



**Request for Applications (RFA)
USAID Energy Secure Philippines (ESP) Activity
*Energy Evolution Challenge***

**RFA# USAID ESP Activity 2022-004
“Development of Regional Energy Knowledge Hubs”**

I. Purpose for Funding Opportunity

The USAID Energy Secure Philippines (ESP) Activity through its Energy Evolution Challenge grant facility seeks applications to fund, in the form of grants, qualified organizations/companies that can lead the development and strengthening of regional knowledge hubs that support the US climate change strategy and aligned with the goals of the Philippine Energy Research and Policy Institute (PERPI) as mandated under Republic Act 11572.

This call for grant applications seeks to respond to the development challenge of underutilized energy data and information from both local and international sources. This grant will support the establishment of at least three to four (3-4) innovative institutional systems and programs in Luzon, Visayas, and Mindanao that will manage and harness energy knowledge and mobilize its use to effectively inform policy formulation, investments programming, and project implementation. These regional hubs will be independent entities that can provide an objective analysis of energy policies that can inform and support government decision-makers.

These “regional hubs” can be a consortium, network, council, institution, a research lab, an independent “think tank”, or a combination of these organizations or configurations. Concrete outputs can include strategic technology and policy studies best adapted to the local energy resource condition/situation, innovative testing facilities or laboratories for emerging system/technology solutions, and energy field schools. Other game-changing ideas along these lines are most welcome. Applicants are encouraged to include activities on renewable energy (RE), energy efficiency & conservation (EEC), energy transition, net zero carbon, and concrete climate action. Each of the 3-4 energy knowledge hubs will have an indicative allocation of PhP12 million and will be given 24 months for implementation.

The partnership grant will be awarded in combination with technical assistance, training, and/or other inputs from the ESP team geared towards the achievement of specific objectives that respond to expressed local needs in and contributes to the achievement of stated expected results of USAID ESP. The grant will also involve integration with related activities stated in plans of USAID ESP and its partner subcontractors.

The issuance of this RFA does not constitute an award, a commitment on the part of RTI or USAID, nor does it commit to pay for costs incurred in the submission of an application. In addition, this RFA is not intended to replace any current or future funding agreements organizations may have with any government agency.

II. Summary

1	Date of Announcement	March 14, 2022
2	Issuing Office	RTI International – USAID ESP Activity
3	RFA to be submitted by email to:	grants@energysecure.ph and cbeato@energysecure.ph
4	Submission deadline	April 29, 2022 (5pm Manila time)
5	Notification of Selection	August 2022
6	Submission Method	Documents must be submitted electronically in English. Email subject: “Application for RFA 2022-04 Name of Applicant”
7	Anticipated awards	Three (3) to four (4) Regional Energy Knowledge Hubs with each hub to be implemented by one separate grantee.
	Funding amount for the award	Up to PhP12,000,000 for EACH regional hub
8	Duration of award	Twenty-four (24) months with potential for extension but not exceeding the Activity life-of-project ending on October 2025
9	RFA Q & A Due	March 30, 2022

III. Program Statement

The USAID Energy Secure Philippines (ESP) Activity is looking for a Partner that can develop, launch, and sustain the gathering, consolidation, analysis, and application of energy data and information. USAID ESP has on-going partnerships with USAID’s Cities Development Initiatives or CDIs namely the cities of Batangas, Cagayan de Oro, Iloilo, Tagbilaran, General Santos, Legaspi, Puerto Princesa, and Zamboanga which can be proposed as sites (<https://www.usaid.gov/philippines/partnership-growth-pfg/cdi>). However, other LGUs that have viable prospects or have exemplary initiatives for energy knowledge mobilization can also be considered for the grant. Preference will be given to locations with existing USAID projects, not necessarily implemented in the CDI sites.

IV. Background: The USAID ESP Activity

The \$34 million USAID-funded Energy Secure Philippines (ESP) Activity focuses on advancing inclusive economic growth and resilient development through increasing private investment in order to promote advanced technology deployment and boost the energy sector’s resilience to shocks and stresses. To achieve this objective, ESP aims to mobilize \$750 million in private sector investment that will stimulate 500 megawatts in additional generation capacity. ESP’s \$7.5 million grants program aims to catalyze and encourage private sector engagement and collaboration with local non-governmental entities in the implementation of complementary and reinforcing energy interventions.

