Request for Applications

*Strengthening Inclusive Governance*

Advancing Community Empowerment in Southeastern Myanmar (ACE)

**RFA No.**: ACE-P4795-20-3  
**Date of issuance**: May 15, 2020  
**Bidders’ Conference**: May 29, 2020  
**Due date for questions**: June 3, 2020

Questions and applications should be sent via email to myanmargrants@pactworld.org  
**Release date for response to all questions**: June 10, 2020

**Closing date**: June 29, 2020

Application (including technical proposal and budget) are due by 5:00 pm June 29, 2020 via email to myanmargrants@pactworld.org. Emailed submissions must contain the subject “RFA Inclusive Governance – name of organization submitting application”.

**Estimated award date**: August 31, 2020

1. **Background on Pact**

A nonprofit international development organization founded in 1971, Pact works on the ground in nearly 40 countries to improve the lives of those who are challenged by poverty and marginalization. At the heart of Pact is the promise for a better tomorrow. Pact strives for a world where all people are heard, capable and vibrant. Pact is a recognized leader in integrated development. Our integrated approach combines interventions in purposeful ways to address development challenges holistically, always tailored to local needs. And we focus on systemic change to build an environment for sustainable success. Pact has been working in Myanmar since 1997.

2. **Purpose Statement**

Pursuant to the authority granted under USAID award AID-482-A-17-00001, Pact is pleased to announce the release of a request for applications (RFA) for funding to support Pact’s implementation of the Advancing Community Empowerment in Southeastern Myanmar (ACE) project. ACE is an integrated community development project with the goal of empowering vulnerable communities to engage in local decision-making processes. This RFA is issued as a public notice to ensure that all interested, qualified, and eligible organizations have a fair opportunity to submit applications for funding. For the purposes of this RFA, “organizations”
are defined as non-profit, non-governmental organizations (NGOs), civil society organizations (CSOs), community-based organizations (CBOs), or faith-based organizations (FBOs).

ACE is seeking to fund activities that improve inclusion of vulnerable and excluded groups in Southeastern Myanmar in governance and decision-making. ACE anticipates providing multiple awards up to 18 months in duration and up to USD $150,000 in value. The total estimated amount of funding for the RFA is approximately USD $1,500,000; however, ACE reserves the right to adjust the RFA and subaward ceilings or issue no subawards at all.

3. Program Description

3.1. Program background

Advancing Community Empowerment in Southeastern Myanmar (ACE), supported by the United States Agency for International Development (USAID)/Burma, aims to empower vulnerable communities to engage in local decision-making processes by reducing community vulnerabilities, strengthening community participation, and making local governance systems more inclusive, responsive, and accountable. ACE is implemented by Pact in partnership with international consortium partners Mercy Corps, Community Partners International, and Save the Children. The project also partners with a broad range of local organizations, service providers, and private-sector actors to address community development priorities.

ACE uses integrated development approaches that promote local engagement and leadership and create links between communities, service providers, and governance systems to meet locally prioritized needs. The project also empowers youth and women to take leadership roles. ACE aims to achieve its goal of ‘vulnerable communities empowered to engage in local decision-making processes’ through three objectives:

- Reduce community vulnerabilities
- Strengthen community participation
- Strengthen local governance systems

3.2. Geographic area

ACE defines Southeastern Myanmar as: Kayah State, Kayin State, Mon State, southern Shan State, northern Tanintharyi Region, and eastern Bago Region. Applicants proposing activities improving inclusive governance in these geographic areas are invited to submit proposals through this RFA. ACE focuses direct implementation in eight townships: Demoso, Hpruso, Hpasawng (Kayah State); Pekon (southern Shan State); Hlaingbwe, Kyainseikgyi and Thandaunggyi (Kayin State); and Thanbyuzayat (Mon State). Though not required, Pact welcomes proposed activities in areas where cooperation with other ACE activities and partners can be mutually beneficial and that support efforts to reach marginalized and underserved communities.

