



USAID
FROM THE AMERICAN PEOPLE

Family Planning and Reproductive Health Project

Pre-award Certifications, Assurances and other statements of apparently successful applicant/ recipient

These are not required to be submitted with the application but are only provided for information of the applicants that in the event of short-listing for a subaward, these will be required. We will contact apparently successful, short-listed applicants for provisions of these certifications, assurances and other statements.

Pre-award Certifications, Assurances and other statements of applicant/ recipient

Apparently successful applicants will be required to submit Pre-award Certifications, Assurances and other Statements of the Recipient as listed in this section. These Pre-award Certifications, Assurances and other Statements of the Recipient shall not be submitted as part of the initial application.

In order to receive a grant, every applicant will be required to obtain a number from the website of Data Universal Numbering System (DUNS). Guidelines for the process of obtaining this number are provided in this RFA.

The timing of submission of each certification is mentioned with the text of certifications. Certifications required with the application must be provided with it.

For certifications required before the award apparently successful applicant(s) will be notified to submit these documents after evaluation of proposals. These are mandatory conditions precedent to a subaward. A list is provided below:

- I. Certification regarding terrorist financing implementing EO 13224
- II. Certification regarding debarment, suspension, ineligibility and voluntary exclusion
- III. Certification regarding Narcotics offense and drug trafficking by key individuals
- IV. Certification regarding Narcotics offense and drug trafficking by participants
- V. Certification regarding drug free workplace
- VI. Certification regarding Lobbying
- VII. Certification Regarding Prohibition On Assistance To Drug Traffickers
- VIII. Initial environmental examination form
- IX. Certification regarding Voluntary Population Planning Activities
- X. Certification that the subawardee and its key employees have never been convicted by a court of competent jurisdiction in Pakistan.
- XI. Declaration about the family relationships within management and governance structure of the subawardee organization.
- XII. Certification regarding local cost financing.
- XIII. Disclosure and Certification Regarding Political Leadership/ Management of the Subawardee
- XIV. Requirement and Guidelines for obtaining DUNS number
- XV. FSRs Subaward Reporting form

I. Certification Regarding Terrorist Financing Implementing EO 13224

(To be submitted with the subaward application)

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 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 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 is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC), 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 Committeell)

[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 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, 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 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 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, 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 MSS/USAID prior to the end of its term.

Solicitation Number: _____

Grant Agreement Number (if applicable): _____

Date of Application: _____

Name of Grantee Organization: _____

Name and Title of authorized representative: _____

Signature: _____ Date: _____

II. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

(To be submitted with the subaward application)

(a) Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, has the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. 1/ You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier covered Transaction," 2/ without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1/ See ADS Chapter 303, 22 CFR 208.

2/ For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the USAID grant standard provision for U.S. nongovernmental organizations entitled "Debarment, Suspension, and Related Matters" (see ADS Chapter 303), or in the USAID grant standard provision for non-U.S. nongovernmental organizations entitled "Debarment, Suspension, and Other Responsibility Matters" (see ADS Chapter 303).

(b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1)The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2)Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Solicitation Number: _____

Grant Agreement Number (if applicable): _____

Date of Application: _____

Name of Grantee Organization: _____

Name and Title of authorized representative: _____

Signature: _____ Date: _____

III. Certification Regarding Narcotics Offense and Drug Trafficking By Key Individuals

(To be submitted with the subaward application)

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Organization: _____
Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

IV. Certification Regarding Narcotics Offense and Drug Trafficking By Participants

(To be submitted with the subaward application)

1. I hereby certify that within the last ten years:

- a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
- b. I am not and have not been an illicit trafficker in any such drug or controlled substance.
- c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

V. Certification Regarding Drug Free Workplace

(To be submitted with the subaward application)

The grant beneficiary of this Grant Agreement hereby certifies the following:

- 1 That this certification is a material representation of fact from the grant beneficiary upon which reliance was placed when MSS awarded the grant;
- 2 That the grant beneficiary understands that if it is later determined that the grant beneficiary knowingly rendered a false certification, or otherwise violated the requirements of the Drug-Free Workplace Act, MSS , in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act; and
- 3 That the Beneficiary currently maintains and will continue to maintain and provide throughout the life of the grant a Drug-Free Workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grant beneficiary's workplace and specifying the actions that will be taken against employees for violation of such prohibition:
 - b. Establishing a Drug-Free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The grant beneficiary's policy of maintaining a Drug-Free Workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - e. Notifying MSS within ten days after receiving notice under subparagraph (d) (3) from an employee or otherwise receiving actual notice of such conviction:

- f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (3), with respect to any employee who is so convicted:
 - i. Taking appropriate personnel action against such an employee, up to and including termination; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by local health law enforcement, or other appropriate agency;
- g. Making a good-faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grant beneficiary further certifies that the site(s) for the performance of work to be done in connection with the grant is:

Street address:
City, postal code:

The grant beneficiary certifies that, as a condition of the grant, it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

Certified by: _____
(Authorized official)

Name: _____

Title: _____

Date: _____

VI. 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 Cooperative Agreement, 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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, United States 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.

