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**ADVANCING KOSOVO TOGETHER – LOCAL SOLUTION PROGRAM
REQUEST FOR APPLICATIONS RFA-03-AKT-LS**

Issuance Date: March 11, 2015

Submission Closing Date & Time: April 13, 2015 at 3:30pm

Dear Applicants,

Community Development Fund, the implementing partner of USAID for “Advancing Kosovo Together – Local Solution (AKT – LS)” Program in Kosovo, pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and in accordance with USAID Cooperative Agreement No. AID-167-A-14-00008, is seeking applications from qualified Kosovan Non-Governmental Organizations to implement “Advancing Kosovo Together – Local Solution Grants Program in Support of USAID/Kosovo’s Democracy and Governance” (Detailed project description is in Section I. Funding Opportunity Description). Assistance will be in the form of Simplified, Fixed Obligation or In-Kind Grant Agreements in accordance with Chapter 303 of USAID’s Automated Directives System (ADS303).

The purpose of the RFA is to contribute towards the achievement of Advancing Kosovo Together – Local Solution program objectives, especially no. 1 and 3:

1. Improve autonomous, horizontal communication between: (a) Kosovo Albanian and non-majority communities; and (b) the GoK and non-majority communities;
2. Improve economic opportunities in target municipalities;
3. Increase the efficiency and capacity of target municipal administrations to respond to the needs of all their citizens.

Pursuant to 22CFR226.81, profit under this award is not allowed. However, all reasonable, allocable, and allowable expenses, which are related to the grant program and are in accordance with the applicable cost standards (22CFR226, OMB Circular A-122, A-21, and FAR Part 31) may be paid under the grant.

All awards to Non-U.S. Organizations will be administered in accordance with applicable regulations as follows:

- ADS303, Mandatory Standard Provisions for Grants
- 22 CFR 226
- Applicable OMB Circulars
- Standard Provisions for Non-U.S., Nongovernmental Organizations
- 48 CFR 31.2 (for-profit organizations)

Regulations listed above can be accessed via the USAID webpage:

<http://www.usaid.gov/business/regulations/>

Subject to the availability of funds, we anticipate awarding up to 20 grants throughout the program or by the end of May 2015. The size of any single grant awarded under this RFA will not exceed \$5,000 for LOT 1, \$ 25,000 for LOT 2, \$ 50,000 for LOT 3 and \$100,000 for LOT 4.

Advancing Kosovo Together – Local Solution/USAID reserves the right to fund any or none of the applications submitted. Advancing Kosovo Together - Local Solution requests that the applicants demonstrate their commitment to program success by including cost-sharing.

For the purposes of this program this RFA is being issued and consists of this cover letter and the following:

- Section I – Funding Opportunity Description;
- Section II – Award Information;
- Section III – Eligibility Information;
- Section IV – Application Submission Information & Contacts;
- Section V – Application Review Information;
- Section VI – Award Administration Information;
- Section VII – Other Information; and
- Section VIII – Attachments.

Thank you for your interest.

Sincerely,
Artan Avdiu,
Chief of Party

cc: Agron Selmani, Grants Manager
Nenad Maksimovic, Head of Community Engagement Component

Section I: Funding Opportunity Description

IA. Background – Introduction

AKT Program (also AKT – LS) is implemented in 16 municipalities¹ with considerable presence of Serbian community. In essence, all three interventions are designed to contribute to expedited inclusion of Serbian community in the institutional and political life in Kosovo and increasing the exchanges between majority and minority communities across all spheres of life. Improvement of small-scale infrastructure and service delivery systems, coupled by increased ability to deliver quality services on the part of local governments and the efficient advocating of community needs and priorities, are encompassed in the project as different dimensions of intervention. These dimensions are expected to lead to improvement of both horizontal linkages across municipalities and vertical linkages with line ministries, through which lives of communities will be improved.

Employment and economic development are also envisaged by the project as key intervention measures aimed at contributing to the overall inclusion of the economies in the 16 beneficiary municipalities. Provision of opportunities for savvy entrepreneurially predisposed individuals and labor force development measures are the two main tools to be used for promoting employment and self-employment in the targeted communities.

