

Step-by-Step Guide for Mission PHN Officers to Awarding an Associate Award

1. Mission/Regional Bureau expresses interest to the Washington based CTO (CTO/W) of the ACQUIRE Leader Agreement through email. The email should be approximately one page and should indicate some specific parameters for the program the Mission/Regional Bureau is interested in developing. The specific parameters are: area of activity, background of host country, type of involvement, ballpark figure for funds available, and approximate idea of time period (a general outline of what it is that the Mission would like the Associate to address/achieve). The email should also indicate whether the Associate award will be a Grant or Cooperative Agreement.
2. The CTO/W approves the activity based on whether the parameters outlined in the Mission email fit within the broader scope of work of the ACQUIRE Leader award. The clearance from the CTO/W can be given through email.
3. After receiving clearance from CTO/W, the Mission/Regional Bureau sends a request for application to ACQUIRE through the ACQUIRE Project Director. This can be whatever the Mission/Regional Bureau needs: either a full SOW or the email as outlined in #1 above.
4. ACQUIRE will respond to the request by submitting the following documents:
 - a. An Application that will address the indicated Mission parameters. This is intended to be a specific proposal in response to the Mission email.
 - b. A detailed budget (see Attachment 1)
 - c. "Affirmation of Certifications" (see Attachment 2).
 - d. Mission CTO and ACQUIRE work together to create a detailed Program Description for the time period of the Associate award. At the same time, the Mission Contracts Officer (CO) works with ACQUIRE to negotiate the budget detail. Additionally, the Mission CTO and the Mission CO work together to decide the substantial involvement for the Associate Award. Substantial involvement may be less than what is included in the ACQUIRE Leader Award, but a justification is required if more substantial involvement is needed. The Program Description should be as detailed in regards to the activities as the Mission Health Officer desires.
5. When the Mission and ACQUIRE are in agreement regarding the Program Description and the budget, the Agreement Officer (AO) may award the Associate agreement. The Associate Award should be done in accordance with the sample Associate Award outlined in Attachment 3. ACQUIRE need not submit any further documents (eg. Certifications) as they have already been submitted as part of the ACQUIRE Leader award.

Attachment 1

A detailed budget should include:

- Estimates of the program based upon the total estimated costs of the Associate.
- Detailed budget notes/narrative for all costs that explains how the costs were derived, including:
 - Breakdown of all costs associated with the program according to costs of, if applicable, headquarters and country offices;
 - Breakdown of all costs according to each partner organization involved in the program;
 - Costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
 - Breakdown of any financial and in-kind contributions of all organizations involved in implementing this Award;
 - Potential contributions of non-USAID donors to this Award;
 - Procurement plan for commodities
- Cost element detail:
 - Salaries & wages
 - Fringe benefits
 - Travel & transportation
 - Other direct costs
 - Indirect costs
 - Seminars & conferences

A detailed budget does not need to include (these have been taken care of in the ACQUIRE Leader Award):

- Certifications
- SF-424
- Description of headquarters and field procedures for financial reporting.
- Copies of financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID.
- Cash flow chart
- Organization chart, by-laws, constitution and articles of incorporation, if applicable
- Copies of personnel, travel and procurement policies
- Approval of the organizations accounting system by a U.S. Government agency

Attachment 2

Affirmation of Certifications

The undersigned affirms that the following certifications provided in connection with the ACQUIRE Leader grant GPO-A-00-03-00006-00, remain valid, or any updated information or new certifications are signed and attached:

"Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs";

"Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transaction";

"Certification Regarding Debarment, Suspension and Other Responsibility Matters - Lower Tier Covered Transactions" from all prospective lower tier participants;

"Certification Regarding Drug Free Workplace Requirements";

Certification and Disclosure forms for "Restrictions on Lobbying."

By: _____ Title: _____

Typed Name: _____ Date: _____

Attachment 3 - Sample Associate Award

Subject: Associate Agreement No. _____
(ACQUIRE Leader Cooperative Agreement GPO-A-00-03-00006-00)

Dear _____:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby grants to the ACQUIRE Project (hereinafter referred to as "ACQUIRE" or "Recipient"), the sum of \$_____ to provide support for the implementation of a Program to _____ as described in Attachment 1, entitled "Schedule" and in Attachment 2, entitled "Program Description" of this award.

This Associates award is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending _____. USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This award is made to ACQUIRE, on condition that the funds will be administered in accordance with the terms and conditions as set forth in 22 CFR 226, entitled "Administration of Assistance Awards to U.S. Non-Governmental Organizations"; Attachment 1, entitled "Schedule"; Attachment 2, entitled "Program Description" and the "Standard Provisions" set forth in the Leader award referenced above.

In the space provided below, please sign the original and each copy of this letter to acknowledge your acceptance of this award and return the original and all but one copy to the Agreement Officer.