Statement for Loan Guarantees and Loan Insurance

—The undersigned states, to the best of his or her knowledge and belief, that: If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. ll

Certification of Recipient

By signing below the recipient provides certifications and assurances for the Certification Regarding Lobbying

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

VII. Certification Regarding Prohibition On Assistance To Drug Traffickers

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

Certification of Recipient

By signing below the recipient provides certifications and assurances for the Certification Regarding Prohibition on Assistance to Drug Traffickers.

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

C. Summary of recommended determinations

The activity contains. . .	<i>(equivalent regulation 216 terminology)</i>
<input type="checkbox"/> Very low risk sub-activities	<i>categorical exclusion(s)</i>
<input type="checkbox"/> After environmental review, sub-activities determined to have no significant adverse impacts	<i>negative determination(s)</i>
<input checked="" type="checkbox"/> After environmental review, sub-activities determined to have no significant adverse impacts, given appropriate mitigation and monitoring	<i>negative determination(s) with conditions</i>
<input type="checkbox"/> After environmental review, sub-activities determined to have significant adverse impacts	<i>positive determination(s)</i>

D. Certification:

I, the undersigned, certify that:

1. The information on this form is correct and complete
2. The following actions have been and will be taken to assure that the activity complies with environmental requirements for the Citizen’s Voice Project under the Code of Federal Regulations 22 CFR 216:
 - These design elements and best practices will be followed in implementing this activity, except with the approval of MSS/ USAID.
 - Any specific mitigation or monitoring measures described in the attached information will be implemented in their entirety.
 - Compliance with these conditions will be regularly confirmed and documented by on-site inspections during the activity and at its completion.

Solicitation Number: _____

Grant Agreement Number (if applicable): _____

Date of Application: _____

Name of Grantee Organization: _____

Name and Title of authorized representative: _____

Signature: _____ Date: _____

Instructions for Environmental Review of Program/Project activities

Note:

These instructions accompany the —Initial Environmental Examination Formll Annex – VI.

Follow, but DO NOT SUBMIT, these instructions.

Who must submit the Environmental Review Form?

ALL implementing Partners applying to implement activities under the Citizen’s Voice Project must complete the —Environmental Review Formll form UNLESS the project or activity is carried out to address an emergency (e.g., international disaster assistance). *Emergencies are determined by MSS, not by the applicant.*

Importance

The proposed activity cannot be approved and no —irreversible commitment of resourcesll can be made until the environmental documentation, including any mitigation measures, is approved by the MSS. Approval by USAID may also be required.

NOTE: MSS/USAID may request modifications, or reject the documentation. If the activities are found to have significant adverse impacts, a full Environmental Assessment must be conducted. MSS and the applicant will confer in any such case to determine next steps.

Step 1. Provide requested “Applicant information” (Section A of the form)

Step 2. List all proposed activities

In Section B of the form, list all proposed activities. Include all phases: *planning, design, construction, operation & maintenance*. Include ancillary activities. (These are activities that are required to build or operate the primary activity. Examples include building or improving a road so that heavy vehicles can reach the project site, excavation of fill material or gravel for construction, provision of electricity, water, or sewage facilities, disposal of solid waste, etc.)

Step 3a. Screening: Identify low-risk and high-risk activities

For *each* activity you have listed in Section B of the form, refer to the list below to determine whether it is a listed low-risk or high-risk activity.

If an activity is specifically identified as —very low riskll or —high riskll in the list below, indicate this in the —screening resultll column in Section B of the form.