Overall, the ESP Activity contributes to the achievement of the Philippines Energy Sector Strategic Directions 2017-2040 and to the goals of the U.S. Government’s Asia Enhancing Development and Growth Through Energy (EDGE) Initiative, particularly in pursuing enhanced energy security through a transparent, market-driven, and resilient energy sector. Asia EDGE aims to expand access to affordable, reliable energy, including highly efficient conventional fuels, nuclear, and renewables, which reduces poverty, fosters inclusive economic growth, and promotes sustained prosperity.

IMPROVE ELECTRIC UTILITY PERFORMANCE

The ESP Activity introduces methodologies, tools, cutting-edge analytic systems, and other technology applications to upgrade performance standards, improve operational efficiencies, and strengthen the financial and operational position of power utilities. ESP's menu of technical assistance promotes integrated resource and resilience planning with comprehensive risk and vulnerability assessments, including a focus on countering cyber security threats.

INCREASE DEPLOYMENT OF ADVANCED ENERGY SOURCES AND SYSTEMS

The ESP Activity supports the operationalization of existing laws, regulations, and policies that support the extensive use of advanced energy systems, which will result in a more efficient and affordable electricity market with a variety of products and services. ESP will develop a customized capacity building assistance that will equip developers, distribution utilities, and local governments with the technical and financial facility to deploy and expand delivery of new and emerging technology innovations to improve business conditions for sustained private sector investment.

ENHANCE COMPETITION IN THE POWER SECTOR

The ESP Activity works to broaden the number of market participants to balance large firm dominance and lower the threshold for retail competition to reach the household level. ESP also supports the adoption of a minimum set of standards for quality equipment and services and to enforce transparent, competitive procurement processes to level the playing field for all vendors, suppliers, and service providers in the energy sector. Doing so enhances the benefits of competition and reduces electricity costs for consumers.

TARGETS BY THE NUMBERS

-  **500 MW** of new additional electricity generating capacity
-  **\$750 MILLION** of private sector investments leveraged
-  **3 UTILITY IMPROVEMENT/RELIABILITY PLANS** implemented
-  **6 ADVANCED ENERGY SYSTEMS FRAMEWORKS** developed and implemented
-  **5 LOCAL ENERGY CODES** adopted by LGUs
- 5 LGUS INTEGRATED** under the **EVOSS ACT**

V. USAID ESP Theory of Change

USAID has set forth a Theory of Change for the Energy Secure Philippines (ESP) project:

If the Philippines improves the performance of its energy utilities, increases utilization of advanced energy sources and systems, and adopts competitive and transparent opportunities for new energy investments; then the energy sector will be more secure and resilient, thus inclusive economic growth and self-reliance in the Philippines will advance.

An integrated implementation approach is being done to affect this Theory of Change. To help deliver the desired impact in its 5 years of activity life, USAID ESP is pursuing the following approaches:

- Scaling-Up Markets for Advanced Energy Systems,
- Fostering Inclusive Growth and Investment,
- Building Resilient Systems, and
- Empowering Consumer Choice.

These strategic approaches are anticipated to deliver at least 500 MW in new capacity, \$750 million in private investment, and increased demand for reliable, affordable electricity.

VI. Regional Energy Knowledge Hubs - Grant Objectives

The strategic use of energy knowledge enhances the capability of the country to achieve long-term energy resilience and security. While there is an abundance of experience and data on energy in the country, these are typically dispersed, at times not analyzed to the best extent possible, and not shared across the sector. There are many reasons for this situation. This grant seeks to distill lessons and good practices to make energy knowledge more cutting-edge, accessible, and useful for policy formulation and project implementation. This grant will have 5 major objectives, described as follows:

- Assess the state of energy information gathering, consolidation, and use in the country.** Applicants will conduct an inventory of all institutions, consortia, programs, projects, and other activities focused on, related to, or supportive of the generation and application of energy knowledge. This inventory will include international as well as national efforts relating to the country's energy knowledge but will focus more on the regional situation specific to the Applicant's intended location or scope. A key purpose of this objective is to avoid duplication of efforts and instead pursue harmonization and complementation.
- Establish or strengthen a regional energy knowledge network or consortium.** The Applicant will help strengthen a consortium or network, if existing, or organize a new one to support energy knowledge management in the region. This network needs to consider the inclusion of both private and government institutions, particularly educational ones. Apart from data gathering and assessment, the research hubs shall provide or serve as an avenue or forum for innovation, research and academic collaboration with multilaterals, government, and the private sector. Particular attention also needs to be given to Affiliated Renewable Energy Centers (ARECs) that have the competency and capacity to lead activities on energy knowledge management. This network or consortium need to prepare a sustainability plan as part of this grant.
- Conduct a priority research that will provide relevant input to vital energy programs and policies.** While there is a plethora of research that the country's energy sector needs to boost security and resilience, the Applicant must identify one priority research agenda. The prioritization of this research agenda will be guided by the key needs of the government and the energy sector and the absence of support for the said need. Prioritization will also take into account available resources and technology. The Applicant will develop a clear and concise set of criteria to identify this priority research and the indicators of its success.