In addition, the program will offer assistance to local municipalities to provide services in the most efficient manner, using transparent processes, which resulted in the setting of many standards across all municipalities, such as the creation of annual work plans, Service Improvement Action Plans (SIAPs) and citizen engagement plans. Such assistance was particularly helpful for the newly created municipalities, which did not typically have experienced leadership. This assistance will help target municipalities to continue instituting practical and concrete initiatives that will strengthen the legitimacy of Kosovo's local government system and improve service delivery in the targeted municipalities.

IB. Project Description

Advancing Kosovo Together - Local Solutions (AKT - LS) is a three-year project that aims to increase constructive inter-ethnic cooperation and interaction, primarily between the majority Kosovo Albanian community and Kosovo Serb community, which is vital to the security and stability of the Balkans. The AKT – LS is part of the USAID Forward, the new USAID strategy of development aid delivery, where involvement of local know-how and expertise is essential for maximizing aid efficiency. The AKT – LS Project is part of the AKT Program, which aside from the intervention subject to this document, also includes AKT – US Project, implemented by Chemonics Inc. The two projects implemented by the AKT – US and CDF-led consortium of organizations both contribute to the same development objectives and are expected to cooperate closely in implementing their measures and achieve synergies.

The AKT – LS as a component of AKT Program, has a projected budget of **7 Mil USD**. Of these, a net investment of **5 Mil USD** is envisaged to be implemented as direct grant interventions through three different grant schemes, one for municipalities, one for private sector development, and one supporting civil society efforts and other grassroots inter-ethnic initiatives.

¹ Municipalities include: Gjilan/Gnjilane, Graçanicë/Gračanica, Istog/Istok, Klinë/Klina, Klllokot/Klokot, Leposaviq/Leposavić, Mitrovicë e Veriut/ North Mitrovica, Novobërdë/Novo Brdo, Obiliq/Obilić, Partesh/Parteš, Pejë/Peć, Ranilluk/Ranilug, Shtërpçë/Štrpce, Vushtrri/Vučitrn, ZubinPotok/ZubinPotok and Zvečan/Zvečan.

IC. General Criteria for Selection

AKT LS through its Citizen Engagement Component aims at fostering positive and constructive inter-ethnic cooperation between the Kosovo Serb non-majority and Kosovo Albanian majority communities in all 16 targeted communities through providing support to activities tailored to foster cooperation between different ethnic communities. The AKT LS is inviting Locally Registered NGO's to submit application for organizing small scale cultural events in the value of up to \$5,000 for LOT 1; carrying out marginalized group mobilization, advocacy, and empowerment projects in the value of up to \$ 25,000 for LOT 2; providing capacity development and technical assistance to local government, CSOs, or communities in the value of up to \$ 50,000 for LOT 3 and larger initiatives targeting all or most of the 16 municipalities covered by the project in the value of up to \$100,000 for LOT 4.

ALL LOTS

The following criteria are applicable to applicants in all lots:

- Applicants should be legally registered as NGOs in Kosovo;
- Applicants are acting on their own behalf or as part of consortium and are genuinely interested in promoting inter-ethnic cooperation and communication;
- Do not entail any activities that are illegal under the Kosovo laws and constitutional order;
- Proven track record of management of similar budgets and projects with that requested through the grant application;
- Be innovative and unique;
- Be independently originated and developed by the applicant;
- Be consistent with and supportive of USAID/AKT – LS strategy and objectives;
- Be able to improve interethnic relations in target areas of the AKT – LS Program.