<u>Very low-risk activities</u> (Activities with low potential for adverse biophysical or health impacts; including §216.2(c)(2))	<u>High-risk activities</u> (Activities with high potential for adverse biophysical or health impacts; including §216.2(d)(1))
Provision of education, technical assistance, or training. (Note that activities directly affecting the environment. do not qualify.)	River basin development New lands development Planned resettlement of human populations

<p>Community awareness initiatives.</p> <p>Controlled agricultural experimentation exclusively for the purpose of research and field evaluation confined to small areas (normally under 4 ha./10 acres). This must be carefully monitored and no protected or other sensitive environmental areas may be affected).</p> <p>Technical studies and analyses and other information generation activities not involving intrusive sampling of endangered species or critical habitats.</p> <p>Document or information transfers.</p> <p>Nutrition, health care or family planning, EXCEPT when (a) some included activities could directly affect the environment (construction, water supply systems, etc.) or (b) biohazardous (esp. HIV/AIDS) waste is handled or blood is tested.</p> <p>Rehabilitation of water points for domestic household use, shallow, hand-dug wells or small water storage devices. Water points must be located where no protected or other sensitive environmental areas could be affected.</p> <p>NOTE: USAID guidance on potable water requires water quality testing for arsenic, coliform, nitrates and nitrites.</p> <p>Small-scale construction. Construction or repair of facilities if total surface area to be disturbed is under 10,000 sq. ft. (approx. 1,000 sq. m.) (and when no protected or other sensitive environmental areas could be affected).</p> <p>Intermediate credit. Support for intermediate credit arrangements (when no significant biophysical environmental impact can reasonably be expected).</p> <p>Maternal and child feeding conducted under Title II of Public Law 480.</p> <p>Title II Activities. Food for development programs under Title III of P.L. 480, when</p>	<p>Penetration road building, or rehabilitation of roads (primary, secondary, some tertiary) over 10 km length, and any roads which may pass through or near relatively undegraded forest lands or other sensitive ecological areas</p> <p>Substantial piped water supply and sewerage construction</p> <p>Major bore hole or water point construction Large-scale irrigation</p> <p>Water management structures such as dams and impoundments</p> <p>Drainage of wetlands or other permanently flooded areas</p> <p>Large-scale agricultural mechanization Agricultural land leveling Procurement or use of <u>restricted use</u> pesticides, or wide-area application in non-emergency conditions under non-supervised conditions. (Consult MSS.)</p> <p>Light industrial plant production or processing (e.g., sawmill operation, agro-industrial processing of forestry products, tanneries, cloth-dyeing operations).</p> <hr/> <p>High-risk and typically not funded by MSS/ USAID:</p> <p>Actions affecting protected areas and species. Actions determined likely to significantly degrade protected areas, such as introduction of exotic plants or animals</p> <p>Actions determined likely to jeopardize threatened & endangered species or adversely modify their habitat (esp. wetlands, tropical forests)</p> <p>Activities in forests, including: Conversion of forest lands to rearing of livestock Planned colonization of forest lands</p>
---	---

<p>no on-the-ground biophysical interventions are likely.</p> <p>Capacity for development. Studies or programs intended to develop the capability of recipients to engage in development planning. (Does NOT include activities directly affecting the environment)</p> <p>Small-scale Natural Resource Management activities for which the answer to ALL SUPPLEMENTAL SCREENING QUESTIONS (see <i>supplement attached below</i>) is —NO.¶</p>	<p>Procurement or use of timber harvesting equipment</p> <p>Commercial extracting of timber</p> <p>Construction of dams or other water control structures that flood relatively undegraded forest lands</p> <p>Construction, upgrading or maintenance of roads that pass through relatively non-degraded forest lands. (Includes temporary haul roads for logging or other extractive industries)</p>
--	---

(This list of activities is taken from the text of 22 CFR 216 and other applicable laws, regulations and directives)

Step 3b: Identifying activities of unknown or moderate risk.

All activities NOT identified as —very low risk¶ or —very high risk¶ are considered to be of —unknown or moderate risk.¶ Common examples of moderate-risk activities are given in the table below.

Check —moderate or unknown risk¶ under screening results in Section B of the form for ALL such activities.

<p align="center">Common examples of moderate-risk activities</p>	
<p>CAUTION: If ANY of the activities listed in this table may adversely impact (1) protected areas, (2) other sensitive environmental areas, or (3) threatened and endangered species and their habitat, THEY ARE NOT MODERATE RISK. All such activities are HIGH RISK ACTIVITIES.</p>	
<p>Small-scale agriculture, NRM, sanitation, etc. (You may wish to define what —small scale¶ means for each activity)</p> <p>Agricultural experimentation. Controlled and carefully monitored agricultural experimentation exclusively for the purpose of research and field evaluation of MORE than 4 ha.</p> <p>NOTE Biotechnology/GMOs: No <i>biotechnology testing or release</i> of any kind are to take place within an assisted country until the host countries involved have drafted and <i>approved</i> a regulatory framework governing biotechnology and biosafety.</p>	<p>Sampling. Technical studies and analyses or similar activities that could involve intrusive sampling, of endangered species or critical habitats. (Includes aerial sampling.)</p> <p>Water provision/storage. Construction or rehabilitation of small-scale water points or water storage devices for domestic or non-domestic use. (Covers activities NOT included under —Very low risk activities¶ above.)</p> <p>NOTE: USAID guidance on water quality requires testing for arsenic, nitrates, nitrites and coliform bacteria.</p> <p>Support for intermediate credit institutions when indirect environmental</p>

