND THE FOLLOWING MATCH

Entity: FOUNDATION
17000 Middleburg Rd
CLEVELAND HEIGHTS, OH 44118
USA

Unable to find a match?

If the match above is not your entity and you are unable to find a match, select **Create Incident** to contact the Federal Service Desk (FSD.gov) for assistance.

- You may be required to enter your entity's date and state of incorporation to complete validation.

1 Enter Entity Information 2 **Validate Information** 3 Request UEI 4 Receive UEI

Validate Additional Information

You have selected the following entity.

SELECTED ENTITY

FOUNDATION
CLEVELAND HEIGHTS, OH 44118
USA

Please provide the following information to finish validating your entity.

Date of Incorporation

State of Incorporation

7. On the next page, you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to view your entity. Then, you must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”

1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY
BUSINESS NAME: [REDACTED]
ADDRESS: [REDACTED]
USA

Include in public search

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

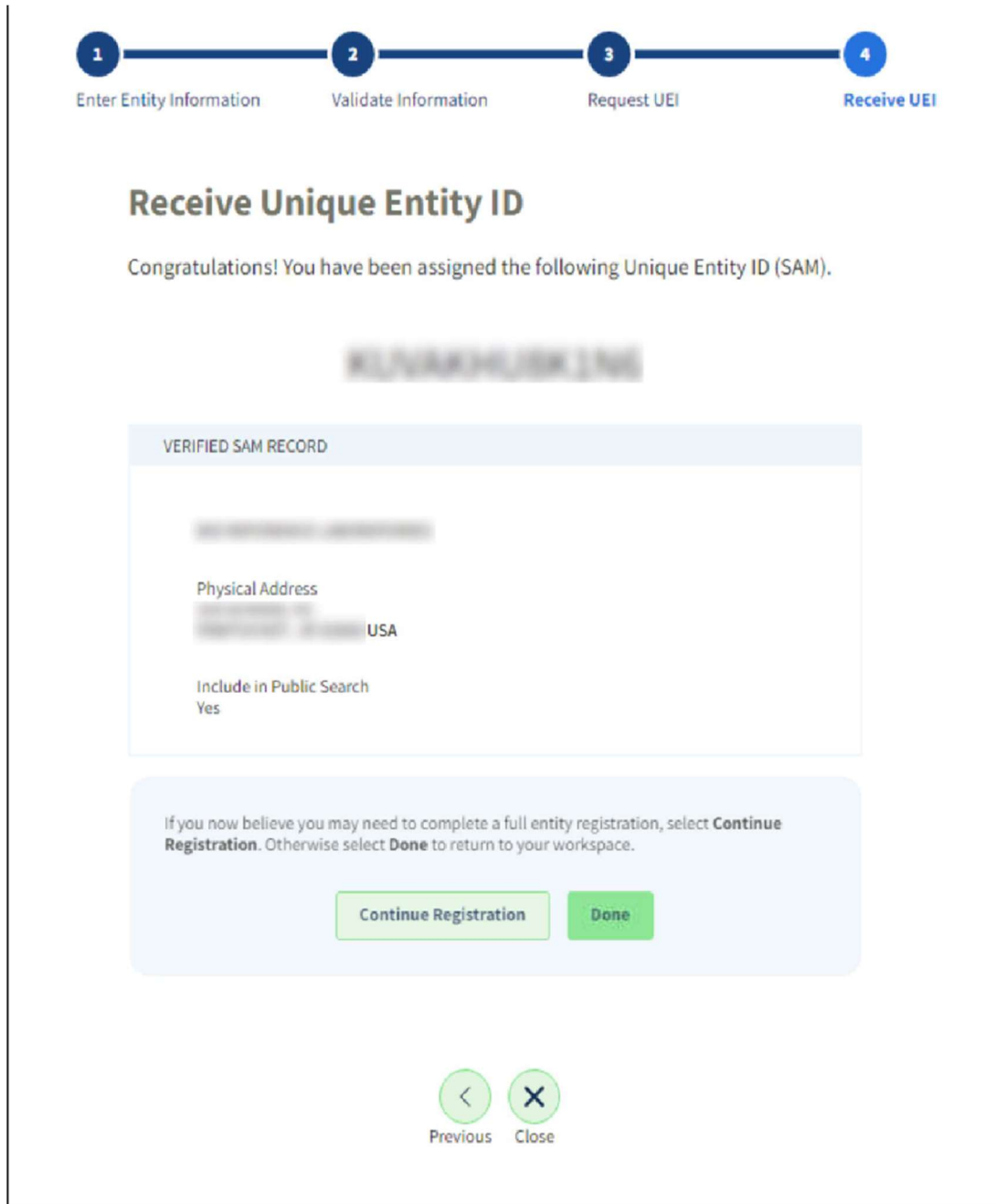
If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

- On the last page, your Unique Entity ID will be displayed and you can begin to use it for your entity. Select “Done” to go back to your Workspace.