LOT 1:

Indicative activities are listed below but not limited to:

- Photo or video camps for multi-ethnic youth followed by travelling public exhibits
- Traditional Fairs involving various ethnic groups in Kosovo
- Inter-ethnic school trips to cultural sites or events
- Multi-ethnic music festival / Contemporary music / Traditional music festival

LOT 2:

Indicative activities are listed below but not limited to:

- Advocacy initiatives aimed at improving the ability of vulnerable categories to better represent their interests in the policy making process;
- Conducting series of administrative literacy trainings for interns from vulnerable groups in public institutions
- Awareness raising activities aimed at increasing the inclusion of vulnerable groups in the Kosovo society;
- Increased participation of vulnerable groups in all sectors of society;
- Improve the independence and space for activity of members the vulnerable groups;

LOT 3:

All applications received for LOT 3, should be submitted by a minimum of two organizations one coming from the majority population and the other from non-majority communities. The applications under this LOT should be designed as such that they contribute to the development of civil society, communities, empowerment of vulnerable and marginalized groups. Priority will be given to formal youth structures (such as Local Youth Action Councils) and women groups. Indicative activities are listed below but not limited to:

- Technical assistance to CSOs, and community groups aimed improving the representation of LGs and accountability towards their constituencies;
- Organizational development and support to member-based organizations and community groups with vested interest in the policy making process;
- Building channels of communication and cooperation across sectors;
- Networking between majority and non-majority communities, groups, organizations;
- Improving the ability of local governments to properly address the challenges and priorities of constituencies they represent through establishing citizen response channels and other communication facilities that serve the representation of interests of local communities
- Increasing transparency and accountability of local governments to respond to the needs of citizens;
- Technical assistance to private sector, aimed at improving the entrepreneurs of Micro, Small and Medium Enterprise's, through training and business mentoring.
- Technical assistance to private sector and business/sector association, aimed at improving MSME's market penetration in Kosovo and market linkages, through fairs and B2B's.

LOT 4:

All applications received for LOT 4, should be submitted by a minimum of two organizations one coming from the majority population and the other from non-majority communities. The length of actions envisaged under LOT 4, can span up to 18 months. LOT 4 grants are aimed at improving the bonds between local institutions and constituencies, improve their functioning and increase their efficiency and effectiveness. It seeks active CSO engagement in assisting local governments to better cope with pressures and challenges. Indicative activities are listed below but not limited to:

- Develop policy-making, analysis and monitoring capacities of local institutions and organizations
- Build cross-municipal partnerships to address challenges exceeding municipal boundaries;
- Be implemented in at least four municipalities
- Improve the quality and quantity of services rendered by municipalities;
- Address community priorities and broader issues of concern for significant portions of populations.
- Present potential for replication and synergies and building success stories of cross-ethnic cooperation;

Section II: Award Information

1. Advancing Kosovo Together – Local Solution intends to fund three grants in response to this RFA. Allowable costs must be consistent with USAID policies and procedures and be reasonable, allowable, allocable, and well documented and justified for the proposed project and budget.

2. Under this RFA a grant will be made to the following types of organizations:

- Locally registered CSOs²

3. Grants are expected to be less than one year in duration with the exception of LOT 4, where activities can span up to 18 months

4. All Grant applications received by the deadline will be reviewed by the Advancing Kosovo Together – Local Solution Review and Evaluation Committee (REC) within three weeks of the submission deadline according to the evaluation criteria outlined in this RFA.

5. Submissions received after the Closing Date and Time will not be considered in the review process. Both electronic and hardcopies must be received before the closing date and time.

6. Following submission of your *complete* Application, within thirty calendar days from the deadline for acceptance of applications, the Advancing Kosovo Together – Local Solution's Grants Manager will send you an e-mail notification advising you of when we have scheduled our REC to review and evaluate your Application. Those applicants receiving the highest scores, up to the point that available funds are expended will move to the pre-award/negotiation phase of the grant award process. Note: The inclusion of a detailed budget and detailed budget notes will help to expedite the negotiation phase. Once an application has been successfully negotiated and approved by USAID, it will be funded upon availability of resources.

7. Simplified, Fixed Obligation or In-Kind Grant Agreement will be awarded.

8. Pre-Award Certifications, Assurances and other Statements of the Recipient – All non-U.S. organizations prior to signing of any grant agreement must sign the following certifications, assurances and other statements: a signed copy of the Certification Regarding Terrorist Funding required by the Internal Mandatory Reference AAPD 04-14, Self-Certification and Certification of Recipient.