<p>All USAID-funded interventions which involve biotechnologies are to be informed by the ADS 211 series governing "Biosafety Procedures for Genetic Engineering Research". In particular this guidance details the required written approval procedures needed before transferring or releasing GE products to the field.</p> <p>Medium-scale construction. Construction or rehabilitation of facilities or structures in which the surface area to be disturbed exceeds 10,000 sq. ft (1000 sq meters) but funding level is \$200,000 or less. (E.g. small warehouses, farm packing sheds, agricultural trading posts, produce market centers, and community training centers.)</p> <p>Rural roads. Construction or rehabilitation of rural roads meeting the following criteria: Length of road work is less than ~10 km No change in alignment or right of way Ecologically sensitive areas are at least 100 m away from the road and not affected by construction or changes in drainage. No protected areas or relatively undegraded forest are within 5 km of the road.</p> <p>Title II & III Small-Scale Infrastructure. Food for Development programs under Title II or III, involving small scale infrastructure with the known potential to cause environmental harm (e.g., roads, bore holes).Quantity imports of commodities such as fertilizers.</p>	<p>harm conceivably could result.</p> <p>Institutional support grants to NGOs/PVOs when the activities of the organizations are known and may reasonably have adverse environmental impact.</p> <p>Pesticides. .Small-scale use of USEPA-registered, least-toxic general-use pesticides. Use must be limited to NGO-supervised use by farmers, demonstration, training and education, or emergency assistance.</p> <p>NOTE: Environmental review (see step 5) must be carried out consistent with USAID Pesticide Procedures as required in Reg. 16 [22 CFR 216.3(b)(1)].</p> <p>Nutrition, health care or family planning, if (a) some included activities could directly affect the environment (e.g., construction, supply systems, etc.) or (b) biohazardous healthcare waste (esp. HIV/AIDS) is produced, syringes are used, or blood is tested.</p>
--	---

Step 4. Determine if you must write an Environmental Review Report

Examine the —screening results as they are entered in Table 1 of the form.

- If ALL the activities are —very low risk, then no further review is necessary. In Section C of the form, check the box labeled —very low risk activities. Skip to Step 8 of these instructions.
- If ANY activities are —unknown or moderate risk, you MUST complete an ENVIRONMENTAL REVIEW REPORT addressing these activities. Proceed to Step 5.

• If ANY activities are —high risk, ll note that USAID’s regulations usually require a full environmental assessment study (EA). Because these activities are assumed to have a high probability of causing significant, adverse environmental impacts, they are closely scrutinized. Any proposed high-risk activity should be discussed in advance with MSS.

In some cases, it is possible that effective mitigation and monitoring can reduce or eliminate likely impacts so that a full EA will not be required. If the applicant believes this to be the case, the

Environmental Review Report must argue this case clearly and thoroughly. Proceed to Step 5.

Step 5. Write the Environmental Review Report, if required

The Environmental Review Report presents the environmental issues associated with the proposed activities. It also documents mitigation and monitoring commitments. Its purpose is to allow the applicant and USAID to evaluate the likely environmental impacts of the project.

For moderate risk activities, the Environmental Review Report is typically a SHORT 2–3 page document. The Report will typically be longer when (1) activities are of higher or unknown risk, and (2) when a number of impacts and mitigation measures are being identified and discussed.

The Environmental Review Report follows the outline below:

A. Summary of PS/PD. Summarize background, rationale and outputs/results expected. (Reference to PS/PD, if appropriate).

B. Description of activities. For all moderate and high-risk activities listed in Table 1 of the form, succinctly describe location, siting, surroundings (include a map, even a sketch map). Provide both quantitative and qualitative information about actions needed during all project phases and who will undertake them. (All of this information can be provided in a table). If various alternatives have been considered and rejected because the proposed activity is considered more environmentally sound, explain these.

C. Environmental Situation & Host Country environmental requirements. Describe the environmental characteristics of the site(s) where the proposed activities will take place. Focus on site characteristics of concern—e.g., water supplies, animal habitat, steep slopes, etc. With regard to these critical characteristics, is the environmental situation at the site degrading, improving, or stable? In this section, also describe applicable host country environmental regulations, policies and practices.