3.3. Intended impact

Through this RFA, Pact will support interventions in southeastern Myanmar that strengthen participation and inclusion of vulnerable community members so they are empowered to engage in local decision-making processes. Activities should have the intended impact of improving inclusive governance by increasing the participation and leadership of youth, women, disabled, minorities, and other especially vulnerable or marginalized groups in southeastern Myanmar.
Intended impact of funded activities may include:

- More inclusive decision-making, budgeting, development planning, and governance at the state, township, or village tract levels
- Improved transparency, accountability, and linkages between local communities and decision makers, such as village tract authorities, township authorities, state members of parliament, state government authorities, and ethnic administration representatives in the southeast
- Ethnic-based leaders, government administrators, and traditional or community leaders recognize the importance of inclusive approaches and begin integrating accessibility into development planning and community mobilization.
- Communities change their biases against engaging and cooperating with people from highly marginalized or vulnerable groups, evidenced through more inclusive approaches to community outreach, planning processes, and activities that address barriers and reduce discrimination.
- Differently abled community members are empowered to better engage in community planning and decision-making and receive improved services.
- Women increase engagement and participation in political processes and advocacy campaigns that increase women’s political voice.
- Youth take active leadership roles to develop or contribute to local strategies for addressing social issues affecting young people and the community at large.
- Ethnic organizations, institutions, and administrations strengthen their understanding of good governance principles and adopt measures to increase consultation and inclusivity of ethnic systems.
- Trust and collaboration are increased vertically between vulnerable communities and local authorities, and/or horizontally between ethnic and government authorities or departments.
- More inclusive governance and decision-making results in improved provision of local public services for health, education, livelihoods, or disaster risk reduction to vulnerable community members suffering marginalization or discrimination.

Applicants are not limited to these illustrative impacts. Applicants are expected to articulate a clear problem statement regarding inclusion of vulnerable group(s) and present an appropriate theory of change and realistic expected impacts resulting from the proposed activity.

**3.4. Intended target audience**

Activities should have the intended impact of increasing the participation, inclusion, and leadership of key vulnerable groups in southeastern Myanmar. Key groups for this RFA include:

- Women
- Youth
- Persons with disabilities
- Religious minorities
- Ethnic minorities
- Other vulnerable or traditionally marginalized groups based on race, identity, sexual orientation, or other factors
Applicants may decide to address multiple groups or geographic locations, or to focus on one group or one location. Applicants are not required to include all or multiple vulnerable groups in their applications. However, these groups may be cross-cutting and applicants should be sensitive to multiple exclusions and design appropriate interventions. Applicants should clearly articulate why they propose to support a specific vulnerable group, or vulnerable groups, in their proposals.

3.5. Expected role of sub-awardee in the program

The applicant will be responsible for leading activities that strengthen participation and inclusion of vulnerable community members so they are empowered to engage in local decision-making processes. Activities may include, but are not limited to, civic education, skills development, leadership training, inclusive development planning, networking, policy advocacy, action research, capacity building, social media literacy, or other relevant activities. Applicants are expected to articulate a clear problem statement regarding barriers to inclusion of vulnerable group(s) and present an appropriate theory of change and realistic expected impacts resulting from the proposed activity.

Illustrative activities include:

**Inclusive decision-making**
- Supporting inclusive decision-making, budgeting, and governance at the state, township, or village tract levels
- Strengthening inclusive governance practices among ethnic organizations and institutions
- Creating inclusive platforms for community engagement with political leaders at village, Village Tract, Township, and/or State levels
- Holding community-led political forums or debates promoting inclusivity with diverse perspectives and participation
- Integrating disability inclusion into existing community-based development projects and/or decision-making bodies
- Developing and enacting community-based strategies to counter discrimination and better include religious and ethnic minority groups in local administration and decision-making
- Trust-building activities between vulnerable community members and local authorities from government and ethnic administrations.
- Training ethnic and government service providers on inclusive decision-making and accountability for better health, education, livelihoods, and disaster risk reduction service provision to marginalized groups.

**Advocacy and skills building**
- Expanding participatory, community-led advocacy and awareness on disability and means to better include people with disabilities.
- Building women, youth, and minority groups’ civic skills for analysis and advocacy of public issues.
• Social media literacy training and strategies to identify and reduce discriminatory hate speech both off-line and on-line.
• Supporting conflict-affected communities to articulate their needs to local government and ethnic authorities to have needs better met.
• Development of community-based revolving fund mechanisms or other methods focused on the long-term support of vulnerable community.
• Behavior change training to improve community perspectives about disadvantaged and marginalized groups, their families, and support systems.

Leadership development and network strengthening
• Youth-led, women-led, or peer-to-peer learning activities rooted in local communities
• Community-based or localized efforts to grow women’s applied leadership and voice in public life through civic skill-building, advocacy, and political participation.
• Supporting and developing women and youth-led civic action groups
• Building and engaging networks of women leaders, youth activists, and discriminated minority groups such as LGBTQI community members.
• Community-based strategies and interventions to address social issues affecting youth, such as youth-led advocacy, community organizing, life skills training, etc.