Section III: Eligibility Information

This RFA is open to CSOs registered in Kosovo (more specific types of organization is referenced in Section II. 2 above), including faith-based organizations (in accordance with Executive Order 13279).

In addition, Grantees must:

- Be legally registered and recognized under the laws of Kosovo [**please provide copy of registration**];
- Have sufficient staff and capacity to undertake proposed activities;
- Possess the sound managerial, technical, and institutional capacities to achieve the results of the project;

²For the purposes of this RFA, the term CSO includes non-governmental organizations (NGOs), educational institutions, private businesses, professional associations, and other community based organizations.

- Possess a system of internal controls that safeguard assets and protect against fraud, waste, and conflicts of interest;
- Be willing to sign applicable certifications; and
- Not be found on the list of System for Award Management (SAM) and/or OFAC's SDN and Blocked Person List.

The following organizations are *not* eligible for Advancing Kosovo Together – Local Solution grant funding:

- Political parties, their subsidiaries, or affiliates;
- Organizations that appear on the SAM, OFAC or U.N. 1267 list;
- Organizations that promote or engage in illegal activities or anti-democratic activities;
- Faith-based organizations whose objectives are for discriminatory and/or religious purposes, and whose main objective of the grant is of a religious nature;
- Any entity affiliated with Community Development Fund (CDF) (Advancing Kosovo Together – Local Solution), its officers, directors, or employees; and
- Public International Organizations.

Section IV: Application Submission Information & Contacts

1. The RFA includes all information required to apply for a grant, however, questions on this RFA should be submitted to:

Attention: Agron Selmani, Grants Manager
 Advancing Kosovo Together – Local Solution Office
 Sejdi Kryeziu, no.16, Peyton, Pristina, 10000, Kosovo

Office Numbers: 038 249 677/678

E-mail: grants@kcdf.org

The deadline for questions is March 20, 2015 at 3:30 pm. Both the questions and answers will be distributed to all applicants by March 23, 2015 by 3:30 pm.

Organizations should indicate the specific LOT for which they are applying for both in the cover page of the Application and the outer envelope.

Information Days with potential applicants will be organized as follows:

1. Assembly Hall, Address: 'Aleksandër Moisiu' n.n. Pejë/Pec on March 16, 2015 at 10:00 am
2. AKTIV Office, Address: Cika Jovina 3, North City II/6, Mitrovica on March 17, 2015 at 10:00 am
3. Assembly Hall, Vushtrri/Vučitrn on March 17, 2015 at 2:00 pm
4. Assembly Hall, Gračanica/Gračanicë on March 18, 2015 at 10:00
5. House of Culture, Klokot/Kllokot on March 18, 2015 at 2:00 pm
6. Assembly Hall, Štrpce/Shtërpçë on March 19, 2015 at 10:00 am

The USAID/AKT – LS program will not cover any costs related to participation in the Info Day.

Applicants must submit the application using the forms/templates included:

Attachment 1: NGO Application Form

2. Successful applicants will be required to sign all applicable certifications from ADS 303.3.8: <http://www.usaid.gov/policy/ads/300/303.pdf>. For this RFA, applicants will sign

certifications prior to any grant agreement signing, the certifications are labeled as followed:

- A signed copy of the Certification Regarding Terrorist Funding required by the Internal Mandatory Reference AAPD 04-14;
- Self-Certification; and
- Certification of Recipient

3. Applications can be submitted in English, Albanian and Serbian. Applicants must submit one original and one hard copy in a sealed envelope to the address above.

If sending by e-mail, please insert “Advancing Kosovo Together – Local Solution RFA-03-AKT-LS” in the subject line.

4. Advancing Kosovo Together – Local Solution will incorporate its USAID-Approved Branding and Marking Plan to all awards under this RFA.

5. Funding restrictions:

- Applicants are encouraged to submit their proposed list of commodities to be reviewed by AKT – LS during the evaluation process. However, please note that any ineligible commodities shown on applicants proposed list of commodities are subject to approval of from AKT – LS. A complete list of allowable and eligible commodities can be found at ADS 312: <http://www.usaid.gov/policy/ads/300/312.pdf>
- The award will not allow the reimbursement of pre-award costs. That is, only allowable obligations incurred during the period defined within the grant agreement will be reimbursed.