D. Evaluation of Activities and Issues with Respect to Environmental Impact Potential. Include impacts that could occur before construction starts, during construction and during operation, as well as any problems that might arise with abandoning, restoring or reusing the site at the end of the anticipated life of the facility or activity.

Explain direct, indirect, induced and cumulative effects on various components of the environment (e.g., air, water, geology, soils, vegetation, wildlife, aquatic resources, historic, archaeological or other cultural resources, people and their communities, land use, traffic, waste disposal, water supply, energy, etc.)

E. Environmental Mitigation Actions (including monitoring). Provide a workplan and schedule identifying the following:

Mitigation measures: Identify the means taken to avoid, reduce or compensate for impacts. (For example, restoration of borrow or quarry areas, replanting of vegetation, compensation for any relocation of homes and residents.) If standard mitigation or best practice guidance exists and is being followed, cite this guidance.

Monitoring: Indicate how mitigation measures will be monitored to ensure that they accomplish their intended result. If some impacts are uncertain, describe the monitoring which will be conducted to identify and respond to these potential impacts.

Responsible parties: Identify *who* will undertake mitigation and who will conduct the monitoring, and at what frequency.

F. Other Information. Where possible and as appropriate, include photos of the site and surroundings; maps; and list the names of any reference materials or individuals consulted.

(Pictures and maps of the site can substantially reduce the written description required in parts B & C)

Step 6. Based on the environmental review, reach a recommended determination for *each* high-risk or unknown/moderate-risk activity

For each high-risk or unknown/moderate-risk activity, the environmental review will help you decide between one of three recommended determinations:

- **no significant adverse impacts.** The activity in question will not result in significant, adverse environmental impacts. Special mitigation or monitoring is not required. Typically, this conclusion is not appropriate for high-risk activities.
- **no significant adverse impacts given specified mitigation and monitoring** With mitigation and monitoring as specified in the Environmental Review Report, the activities in question will not result in significant adverse environmental impacts.
- **significant adverse impacts.** The activities in question are likely to cause significant adverse environmental impacts and cannot be mitigated with best practices or other measures. A full environmental assessment will be required.

For each high-risk or unknown/moderate-risk activity, indicate your —recommended determination in Section B of the form.)

Step 7: Summarize recommended determinations

In section C of the form, summarize your recommended determinations by checking ALL categories indicated in Table 1.

Step 8. Sign certifications (Section D of form)

Step 9. Submit form to MSS. Attach Environmental Review Report, if any.

Supplement to the Environmental Review Form for Natural Resources Activities

Additional Screening Criteria for Natural Resource Activities under (Name of Program) Purpose

This is a supplement to the —Instructions for environmental review of XXX Program/Project activities. It is to be used for natural *resources-based activities*, including:

Community-Based Natural Resource Management
(CBNRM) Ecotourism
Natural resources-based enterprise development with micro- and small enterprises

This supplement provides additional questions to ascertain whether these proposed activities should be categorized as —very low risk:

If the answers to ALL the questions that follow are —NO, then the proposed natural resource-based activity is considered —very low risk.
If the answer to ANY question is —YES, the activity CANNOT be considered —very low risk.

Screening criteria

Will the activities...	YES	NO
Natural Resources		
Accelerate erosion by water or wind?		
Reduce soil fertility and/or permeability?		
Alter existing stream flow, reduce seasonal availability of water resources?		
Potentially contaminate surface water and groundwater supplies?		
Involve the extraction of renewable natural resources?		
Lead to unsustainable use of renewable natural resources such as forest products?		
Involve the extraction of non-renewable natural resources?		
Restrict customary access to natural resources?		
Reduce local air quality through generating dust, burning of wastes or using fossil fuels and other materials in improperly ventilated areas?		
Affect dry-season grazing areas and/or lead to restricted access to a common resource?		
Lead to unsustainable or unnecessarily high water extraction and/or wasteful use?		
Ecosystems and Biodiversity		
Drain wetlands, or be sited on floodplains?		
Harvest wetland plant materials or utilize sediments of bodies of water?		
Lead to the clearing of forestlands for agriculture, the over-harvesting of valuable forest species?		
Promote in-forest bee keeping?		
Lead to increased hunting, or the collection of animals or plant materials?		
Increase the risks to endangered or threatened species?		
Introduce new exotic species of plants or animals to the area?		
Lead to road construction or rehabilitation, or otherwise facilitate access to		