Sincerely,

Agreement Officer

Attachments:

1. Schedule
2. Program Description

The terms of this Agreement are acceptable to the Recipient:

BY: _____

TITLE: _____

DATE: _____

ACCOUNTING AND APPROPRIATION DATA

A. GENERAL

1. Total Estimated Amount: \$
2. Total Program Amount:
3. Total Obligated Amount:
4. Activity:
5. USAID Project Office:
6. Employer I.D. Number:
7. DUNS No.:

B. SPECIFIC

1. A&A Request Number:
2. Org ID:
3. Account:
4. Obl. Amount: \$

Attachment 1 SCHEDULE

1.1 PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide support for the program described in Attachment 2 of this Agreement entitled "Program Description."

1.2 PERIOD OF AGREEMENT

The effective date of this Agreement is the date of the Cover Letter and the completion date is _____. The effective date of the associated Leader award is _____.

1.3 AMOUNT OF AWARD and PAYMENT

1. The total estimated amount of this Agreement is \$_____.
2. USAID hereby obligates the amount of \$_____ for program expenditures during the period set forth in B.2 above and as shown in the Budget below.
3. Payment shall be made to the Recipient by **(TO BE DETERMINED)** in accordance with the procedures set forth in **(TO BE DETERMINED)**.
4. Additional funds up to the total amount of the grant shown above may be obligated by USAID subject to the availability of funds and 22 CFR 226.25.

1.4 BUDGET

The following is the Agreement Budget. Revisions to this budget shall be made in accordance with 22 CFR 226.25.

<u>Activity</u>	<u>Amount</u>
Global program to _____	\$(USAID)
Cost Share	\$(Recipient)
Total Program Amount	\$(TOTAL)

1.5 REPORTING AND EVALUATION

1. Financial Reporting

In keeping with the requirements established in 22 CFR 226.52, the Recipient is required to submit an original and two copies of:

(TO BE DETERMINED)

2. Program Reporting

In accordance with 22 CFR 226.51, the Recipient shall submit an original of a performance report (frequency **TO BE DETERMINED**) to (**TO BE DETERMINED** -Mission or Bureau CTO). A copy shall be submitted to GH, Room XX , Ronald Reagan Building, 1300 Pennsylvania Avenue, Washington, DC 20523. In addition, one copy shall be submitted to USAID/CDIE/DI, Washington, DC 20523-3800. A final performance report is required within 90 days following the completion of this Cooperative Agreement.

1.6 SIGNIFICANT INVOLVEMENT BY USAID (Applies to cooperative agreements only.)

USAID will be involved in the following activities with the Recipient during the implementation of the Project:

1. Approval of annual work plans.
2. Designation of key positions and approval of key personnel.
3. USAID approval of monitoring and evaluation plans, and USAID involvement in monitoring progress towards achievement of program objectives during the course of the cooperative agreement.

1.7 INDIRECT COSTS

Pursuant to the Optional Standard Provision of this Award entitled Negotiated Indirect Cost Rates -(**TO BE DETERMINED**), an indirect cost rate shall be established for each of the Recipient's accounting periods which apply to this Award. Pending establishment of final or revised PROVISIONAL indirect cost rates, PROVISIONAL payments on account of allowable costs shall be made on the basis of the following negotiated PROVISIONAL rate(s) applied to the base(s) which is (are) set forth below:

Rate	Base	Period
TO BE DETERMINED	1/	From: Agreement Effective date To: Until Rate is Amended

1/ Base of Application: **TO BE DETERMINED**

1.8 TITLE TO AND CARE OF PROPERTY

Title to all property financed under this award shall vest in recipient .

1.9 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this award is Code 000 and 935 according to the ACQUIRE Leader Agreement or as determined by the USAID Mission.

1.10 PROGRAM INCOME

The Recipient shall account for Program Income in accordance with 22 CFR 226.24. Program Income earned under this award shall be **(TO BE DETERMINED)**

1.11 KEY PERSONNEL (Applies to cooperative agreements only.)

The following positions are considered key to the successful completion of the project described in this Agreement. The named personnel are approved and the Recipient agrees to submit to USAID for approval any proposed replacement for any of the persons named below.

<u>Position</u>	<u>Name</u>
(TO BE DETERMINED)	

1.12 ASSOCIATES AGREEMENT

This is an Associates agreement which has been issued in association with the Global Health (GH) Leader with Associates (LWA) agreement number GPO-A-00-03-00006-00, a copy of which shall be filed with this associate award. All Mission or Bureau issued Associate awards must be completed within 10 years of the effective date of the Leader award.

1.13 SPECIALPROVISION

Executive Order on Terrorist Financing

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract/agreement. (A list of these names can be found at the web site of the Office of Foreign Assets Control (OFAC) within the Department of Treasury. The web site is <http://treasury.gov/ofac>.)

1.14 STANDARD PROVISIONS

The standard provisions of the Leader award apply to this Associate award.

Attachment 2

PROGRAM DESCRIPTION

(TO BE DETERMINED)