Applicants should submit the following to Advancing Kosovo Together Local Solution:

- Concept Paper;
- NGO Proposal Form;
- A copy of the Applicant’s valid legal CSO registration;
- A copy of the Kosovo ID card;

Hard copies of applications may be delivered to one of the following addresses:

CDF Office, Agron Selmani
Address: ‘Sejdi Kryeziu’, no.16, Peyton, 10000,Pristina, Kosovo

AKTIV Office, Branislav Nesovic
Address: Cika Jovina 3, North City II/6, Mitrovica

Section V: Application Review Information

1. AKT LS will evaluate applications based on the rationale for the proposed strategy, the justification for involving the given constituency, and the strategy’s likelihood of contributing to AKT LS project objectives, as well as the following criteria:

- Applicant’s demonstrated ability/commitment to reach out to, and work successfully with stakeholders such as constituents, community-based organizations, cultural societies, and/or other civil society groups.
- Prior experience in organizing cultural activities;
- Applicant’s past performance and effectiveness at achieving results;
- Applicant’s commitment to participate in AKT LS Capacity Building Program;
- Involve significant numbers of constituents with activities;
- Communicate the results of the activity and its significance to a wide audience;

All applications will be evaluated on a competitive basis in accordance with the criteria presented below. The number of points assigned indicates the relative importance of each factor. To make the evaluation process as objective as possible, each applicant must clearly demonstrate how its proposal meets the following criteria.

| Criterion | Maximum Points |
|---|-----------------------|
| 1. Project Proposal | 50 |
| 2. Cost Proposal | 20 |
| 3. Organizational capacity and/or potential and motivation to develop and manage cultural projects and past performance | 30 |
| Total | 100 |

1. Project Proposal (50 points)

- Extent to which the proposed project is logical, well-conceived, technically sound, reflects an appreciation for the likely problems to be encountered and directly addresses the objectives identified in this RFA (10 points)
- Extent to which the proposed project demonstrates: i) a clear understanding of the issues to be addressed, ii) original or innovative approaches to the issues in Kosovo, iii) a concrete set of meaningful and realistic results to be achieved, and iv) a logical explanation of how the results will be measured. (10 points)
- Extent to which the proposed project's activities demonstrate long-term impact and sustainability. (10 points)
- Compliance with AKT LS goals and objectives (20 points)

2. Cost Proposal (20 Points)

- Extent to which the proposed costs are realistic and consistent with project activities. (10 points)
- The level of commitment demonstrated to provide matching funds and in-kind contributions. Proposed cost share will be evaluated based on the level of financial participation identified within the ability of the applicant and the added value it represents to the program. (10 points)

3. Organizational Capacity and/or potential and motivation to develop advocacy campaigns and past Performance (30 points)

- Extent to which the applicant organization has demonstrated commitment to its mission and the ability to carry out the proposed project as planned, including adequate managerial and financial systems, and the extent of diversity in leadership and staffing. (10 points)
- Extent to which the applicant organization has demonstrated leadership ability within their sector of expertise and the capacity to provide support and services to constituents. (10 points)
- Extent to which the applicant organization has proven track record of managing similar size projects. (10 points)

During the course of review AKT LS may request additional information from the applicant regarding the grant proposal or about the organization in general. A request for further information does not imply that the AKT LS will or will not support the project; it simply indicates that the information is necessary in order to complete the review process.

Section VI: Award and Administration Information

Once this RFA is released, any questions related to this RFA must be directed to the Grants Manager only.

Once the REC has convened and evaluated applications, successful recipients will receive an e-mail from the Grants Manager to schedule the following negotiation tasks:

- (1) Simplified Pre-Award Survey³ (for In-Kind grants AKT – LS will do the Field Visit Before Approval Survey);
- (2) Technical/activity negotiations, including cost analysis of the budget;
- (3) Environmental assessments, if considered necessary.