fragile areas (natural woodlands, wetlands, erosion-prone areas)?		
Cause disruption of wildlife migratory routes?		
Agricultural and Forestry Production		
Have an impact on existing or traditional agricultural production systems by reducing seed availability or reallocating land for other purposes?		
Lead to forest plantation harvesting without replanting, the burning of pastureland, or a reduction in fallow periods?		
Affect existing food storage capacities by reducing food inventories or encouraging the incidence of pests?		
Affect domestic livestock by reducing grazing areas, or creating conditions where livestock disease problems could be exacerbated?		
Involve the use of insecticides, herbicides and/or other pesticides?		
Community and Social Issues		
Have a negative impact on potable water supplies?		
Encourage domestic animal migration through natural areas?		
Change the existing land tenure system?		
Have a negative impact on culturally important sites in the community?		
Increase in-migration to the area?		
Create conditions that lead to a reduction in community health standards?		
Lead to the generation of non-biodegradable waste?		
Involve the relocation of the local community?		
Potentially cause or aggravate land-use conflicts?		

Sample Environmental Review Report Template:

Project #_____, Title, Location

Subawardee Name:

A. Summary of activity.

B. Description of activities.

Issue	Impact	Mitigation Measure

C. Environmental Situation.

D. Evaluation of Activities and Issues with Respect to Environmental Impact Potential.

See table under section b: issues, impacts and mitigation measures.

E. Environmental Mitigation Actions (including monitoring).

See table under section b: issues, impacts and mitigation measures.

Monitoring Throughout the life of the project mitigation measures will be monitored by the Program unit, and the M&E unit, to ensure that they accomplish their intended result. Environmental monitoring will be reported as part of the project's regular progress reports (i.e. quarterly progress reports), creating a section for environmental monitoring.

Responsible parties: The Subawardee will conduct all required mitigation measures under the supervision and monitoring of the Program unit and the Project Oversight committee.

F. Other Information.

N/A

Sample Environmental Mitigation and Monitoring Plan Template:

Project # _____, Title, Location

Subawardee Name:

Activity	Mitigation Measure(s)	Monitoring Indicator(s)	Monitoring and Reporting Frequency	Party(ies) Responsible

IX. Certification Regarding Voluntary Population Planning Activities

(To be submitted by grantee on signing of grant agreement, particularly for family planning and birth spacing activities)

1. Requirements for voluntary sterilization program

None of the funds made available under this grant shall be used to pay for the performance of involuntary sterilizations as a method of family planning or to coerce or provide and financial incentive to any individual to practice sterilization.

2. Prohibition on abortion-related activities

1. No funds made available under this grant will be used to finance, support, or be attributed to the following activities:

- a) Procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning
- b) Special fees or incentives to any person to coerce or motivate them to have abortions
- c) Payments to persons to perform abortions or to solicit persons to undergo abortions
- d) Information, education, training, or communication programs that seek to promote abortions as a method of family planning; and
- e) Lobbying for or against abortion. The term ‘motivate’ as it relates to family planning assistance, shall not be construed to prohibit the provision, consistent with local law, of information or counseling about all pregnancy options.

2. No funds made available under this grant will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortion or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

Name & Title: _____

Signature: _____

Date: _____

X. Certification That The Subawardee and its Key Employees Have Never Been Convicted By A Court of Competent Jurisdiction in Pakistan.

(To be submitted by subawardee with the application of subaward)

I hereby certify that I am authorized by the governing body of the applicant organization named on this grant to make the following declaration:

Certified that none of the members of governing body and key employees of the applicant organization have ever been convicted by a court of competent jurisdiction in Pakistan for fine of more than Rs.50,000 or imprisonment or both at the time of signing this certification. If in future, such event takes place, my organization is bound to inform MSS within 14 days of such event and failure to do so will give MSS right to unilaterally terminate the grant.

This is true to the best of my knowledge and belief. 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 MSS/USAID prior to the end of its term.

RFA/APS Number: _____

Grant Agreement Number (if applicable): _____

Name of Grantee Organization: _____

Name and Title of authorized representative: _____

Signatures of the authorized representative: _____

Date: _____

XI. Declaration about The Family Relationships Within Management and Governance Structure of the Subawardee Organization

(To be submitted with the application of subaward)

The head of the organization must sign the following declarations/disclosure. If any information declared or disclosed is proven false, it will automatically disqualify your organization's membership form from the selection process.

Declaration

I, *[name]* , CNIC # , hereby declare that none of the members in the Governing Body of *[name of organization]* are directly related to each other. I also declare that I am not directly related to any of the members on the Governing Body.

Name:

Designation:

Signature:

Disclosure

I, *[name]* , CNIC # , hereby declare that the following members on the Governing Body of *[name of organization]* are directly related to each other or myself:

Name

Relationship

1.

2.

