



**USAID**  
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# Fixed Amount Award Entity Eligibility Checklist

A Mandatory Reference for ADS Chapter 303

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## **FIXED AMOUNT AWARD ENTITY ELIGIBILITY CHECKLIST**

### **1. Organizational Integrity**

- a. Obtain a copy of the articles of incorporation or other documentation which substantiates the legal character/registration of the entity in country/region of operation.
- b. Identify principals/key personnel/organization structure.
- c. Vet the organization/principals through the
  - i. Regional Security Officer or other checkpoints to validate good standing in the local community (integrity, reputation, internal controls) and ensure that the minimum statutory requirements are met.
  - ii. Excluded Parties List System (EPLS).
  - iii. Terrorism/Special Designated Nationals (SDN)/Blocked Persons/Office of Foreign Assets Control (OFAC)/etc.

### **2. Organizational Capacity to Achieve the Proposed Fixed Amount Award Activity**

- a. Assess management and staff expertise/resources to accomplish the Fixed Amount Award activity
- b. Intellectual property to be applied
- c. Technology resources to be applied
- d. Other assets available and commitments incurred to determine cash flow
- e. Assess ability to procure/manage property/personnel

### **3. Past Performance in the Sector**

- a. Identify similar activities the entity has implemented
- b. Obtain third-party information on performance related to quality of performance, timeliness of completion, and input from past funding entities and activity beneficiaries
- c. Review, if available, objective performance documentation, such as evaluations

### **4. FIXED AMOUNT AWARD Activity Implementation Viability**

- a. Are the milestones appropriate to the activity?
- b. Can USAID reasonably define the accomplishments required to achieve the purpose of the grant in the milestones?
- c. Are the milestones verifiable?

- d. Is there sufficient information available on estimated costs to:
  - 1. price milestones such that the **Fixed Amount Award** represents a good value to the Agency?
  - 2. identify risks to both the implementing entity and Agency, and mitigate the risks through “special conditions”?
- e. Are the milestones priced to balance liquidity with incentives for the recipient to keep performing?

**5. **Fixed Amount Award** Pre-Award Financial Review Checklist Applicable for Authorizing Advances of Funds, if Necessary**

- a. Is there a properly established bank account to receive USAID advances?
- b. Are account-related unused bank checks and petty cash on hand adequately safeguarded?
- c. Are there appropriate controls established over account disbursements?
- d. Are procedures established adequate to document account disbursement usage for grant activities?
- e. Are appropriate procedures established for regular reconciliation of bank account statements with internal records?
- f. If recipient had prior experience with managing advances from external sources, was past accountability adequate and were any past issues resolved? (Note: prior advance management experience not required).
- g. Does recipient have a comprehensive cash-flow projection for the proposed activity which supports the proposed implementation plan?
- h. Does the recipient understand USAID cash management requirements using either the 30-day rolling advance process or the working capital advance type methodology (see ADS 303, Awarding **Fixed Amount Awards** Additional Help Document)?
- i. A written report of findings on the above points should be made as part of the Fixed Amount Award checklist documentation. The report should provide a summary assessment of the overall advance fiduciary risks as high, medium or low, with a brief summary supporting narrative.

**6. Certifications/Representations Included/Obtained, as Appropriate**

Use the certifications as specified in ADS 303.3.8 with particular attention given to applicability for Non-U.S. Non-Governmental Organization (NGO) recipients when awarding to a Non-U.S. NGO.