Unsuccessful applicants will be notified in writing within one week following REC meeting.

Reporting requirements: Program progress and financial reporting requirements will be established during the negotiation.

Section VII: Other Information

1. USAID and/or Advancing Kosovo Together - Local Solution reserves the right to fund any or none of the applications submitted. Additionally, all awards pursuant to this funding opportunity are contingent upon the availability of funds and the receipt of a sufficient number of meritorious applications.

2. Applicants are reminded of:

PROHIBITION AGAINST SUPPORT FOR TERRORISM

- (a) The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws.
- (b) One of the applicable orders is Executive Order 13224, dated September 24, 2001. The website of the Office of Foreign Assets Control (OFAC) of the Department of Treasury contains the text of that order and a list of the individuals and entities designated thereunder. It also contains lists of individuals and entities designated under other anti-terrorism statutes, regulations and Executive Orders. See <http://www.treasury.gov/offices/enforcement/ofac/sdn/>.
- (c) USAID reserves the right to review and either approve or reject the following subaward if proposed under this contract/agreement: (i) any contract or subcontract in excess of \$6,000 with a non-U.S. organization or individual; and (ii) any grant or subgrant to a non-U.S. organization or individual, regardless of the dollar value. Furthermore, the written consent of USAID is required before certain other forms of assistance may be provided to a non-U.S. organization or individual. These include in-kind assistance such as renovation of an NGO's facilities, repair or replacement of a company's equipment, and certain training activities. No approval (or failure to disapprove) by USAID shall relieve the Contractor/Recipient of its legal obligation to comply with applicable Executive Orders and laws.

³ The Simplified Pre-Award Survey (SPAS) is used to determine whether or not the applicant has the capacity to adequately perform in accordance with principles established by USAID and OMB in the administration of a USAID funded grant. All applicants that pass the REC will be subject to the SPAS (in accordance with ADS 303.3.9). The SPAS is a question and answer based process that typically takes place at the applicant office. All areas of operation are reviewed, including but not limited to: budgeting, petty cash, procurement, accounting system, inventory, etc. If your organization has recently undergone a Pre-Award Survey with AKT - LS in the last 12 months, your organization will likely not be subject to another SPAS.

- (d) USAID reserves the right to rescind approval for a subaward in the event that USAID subsequently becomes aware of information indicating that the subaward is contrary to U.S. law or policy prohibiting support for terrorism. In such cases, USAID's Contracting Officer will provide written instructions to the Contractor/Recipient to terminate the subaward.
- (e) USAID reserves the right to terminate this contract/agreement if USAID determines that the Contractor/Recipient is involved in or advocates terrorist activity or has failed to comply with any of the requirements of this provision.
- (f) This provision, including this paragraph (f), shall be included in all contracts, subcontracts, grants and subgrants issued under this contract/agreement. The Contractor/Recipient shall promptly provide to USAID's Contracting/Agreement Officer a copy of the pages from each subaward that contains this provision.

USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

- (a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website: http://pdf.dec.org/pdf_docs/PDABQ631.pdf.
- (b) USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

Restriction on Source Origin - Grantee is not to purchase any goods manufactured or produced in restricted countries list (reference ADS310, Source Origin and Nationality: <http://www.usaid.gov/policy/ads/300/310.pdf>)

TRAFFICKING IN PERSONS (JUNE 2012)

- a. USAID is authorized to terminate this award, without penalty, if the recipient or its employees, or any subrecipient or its employees, engage in any of the following conduct:
 - (1) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;
 - (2) Procurement of a commercial sex act during the period of this award; or
 - (3) Use of forced labor in the performance of this award.
- b. For purposes of this provision, "employee" means an individual who is engaged in the performance of this award as a direct employee, consultant, or volunteer of the recipient or any subrecipient.

c. The recipient must include in all subagreements, including subawards and contracts, a provision prohibiting the conduct described in a(1)-(3) by the subrecipient, contractor or any of their employees.

Section VIII: Attachments

Attachment 1: NGO Application Form