3.

4.

5.

6.

7.

Name:

Designation:

Signature:

Declaration

I, *[name]*, CNIC # _____, hereby declare that the *(name of organization)* has a policy not to recruit immediate relations among staff and is following it in the letter and spirit.

Name:

Designation:

Signature:



Disclosure

I, *[name]* , CNIC # , hereby declare that the following staff members of *(name of organization)* are related to each other or myself:

Name	Relationship
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Name:

Designation:

Signature:

Sign Off by Head of the Organization

It is hereby declared, certified and undertaken that:

- All information provided in this form is true and correct to the best of my knowledge.
- All attached documents are presented without any unauthorized alteration/modification.
- The organization shall extend maximum co-operation to MSS or it's designates during the due diligence process.

Name

Designation

Signature

Date: _____

XII. Certification Regarding Local Cost Financing

(To be submitted by grantee on signing of grant agreement)

- a. Financing local procurement involves the use of appropriated funds to finance the procurement of goods and services supplied by local businesses, dealers or producers, with payment normally being in the currency of the cooperating country.

- b. All locally financed procurements must be covered by source or nationality waivers as set forth in USAID ADS Chapter 310, with the following exceptions.
 1. Locally available commodities of U.S. origin, which are otherwise available for financing, if the value of the transaction does not exceed the local currency equivalent of \$100,000, exclusive of transportation costs.
 2. Commodities of geographic Code 935 origin if the value of the transaction does not exceed the local currency equivalent of \$5,000.
 3. Professional Services contracts estimated not to exceed \$250,000.
 4. Construction Services contracts estimated not to exceed \$5,000,000.
 5. Commodities and Services available only in the local economy (no specific transaction value applies to this category). This category includes the following items:
 - A. Utilities including fuel for heating and cooking, waste disposal, and trash collection;
 - B. Communication - telephone, fax, postal, and courier services;
 - C. Rental costs for housing and office space;
 - D. Petroleum, oils, and lubricants for operating vehicles and equipment;
 - E. Newspapers, periodicals, and books published in the cooperating country; and
 - F. Other commodities and services that, by their nature, or as a practical matter, can only be acquired, performed, or incurred in the cooperating country, e.g. vehicle maintenance, hotel accommodations, etc.

Certified by: _____

(Authorized official)

Name: _____

Title: _____

Date: _____

XIII. Disclosure and Certification Regarding Political Leadership/ Management of the Subawardee

(To be submitted by grantee on signing of subaward agreement)

Declaration

I, *[name]* , CNIC # , hereby declare that none of the members in the Governing Body or key management position holders of *[name of organization]* are directly related to a political party registered in Pakistan. I also declare that I am not directly related to any of the members/ office bearers of political party registered in Pakistan.

Name:

Designation:

Date:

Signature:

Disclosure

I, *[name]* , CNIC # _____ , hereby declare that the following members in the Governing Body or key management position holders of *(name of organization)* are either members or related to members/ office bearers of political party registered in Pakistan:

Name	Relationship
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Name:

Designation:

Signature:

Sign Off by Head of the Organization

It is hereby declared, certified and undertaken that:

- All information provided in this form is true and correct to the best of my knowledge.
- All attached documents are presented without any unauthorized alteration/modification.
- The organization shall extend maximum co-operation to MSS or it's designates during the due diligence process.
- The benefits from subaward under MSS will not be used for claiming votes for a particular political party or individual. This certification is an integral part of the subaward and *[Name of organization]* will disclose within 30 days if any politically affiliated persons are subsequently brought on the governing body or key management positions. Non-compliance with this undertaking will constitute a breach of the terms of subaward and can result in suspension and termination under the MSS rules.

Name

Designation

Signature

Date: _____

XIV. Requirement and Guidelines for obtaining Data Universal Numbering System (DUNS) number

(To be submitted with the subaward application)

Data Universal Numbering System (DUNS) Number

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

*(c) Recipients located outside the United States refer to the appended guidelines for obtaining DUNS number which is a web-enabled process. The information in clause b (1) to b (8) must be available even for filing the form online.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____ (Provide your DUNS # here)

Date: _____

Guidelines for obtaining DUNS number

Definition

The **Data Universal Numbering System**, abbreviated as **DUNS** or **D-U-N-S**, is a system developed and regulated by [Dun & Bradstreet](#) (D&B), that assigns a unique nine-character numeric identifier, referred to as a "DUNS number" to a single business entity.

Purpose

The DUNS number is entered into a publicly available, searchable website that contains information of each Federal award and the entities receiving US Government funds through Federal awards such as Federal contracts and their sub-contracts and Federal grants and their sub-grants.

