CLEAN CITIES, BLUE OCEAN

CCBO-RFA-Philippines-WWEE-002

|  |  |  |
| --- | --- | --- |
| **Name of Organization:** | **Date:** | |
| **Name of Primary Contact:** | **E-mail:** |
| **Address:** | **Phone:** |
| **DUNS Number: (if applicable)** | |
| **Activity Title:** | |
| **Proposed Budget:** | **Duration of Proposed Activity:** | |

“We, the undersigned, hereby submit this Grant application to CCBO for review and consideration. We have materially participated in its preparation. To the best of our knowledge, all information provided is current, complete, and accurate and based on the need to efficiently and effectively meet the needs of the target population. Additionally, I certify that myself nor any employee of the organization who assisted in the preparation of this Application have or are aware of any real or potential conflict of interest with a USAID or CCBO official involved in this RFA.”

Signature: Date:

**Table of Contents**

**Project Description**

* + - 1. **Previous Experience (6 pages):** Describe your organization’s (and any proposed partners/consultants) experience in:
  1. Curriculum and mentorship program development, including training needs assessments
  2. Delivery of training,
  3. Business skills development (marketing, financial planning, accounting, market analysis)
  4. Solid Waste Management
  5. Gender issues, especially regarding women in business
  6. USAID or other donor-funded programs (i.e. managing reporting and compliance requirements)
     + 1. **Program Management (6 pages):** If provided a grant, describe your organizations strategy for:
  7. Developing and delivering the training curriculum (in both virtual and in-person formats, taking into consideration COVID-19 restrictions in first several months)
  8. Coordinating the technology and logistics of providing in-person and virtual forums for women’s business coaching and mentorship
  9. Gearing the training and your portion of the mentoring program specifically to women at the lowest end of the SWM value chain (much of the practical mentoring will be conducted by an international panel of mentors, but participants may also require mentoring on training content)
  10. Collaborating and communicating with various stakeholders, e.g., local government units, waste picker and junk shop associations
  11. Identifying in-kind or third-party contributions such as training space (if applicable)
  12. Managing the grant (staff, resources, systems).

**Attachments:**

* + Attachment A: Budget and Notes
  + Attachment B: Staffing Plan with CVs
  + Attachment C: Reference list
  + Attachment D: Certifications

# Application Attachments

## Attachment A: Budget and Notes Template

Applicants must submit:

1. Detailed budget (using the MS Excel template provided) showing a breakdown of costs; and
2. Budget Notes (following the structure below)

**Personnel/labor:** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization in accordance with the organization's personnel policies. Overtime costs will not be approved. All personnel listed in the budget should be included in Attachment B: Staffing Plan. ***Suggested positions are included in the budget to demonstrate anticipated needed positions.***

**Fringe Benefits:** If a fringe benefit rate has not been approved, the application should propose a rate and explain how the rate was determined. 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, severance, 13th month, etc.) and the costs of each, expressed in dollars and as a percentage of salaries. If the organization has a fringe benefit rate that has been approved by an agency of the U.S. Government, such rate should be used, and evidence of its approval should be provided. ***Government mandated benefits are included in the budget template.***

**Consultants:** List consultants who will be hired for the grant, their daily rate and the number of days they will provide consulting services. All consultants listed in the budget should be included in Attachment B: Staffing Plan. ***Suggested technical specialists are included in the budget to demonstrate anticipated needed positions.***

**Travel and Transportation:** Include all costs related to local travel in the budget and provide additional information on the purpose of travel using the tables below. Per diem should be based on the applicant's normal travel policies for domestic travel which will be reviewed during the pre-award process. (Applicants may however choose to refer to the US State Department Federal Standardized Travel Regulations for cost estimates for international travels). ***This category should be used for employees and participants traveling. When detailing transportation costs for participants, you are encouraged to identify where the training will take place and zones from which participants may travel and be reimbursed.***

***In-Country Travel***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Origin** | **Destination** | **No. Trips** | **Purpose** | **Titles of Traveler(s)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Materials and supplies:** List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than $5,000, such as books, laptops and handheld tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

**Other Direct Cost:** This category is divided into two: Activity Costs, and Operational/Administrative costs.

Activity Costs:Include all those items needed for developing and delivering the training program, taking into consideration initial trainings may need to be done virtually given COVID-19 restrictions. In your budget notes include a description of line items, their unit cost and quantity. ***Suggested training and material costs are included in the budget to demonstrate anticipated needs. The applicant is welcome to add or remove line items based on the proposal.***

Operational/Administrative Costs (only for organizations not applying an indirect rate) – If the applicant does not have an approved Negotiated Indirect Cost Rate Agreement (NICRA) and will not apply the 10% fixed indirect rate (see explanation below), shared costs for running and maintaining the office and general operations of the organization may be included as ‘other direct costs’. Shared operational and administrative costs may include things like office rent, utilities, communications, insurance, security, annual external audit, etc. These are usually shared/allocated across projects, each paying its “fair share.”

If you will have operational/administrative costs directly related to the CCBO project, please list your assumptions and estimates for those costs and a description of how the percentage allocated to CCBO was derived (this will be reviewed during the pre-award process). For example, if you are implementing three projects of equal size you may decide to charge 1/3rd of the monthly office rental cost to each project.

**Indirect Costs:** Indirect costs are allowed if the applicant 1) has a federally approved indirect cost rate (NICRA), or 2) has never received a NICRA and will apply the 10% fixed indirect rate to specific cost categories described below. CCBO must approve all indirect cost rates which must comply with 2 CFR 200.414(f).

