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Fixed Amount Award Entity Eligibility Checklist

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A Mandatory Reference for ADS Chapter 303

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**FIXED AMOUNT AWARD ENTITY ELIGIBILITY CHECKLIST**

#### Organizational Integrity

* 1. 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.
  2. Identify principals/key personnel/organization structure.
  3. Vet the organization/principals through the:
     1. 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.
     2. System for Award Management (SAM).
     3. Terrorism/Special Designated Nationals (SDN)/Blocked Persons/Office of Foreign Assets Control (OFAC)/UN Security Designation/etc.

#### Organizational Capacity to Achieve the Proposed Fixed Amount Award Activity

* 1. Assess management and staff expertise/resources to accomplish the fixed amount award activity
  2. Intellectual property to be applied
  3. Technology resources to be applied
  4. Other assets available and commitments incurred to determine cash flow
  5. Assess ability to procure/manage property/personnel

#### Past Performance in the Sector

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

#### FIXED AMOUNT AWARD Activity Implementation Viability

* 1. Is the payment structure, including the milestones or triggering events, appropriate to the activity?
  2. Can USAID reasonably define the accomplishments required to achieve the purpose of the award?
  3. Does the program scope have measurable goals and objectives? If the payment structure includes milestones or triggering events, are they verifiable?
  4. Is there adequate cost, historical, or unit pricing data available to:

1. Establish a fixed amount award based on a reasonable estimate of costs?
2. Structure payments such that the fixed amount award represents a good value to the Agency?
3. Identify risks to both the recipient and Agency, and mitigate the risks through specific conditions? (see [ADS 303.3.9](http://WWW.USAID.GOV/ADS/POLICY/300/303) and 2 CFR 200.208)
   1. Does the award’s payment structure balance liquidity with incentives for the recipient to keep performing?

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

* 1. Is there a properly established bank account to receive USAID advances?
  2. Are account-related unused bank checks and petty cash on hand adequately safeguarded?
  3. Are there appropriate controls established over account disbursements?
  4. Are procedures established adequate to document account disbursement usage for award activities?
  5. Are appropriate procedures established for regular reconciliation of bank account statements with internal records?
  6. 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).
  7. Does recipient have a comprehensive cash-flow projection for the proposed activity which supports the proposed implementation plan?
  8. 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 303saj,)?
  9. 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.

#### Certifications, Assurances, Representations Included/Obtained, as Appropriate

Use the certifications, assurances, representations, and other pre-award terms as specified in [ADS 303.3.8](http://www.usaid.gov/ads/policy/300/303) with particular attention given to applicability for Non-U.S. Non-Governmental Organization (NGO) recipients when awarding to a Non-U.S. NGO.

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