1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID (SAM).

[Blurred Unique Entity ID]

VERIFIED SAM RECORD

[Blurred SAM Record]

Physical Address
[Blurred Address] USA

Include in Public Search
Yes

If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Done** to return to your workspace.

[Continue Registration](#) [Done](#)

[Previous](#) [Close](#)

Restrictions

Grant funds provided under the terms of this APS shall not be used to finance any of the following commodities as per ADS 312, Eligibility of Commodities:

Ineligible Commodities: Military equipment, surveillance equipment, commodities, or equipment for the support of police or other law enforcement activities, abortion equipment and services, luxury goods, gambling equipment, weather modification equipment.

Restricted Commodities: Agricultural commodities, motor vehicles, pharmaceuticals, contraceptives and condoms, pesticides, used equipment, fertilizer.

Others: Purchases of goods or services restricted or prohibited under the prevailing USAID source and nationality and other regulations found under ADS 310 or from countries and suppliers as may be identified by USAID's consolidated list of debarred, suspended, or ineligible subcontractors at <http://www.epls.gov/>.

Sub-grants cannot be made in contravention of host country laws and regulations.

ATTACHMENT D: GRANT APPLICATION M&E TEMPLATE

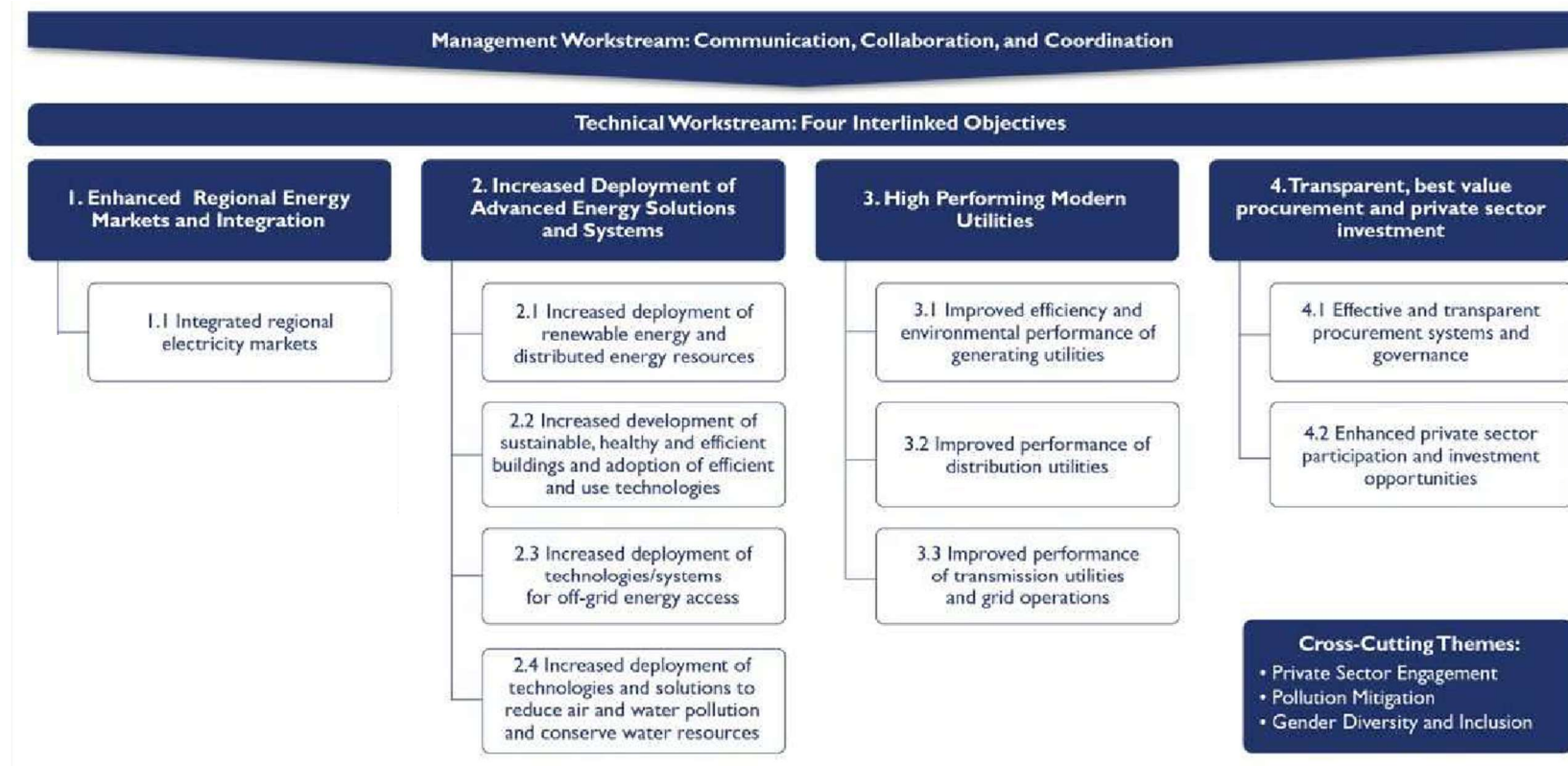
1. Provide a narrative description of how the grant will be monitored and evaluated.
2. Provide a narrative description of how the organization will use monitoring data to guide programming decisions and interventions.
3. Using the SAREP Performance Indicators below, complete the table and include clear targets and the SAREP indicator that aligns to measure progress. Include activities and action items from your grant implementation plan.