1. A NICRA must be applied in accordance with the NICRA agreement and a copy will be requested during the pre-award process
2. The 10% fixed indirect rate is allowed by USAID when the applicant is not billing shared operational/administrative costs as direct costs (rent, utilities, etc.). The fixed indirect rate may be applied to all cost categories in the budget except equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. CCBO will help the applicant correctly apply the 10% fixed rate during the pre-award process.

**Cost Share or Third Party Funds:** While not required, CCBO encourages applicants to identify costs that could be supported by the applicant (cost share) or other third-party contributions either as in-kind or financial contributions for things like training space, computers for staff, projectors, etc. Third-party contributors could include the local government, banks or other business who may have space available for the trainings to take place. When filling out the budget, please indicate these contributions (if any) in the

***Example Budget notes:***

## Personnel

*Project Leader, Darwin Diaz:* One Project Leader is budgeted part-time (25% on Year 1 and 15% on Year 2) for 18 months. The Project Leader will lead the overall project development and activity implementation, ensuring compliance to the grant commitments and reporting to CCBO on progress and status of activities.

*Project Coordinator, vacant:* One Project Coordinator is budgeted part-time (30%) for 12 months to support the Project Manager in implementing key activities such as Waste Analysis and Characterization Study (WACS) and development of Waste Management Plan (WMP) and help with project reporting.

## Fringe Benefits

*Employee Trust Fund:* Following the Employees Trust Fund Act No 46 of 1980 (ETF), Grantee A will pay and remit the employer contributions for the employees’ ETF Fund. The employer contribution is 3% of the basic salary declared in the employment contract.

*Severance Pay*: As indicated in the HR Manual, employees are entitled to a severance pay. The severance pay is equal to one-month salary for one year of employment.

## Consultants

*Waste Management Consultant, vacant:* The Waste Management Consultant will lead the development of WACS design and its protocols; conduct WACS and analyze data; and provide technical advice on WMP. The consultant will be paid at a daily rate of PHP 25,000 for a duration of 7 days with a total payment of PHP 175,000.

*Monitoring/Communications and Media Specialist, Dorelyn Jose:* The Monitoring/Communications and Media Specialist will be responsible in project monitoring, developing communications and training strategies for community-based projects. The consultant will be paid at a daily rate of PHP 15,000 for a duration of 68 days with a total payment of PHP 1,020,000.

## Travel, Transportation and Per Diem

*Transportation:* A total of PHP 42,200 is budgeted for in-country travel and transportation for the project team and consultants over the 18-month period of the grant. The cost basis for the staff transportation is PHP 100 per trip, based on the distance of the Project Office and location of target stakeholders; and pick-up truck rental for waste survey is PHP 600.

## Other Direct Costs

### *Activity costs*

Activity 1.1: Grantee A will carry out a two-day waste survey for 250 households. A total of PHP 6,744 is budgeted for this survey including plastic bags (PHP 20/household), weighing scale (PHP 744) and stationaries (PHP 1,000).

Activity 1.2: A budget of PHP 6,940 is allocated to purchase two voice recorders to record the project team’s engagement with the 12 households selected for the in-depth research. Each household will be provided with 6 journals (PHP 252/household) to document their *Living Without Plastic* journey.

Activity 2.1: Grantee A will hold four interactive sessions with participating businesses to get their feedback on research carried out and alternative products that will be introduced to the households. These sessions will be held at the Grantee A office. A total of PHP 7,200 is budgeted to cover the refreshments of the participants (PHP 180/person).

Activity 3.1: Grantee A will organize two workshops to engage government officials and discuss potential opportunities in prohibiting SUP. A total of PHP 30,220 is budgeted for this workshop including refreshments (PHP 370/person) and venue rental (PHP 15,420).

**Indirect Costs**

Grantee A agrees to the De minimis indirect cost rate of 10% to be used as basic support for administration and operational costs such as internet, electricity, and water.

**Attachment B: Staffing Plan and Curriculum Vitae**

*List all project team members (staff and consultants) including their name, position, what role they will play on the project and relevant experience. Highlight Key Personnel that will manage the project. Include CVs for all staff.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First & Last Name** | **Position (note if a consultant)** | **Level of Effort[[1]](#footnote-2)** | **Status (Hired or need to hire)** | **Role on Project** | **Experience** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## ATTACHMENT C: REFERENCE LIST

Please list any individuals or organizations we may contact regarding previous, relevant work.

**Organization:**

**Name of Individual:**

**Role:**

**Phone:**

**Email:**

**Organization:**

**Name of Individual:**

**Role:**

**Phone:**

**Email:**

**Organization:**

**Name of Individual:**

**Role:**

**Phone:**

**Email:**

## ATTACHMENT D: CERTIFICATIONS

## Certification 1: Certification Regarding Lobbying

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

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

## Certification 2: Certification Regarding Terrorist Financing (ATC)

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

1. The Recipient, to the best of its current knowledge, did not provide, within the previous 10 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 Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the US Treasury’s Office of Foreign Assets Control (OFAC) and is available online at OFAC’s website : http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee’s website: http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient 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, safe houses, 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 UN terrorism conventions Internet site: http://untreaty.un.org/English/Terrorism.asp); or (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by sub-national groups or clandestine agents; or (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

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, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient’s obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

## Certification 3: Certification of Recipient

By signing below the recipient provides certifications and assurances for, (1) the Certification Regarding Lobbying, and (2) the Certification Regarding Terrorist Financing.

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances.

These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

**Request for Application:** CCBO-RFA-Philippines-WWEE-002

**Date of Application:**

**Name of Organization:**

**Representatives Name:**

**Representatives Title:**

**Representatives Signature:**

1. The level of effort (LOE) is the amount of time the staff will be working in the project. If the position is a full time, then the LOE is 100%. The LOE for part-time staff is anything that is less than 100%. [↑](#footnote-ref-2)