- d. **Enhance or develop educational curricula and trainings on renewable energy and energy efficiency.** Various educational institutions, development agencies, civil society organizations, and even private businesses are providing or supporting formal course and/or training programs on renewable energy and energy efficiency. As a part of the first objective, the Applicant will also assess the state of energy instruction and learning in its region to determine gaps and opportunities for enhancements. The Applicant will then propose and eventually implement innovative programs that will enhance existing energy learning pedagogy.
- e. **Establish or strengthen energy field schools and laboratories.** Finally, in support of energy learning and in pursuit of cutting-edge innovations in RE and EE, the Applicant will develop new or support existing energy field schools and/or laboratories. These energy labs will focus on nascent technologies or systems that have the potential to be replicated or scaled up. Choice of focus will also take into account local resources and allied industries. The Applicant will develop a methodology to identify these technologies or systems that would be worth incubating. Developing partnerships with funders and investors to support the said incubations would also form part of this grant and will be a task of the grantee.

The Applicant will take into account the limitations as well as opportunities driven by external circumstances such as the current COVID-19 pandemic and shifts in government administration. Innovative approaches to accomplishing the objectives in the context of these situational challenges are expected. Further, the Applicant, when necessary, will meet with USAID ESP's partners including the DOE and activity subcontractors. USAID ESP will arrange these meetings in coordination with the grantee. USAID ESP will also work closely with the grantee and provide administrative and technical support when needed as part of capacity building for the grantee.

VII. Expected Results and Performance Indicators

Anticipated outputs for this grant will include the following:

1. A comprehensive energy knowledge assessment report covering the region proposed by the grantee, complemented with a series of presentations to various partners and stakeholders.
2. A functional and organized regional energy knowledge network, consortium or hub with a detailed sustainability plan.
3. A comprehensive report on a strategic energy agenda rendered in the prescribed USAID format and in multi-media form including but not limited to presentations, videos, and social media releases.
4. A new or an enhanced energy learning curriculum or learning methodology or approaches developed with and adopted by a higher education institution, a technical-vocational institution, or a civil society organization.
5. A functional energy field school or laboratory with a completed or on-going technology or systems incubation initiative.
6. A policy paper that combines the results of the various studies and field activities, focused on a predetermined policy area concerning energy resilience and security.
7. A communications plan and the actual conduct of at least 4 events or activities that promote the findings of the grant.
8. Monthly quick updates, full quarterly reports, and a comprehensive final Terminal Report

Applicants will be expected to comply with USAID ESP reporting requirements, including the reporting of grant activities, numbers of individuals reached, documentation of lessons learned, and evidence of organizational networking. A grantee will submit monthly and annual narrative and financial reports. RTI will provide feedback to grantees on reports submitted.

VIII. Minimum Eligibility Criteria

Applicants must meet the following minimum eligibility requirements to qualify for funding under this RFA:

This grant prioritizes applications from private higher academic institutions, technical and vocational institutes, Affiliated Renewable Energy Centers, civil society organizations, and other local organizations involved in energy knowledge generation, gathering, analysis, sharing, and application. Primary applicants may partner with government entities such as state universities and local government units. Applicants must meet the following eligibility requirements:

- Demonstrated experience working in the energy industry in the Philippines, with preference to organizations with established track record in research, organizational development, data analytics, and knowledge management.
- Applications meet minimum evaluation criteria for
 - a) Soundness of technical approach
 - b) Understanding of local context, and
 - c) qualifications of proposed personnel
- Demonstrated financial capacity to manage large USG grants or sub-grants portfolio.
- Cost realism of the budget
- Past performance

All Energy Secure Philippines grant support may **not** be extended to the following:

- Organizations that are not legally registered
- Any entity that has been found to have misused USAID funds in the past (unless specifically approved by USAID contracting officer)
- Any entity that will have conflict of interest by participating in the call for grants
- Political parties, groupings, or institutions or their subsidiaries and affiliates
- Any entity whose name appears on the List of Parties Excluded from Federal Procurement and Non-procurement Programs (<http://www.sam.gov/>)
- Any entity with a member that appears on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) and Blocked Persons list
- Any entity with members directly or indirectly involved in money laundering, acts of terrorism, gambling, prostitution and child trafficking, drugs.