ACTIVITY	SAREP PERFORMANCE INDICATOR	TARGET	DATA SOURCE	METHOD OF DATA COLLECTION	FREQUENCY OF DATA COLLECTION
	<i>Applicant to insert SAREP indicator that aligns to its project</i>				

ATTACHMENT E: SAREP LOGICAL FRAMEWORK AND M&E INDICATORS

The SAREP team has selected and developed indicators to track the performance of all outcomes based on desired results articulated in the SAREP Logical Framework, shown here:

SAREP Logical Framework



The following SAREP performance indicators include USAID Standard Foreign Assistance Framework Indicators, Asia EDGE indicators, and custom indicators drawing on various resources.

#	PIRS #	Performance Indicator
Goal-Level Indicators		
1	G1	Amount of Investment Mobilized (in USD) for Clean Energy as Supported by USG Assistance (EG.12-4)
2	G2	Number of beneficiaries with improved energy services due to USG assistance (EG.7.1-1), in millions
3	G3	New clean energy generation capacity supported by USG assistance (EG.12-5)
4	G4	Greenhouse gas (GHG) emissions, estimated in metric tons of CO ₂ e, reduced, sequestered, or avoided through clean energy as supported by USG assistance (EG. 12-6) /Unit: tCO ₂ e
Workstream 1 Indicators		
5	0.1	Number of collaborative events with other USAID Implementing Partners
6	0.2	Number of participants in stakeholder engagements supported or facilitated through the Hub
7	0.3	Number of visitors on the Hub website
8	0.4	Number of followers on SAREP digital platforms
9	0.5	Number of collaterals/products drafted for USAID
Workstream 2 Indicators- Objective 1: Enhanced Regional Energy Markets Integration		
10	1.1	Amount of electricity (MWh) traded as supported by USG assistance [Asia EDGE custom, EG.7-IPS-6]
Workstream 2 Indicators- Objective 2: Increased Deployment of Advanced Energy Solutions and Systems		
11	2.1	Expected lifetime energy savings from energy efficiency or energy conservation, as a result of USG assistance (EG. 12-8)
12	2.2	Amount of energy (MWh) saved from energy efficiency as supported by USG assistance (O2.2)
13	2.3	Number of innovative technologies or methodologies developed, piloted and/or adopted as a result of USG assistance;
Workstream 2 Indicators- Objective 3: High-Performing Modern Utilities		
14	3.1	Percent of energy utilities with improved financial and operational performance as supported by USG assistance (AO1)

Workstream 2 Indicators- Objective 4: Transparent, Best Value Procurement and Private Sector Investment Mobilized		
15	4.1	Percent of procurements using RFPs, auctions or similar processes, as supported by USG assistance
16	4.2	MW competitively procured, as supported by USG assistance (O3.2)
Cross-cutting Indicators		
17	5.1	Number of laws, policies, regulations, or standards addressing clean energy formally proposed, adopted, or implemented as supported by USG assistance (EG.12-3)
18	5.2	Number of institutions with improved capacity to address clean energy issues as supported by USG assistance (EG.12-2)
19	5.3	Number of people trained in technical energy fields supported by USG assistance (EG.7.3-2);
Gender Diversity and Inclusion		
20	5.4	Number of legal instruments drafted, proposed, or adopted with USG assistance designed to promote gender equality or non-discrimination against women or girls at the national or subnational level (GNDR -1);
21	5.5	Percent of female participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income, or employment) (GNDR-2);
22	5.6	Number of institutions with new interventions to provide enabling environment to increase the participation of women in energy sector
Private Sector		
23	5.7	Number of new tenders in the energy sector with participation from private sector bidders
Climate change		
24	5.8	EG.12-7 Projected greenhouse gas emissions, estimated in metric tons of CO2 equivalent, reduced, sequestered, or avoided through clean energy actions as supported by USG assistance

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