Form and Instructions

Obtaining a DUNS number is **FREE**. Do not trust any website that requires a payment.

- Click on the link below to request your DUNS number
- <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- The website will first determine whether your organization already have a DUNS number. The screen will first prompt you to select the country where your company is physically located. Once you select the country, you will be prompted to enter the name of your company.
- If you do not see your company listed, click on Request for a New DUNS number.
- Fill out the form to request the DUNS number and click on the —Submit Your Request button at the bottom of the page.

Help

Send an e-mail to govt@dnb.com

Please be sure to include your contact information and a brief description of the problem you experienced.

XV. FSRS Executive Compensation and Subaward Reporting Form

MSS is required by the Federal Funding Accountability and Transparency Act (FFATA) to file a FFATA subaward report by the end of the month following the month in which MSS as a prime awardee awards any subaward or subaward amendment with an obligation equal to or greater than \$25,000. As required under US federal government regulations, MSS will enter the information below into the FFATA Subaward Reporting System (FSRS).

The subaward information entered in FSRS is then associated with the prime award and displayed on www.USASpending.gov as a means to further Federal spending transparency.

MSS **may not** issue or fund any subaward until the anticipated subawardee provides the information required by this form.

SUBAWARDEES ARE ASKED TO COMPLETE, SIGN AND DATE THIS FORM AND RETURN IT TO MSS AS SOON AS POSSIBLE. THIS IS REQUIRED PRIOR TO ISSUANCE OF A SUBAWARD.

***Please note that the grayed out areas are for MSS internal use and should not be completed by Sub awardees.**

Prime Award Information			
Is Prime Award a Grant or Contract? (Check one)	- Grant - Contract	To be completed by MSS	
Task Order # if applicable			
Federal Agency Name			
Identify where FFATA requirement incorporated (Specify award or specific amendment #)	- Prime Award - Amendment # _____		

Subaward Information		Notes
1	Subawardee Name	Name of the Subawardee organization
1b	Subawardee "Doing Business As" Name	For example: the "Doing Business As" Name" for Grant Thorton, Anjum Asim Shahid Rehman Chartered Accountants, is —Anjum Asim Shahid Rehman. ll & —Grant Thorton Pakistan ll. If the subawardee does not have one, leave

			blank.
2	Subawardee DUNS #		If assistance needed, please refer to "How to Obtain a DUNS Number and SCREENSHOTS" documents provided in Pre Award Certifications.
3	Subawardee DUNS+4 digits (if applicable)		If the Subawardee does not have one, leave blank.
4	Subawardee Address: Street Address City, State Country, zip+4 only for US		Provide complete address as indicated
5	Subawardee Parent DUNS (if applicable)		If the Subawardee does not have one, leave blank.
6	Subaward/Modification Amount		To be completed by MSS
7	Subaward/Modification Effective Date		To be completed by MSS
8	CFDA Program Number(s)		To be completed by MSS
9	Federal Agency ID Number		To be completed by MSS
10	Subawardee Principal Place of Performance City: State: Country:		Subawardee's local office or the primary area where activities will be implemented.
11	Subaward Project Description		A brief description of project not more than 4000 characters.
12	Subaward Number		To be completed by MSS
13	In your business or organization's previous fiscal year, did the business or organization (the legal entity to which the DUNS number provided belongs) receive: (1) 80% or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative	Yes If Yes, continue to 14 No If No, skip 14 & 15	

	agreements AND (2) US\$25 million or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?		
14	Does the public have access to information about the compensation of the top 5 highest compensated executives in your business or organization (the legal entity to which the DUNS number provided belongs) for the previous fiscal year, through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?*	Yes If Yes, continue to 16 No If No, continue to 15 and complete information.	
15	*To determine if the public has access to compensation information, see the U.S. security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm		
Subawardee Executive Compensation information**			
	Name	Title	Amount in Total Compensation in US Dollars (with exchange rate)
<p>**Total compensation is defined as: Cash and noncash dollar value earned during the preceding fiscal year and includes: salary and bonus awards of stock, stock options, and stock appreciation rights/earnings for services under non-equity incentive plans which does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees/change in pension value. This is the change in present value of defined benefit and actuarial pension plans/above-market earnings on deferred Compensation which is not tax-qualified/other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.</p>			

16. Subawardee Certification

I hereby certify that the information submitted herein is, to the best of my knowledge, complete and accurate as of the date indicated below:

	Signature	
	Name	
	Title	
	Date	
	This area below to be filled By MSS	
	Reviewer Name	
	Review Date	

(End of Section – D)