All Energy Secure Philippines grant funds cannot be utilized for the following activities;

- Purchases of restricted goods, such as agricultural commodities, motor vehicles, pharmaceuticals, contraceptive products, pesticides, used equipment and fertilizers without the previous approval by the USAID Contracting Officer through RTI.

- 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 goods or services restricted or prohibited under the prevailing USAID source/origin/ 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.

Application content must include:

- a. Completed Application Cover Sheet with project title; organization name and contact information including contact person, address, telephone, fax, and email address.
- b. Executive Summary (not to exceed 1 page)
- c. Completed and signed Grant Application Form
- d. Program description. See instructions in the Grant Application Form (10 pages maximum)
- e. Implementation Plan. See Application Form. (2 pages)
- f. Monitoring and evaluation plan. See application Form (2 pages)
- g. Sustainability Plan. Describe how project activities will be sustained beyond USAID ESP funding. (1 Page)
- h. Budget and Budget Narrative. See instructions on Grant Application Form.
- i. Completed Organizational Control Environment Questionnaire (Attachment B)
- j. Past Performance. See instructions in the Grant Application Form.
- k. Anti-Terrorism Certification. See instructions on Grant Application Form.
- l. Proof of registration in the Philippines.

IX. Selection Process

- a. Screening: This is the initial assessment of applications that remove the applications that do not meet the minimum eligibility criteria.
- b. Technical Evaluation: This is the in-depth review of applications by the technical evaluation committee.
- c. Final approval by USAID and RTI International

X. Budget, Program Income, and Audit

In accordance with ADS 302 and ADS 303, the total value of any individual grant to a U.S. organization, if any, must not exceed \$100,000. This limitation does not apply to grant awards to non-U.S. organizations.

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 ESP. 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 US 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.

Upon completion of the project, the recipient will provide all required final progress, performance, and financial reports.

XI. Evaluation Criteria

All applications meeting the minimum eligibility requirements and conformance to the requirements of this RFA will be evaluated by a technical evaluation committee. The following evaluation criteria and scoring will be used for review and weighted in favor of results-oriented programs. The evaluation criteria and the points to be awarded include:

Merit Review and Category	Points
Feasibility of technical approach	35
Extent of contribution to USAID ESP Activity objectives	20
Management and operational capacity	15
Commercial Sustainability/Financial self-reliance (replication, scale-up)	15
Cost efficiency/effectiveness	15
Overall Rating (out of 100 points)	100

These merit review criteria elements are described more fully below.

- A. Feasibility of technical approach. The quality and feasibility of the proposal in terms of the viability of the proposed technical approach, (i.e., the ability to produce intended outcomes), appropriateness of the proposed methodology, innovativeness, and the work plan for achieving project objectives to offer significant impact in renewable energy and energy efficiency. Evaluation may either include approaches proven to be effective or new untried approaches with promise. (35 points)
- B. Extent of contribution to USAID objectives. The extent to which the proposed activity contributes to the stated USAID ESP Activity objectives and desired outcomes including energy security, resilience, and cross-cutting themes on gender, environmental management, climate risk management, and current pandemic considerations. (20 points)

- C. Management and operational capacity. Evidence of the capability to undertake and accomplish the proposed activities. The application should demonstrate the organizations' 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 its track record in terms of service quality, client satisfaction and achievements related/similar to the grant opportunity. (15 points)

- D. Commercial Sustainability/Financial Self-Reliance. The extent to which the funded activity will result in building and strengthening energy transition in the context of initiatives in data analysis, knowledge sharing, and innovation which can become sustainable, replicable, and scalable. (15 points).

- E. Cost efficiency. The degree to which budgeting is clear and reasonable and reflects best use of organization and grant resources and demonstrates a clear commitment by the Applicant to invest in the target energy knowledge hub or system. Takes into consideration cost share, counterparts, or leveraged funds. (15 points)

Grant Application Form

Instructions:

1. All Applicants are required to complete and submit this application form.
2. All the attachments (A to C) 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 and all the attachments.
3. By signing and submitting this application, the Applicant attests to the Anti-Terrorism Certification in item 12.
4. Applicants must complete only Part I (items 1-12) and submit all the required attachments

Part I – Application – All Applicants must complete ALL of Part I.

1. Date of application:	
2. Name of Applicant:	
3. Address of Applicant:	
4. DUNS Number: (instruction attached)	
5. Names and titles of officer(s) authorized to represent the Applicant and his/her alternate:	
a. Authorized Officer:	
b. Alternate:	
6. Proposed period of performance:	
7. Proposed budget:	
Signature/Name/Title	

5. Executive Summary (No more than 1 Page) and a Program Description (No more than 10 pages, excluding required attachments detailed below) (Required). Applicants are required to submit the **Program Description** that includes **Implementation Plan**, **Sustainability Plan**, and **Monitoring and Evaluation Plans** as **Attachments** to this application.

The Applicant must describe in detail the program of activities proposed to be supported by the grant. The program description must be results-oriented and demonstrate likely success in achievement of the stated indicators. Result is 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. *What are the intended results (i.e., changes in conditions)?*

6. Implementation Plan (Required). An excellent implementation plan should show how the anticipated results would be achieved. What activities, processes, or strategies are essential to achieve the results? Why will the planned work lead to the intended results? What is the anticipated timetable for the achievement of the results?
7. Sustainability Plan (Required). Describe how project activities will be sustained beyond funding. (No more than 2 Pages)
8. Monitoring and Evaluation Plan (Required). An excellent Monitoring and Evaluation Plan should contain a set of indicators that would permit continuous measurement of progress toward targeted results. *For each result, what is the performance indicator? What is the baseline data? What is the performance target? What is the timetable for achieving results? For each performance indicator, what is the definition and what is the unit of measurement? What are the plans for reporting and using the performance information?*
9. Budget and Budget Narrative (Required). Each application must contain a **detailed line-item budget** presented in MS Excel accompanied by a **budget narrative** 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 will describe how the Applicant arrived at each unit cost and the number of units for each line item.
 - **Direct Labor**. The Applicant must propose direct labor costs for each person providing direct support to the work requirements set forth in the Program Description. The budget must include the name of the person, position, direct salary rate and the number of direct labor hours that each person will perform in support of the solicitation requirements.
 - **Direct Costs** All travel estimates, material/equipment purchases, consultants and any other direct costs shall be separately identified, detailed, and reasonably supported by market rates and/or historical costs.
 - The budget must be in Philippine Peso.
 - Applicants are required to submit the [Budget and Budget Narrative](#) as **Attachment A** to this application.
10. 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 in order 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.



11. Past Performance References (Required). All Applicants are subject to a past performance reference check. Applicant should provide the contact information for partners (international donor, government department, private donor, other organization) 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 value of activity, and brief description of work and dates performed.

Contact Name/Organization	Award (Number, value, brief description).	Address	E-mail	Telephone
(1)				
(2)				
(3)				

12. Anti-Terrorism Certification (Required). It is **a mandatory 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.

Applicants are required to submit the signed [Required Anti-Terrorism Certification](#) as **Attachment C** to this application.

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 Box 5 of this Application.	
Signature:	Date:

ORGANIZATION INSTRUCTIONS

PURPOSE OF THIS STEP:

The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS number identifies your organization.

This process should take no more than 2 business days.

WHAT IS A DUNS NUMBER & WHY DO I NEED TO OBTAIN ONE?

The **Data Universal Number System (DUNS)** number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. **Most large organizations, libraries, colleges and research universities already have DUNS numbers.**

Ask your grant administrator or chief financial officer to provide your organization's DUNS number. If your organization is based in the U.S., a DUNS number can be requested by phone or online.

Webpage for phone number: http://fedgov.dnb.com/webform/pages/reqDuns_phone.jsp

If your organization is located **outside the United States**, you can request and register for a DUNS number through the following web site.

Webpage for registration: <http://fedgov.dnb.com/webform/displayHomePage.do>

This is the information you will need to have available in order to obtain the DUNS number. (If your organization does not already have one):

- Legal Name of organization
- Name of the organization CEO
- The primary type of business your company engages in (NCIA/SIC CODE)
 - To obtain this code please go to www.naics.com/search.htm
 - **(Also see list attached)**
- Any other name your business might be recognized by, i.e. doing business as (DBA)
- Physical organization address (city, state, and zip code)
- Mailing address if separate from headquarters
- Telephone number
- Name of the primary contact person and his or her title
- Number of employees at your location
- Is this a home-based business?

If your organization does not have a DUNS number, use this Dun & Bradstreet (D&B) online registration process to receive one free of charge.

NOTE: Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application.



Restrictions

Grant funds provided under the terms of this RFA 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/>