Applicants are not limited to these illustrative activities above. Applicants are expected to articulate a clear problem statement regarding inclusion of vulnerable group(s) and present an appropriate theory of change, activity plan, and realistic expected impacts resulting from the proposed activity.

3.6. Program indicators and data reporting for partners

ACE has identified several program monitoring indicators to inform achievement of the program results. Applicants should design programs that demonstrate how they will support the program’s capacity and activities.

Below is the list of program indicators to which sub-awardees under this RFA will contribute. A proposed project may address some or most of the indicators, but it must include at least one of the below indicators under ACE Objective II: Community Participation Strengthened and ACE Objective III: Local Governance Systems Strengthened:

- Community capacity and leadership skills improved
- Participatory community decision making capacity improved
- Trust and reconciliation enhanced
- Youth and women’s participation increased
- Integrated public service provision increased
- Local public service provider capacity strengthened
- Trust and collaboration between communities and local authorities increased
4. Application Submission

4.1. Grantee eligibility

This competition is open to any non-profit non-governmental organization that is not established in the United States, with preference for local Myanmar-based and border-based organizations. To be minimally eligible for funding, applicants must provide full, accurate, and complete information and comply with the following conditions.

Organizations must:
- Be able to complete implementation within the stated maximum 18-month timeframe or sooner.
- Have previous experience of at least two years working on social inclusion and governance
- Have current geographic coverage where program activities will take place or prior experience in southeastern Myanmar with the ability to quickly start up implementation
- Currently operating or can demonstrate ability to operate in southeastern Myanmar with previous experience of working on proposed technical areas
- Currently or potentially engaging with key populations

4.2. Funding

Pact anticipates these awards will be cost-reimbursable, fixed amount award, or in-kind grants. Grant type will be based on the program description and the results of the partner’s pre-award risk assessment, which Pact will conduct prior to issuance of the award. Subject to the availability of funds, Pact may award up to $150,000 in funding for a successful applicant for a maximum of 18 months. Pact anticipates awarding multiple grant awards to successful applicants. Negotiations will be conducted with successful applicants only. Pact reserves the right to adjust the award ceiling and award any or none of the applications submitted.

4.3. Application submission deadline

Applications must be submitted by June 29, 2020 at 5:00 pm.

4.4. Late submissions, modifications, and withdrawals of application

At Pact’s discretion, any application received after the exact date and time specified for receipt may be considered ineligible for consideration. Applications may be withdrawn by written notice via email or in person by an organization or the authorized representative.

4.5. Conflict of interest clause

Applicants must provide disclosure of any past, present, or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Pact having to re-evaluate selection of a potential applicant.

4.6. Submission method for questions

Submit questions electronically to myanmargrants@pactworld.org. The deadline for questions is June 3, 2020 at 5:00 pm.

The email subject line should read “Questions – RFA Inclusive Governance – name of organization submitting application.”
All questions and answers will be shared with all interested applicants.

4.7. Submission method for final application

Submit applications electronically to myanmargrants@pactworld.org. ACE is not receiving paper applications for this RFA.

The email subject line should read “RFA Inclusive Governance – name of organization submitting application.” Technical applications and attachments must be submitted in Microsoft Word or Adobe PDF. Budgets must be submitted in Microsoft Excel.

4.8. Grant solicitation workshop

Date(s): A virtual Bidders’ Conference will be held on May 29, 2020 at 9:00 am. All applicants are encouraged to attend. Information about online Bidders’ Conference will be released on Pact’s Facebook page.

Location: Online; weblink will be provided to confirmed attendees.

Confirmation: An email confirming attendance must be sent to myanmargrants@pactworld.org.

Language: The conference will be held in Myanmar and English.

5. Application Format

5.1. Overall requirements

Applicants will develop their applications based on their understanding of needs, their prior institutional experience, and their determination of the approaches that would be feasible and successful. In all cases, applicants shall clearly explain the rationale for the proposed approaches chosen. To facilitate the competitive review of the applications, Pact only will consider applications conforming to the following.

- The application narrative should be clear, concise, and properly organized.
- If in English, the document should be in 12 point Times New Roman font, single spaced, with 1 inch/2.5 cm margins.
- Full applications should not exceed 16 pages (14 pages technical application and 2 pages cost application); page maximums for specific parts are provided in sections 5.2 and 5.3.
- Applications may be written in English, Myanmar, or local ethnic language.
- Paper copies of the applications will not be accepted.
- Please note that technical and cost applications should be separate files.

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Applications should take into account the evaluation criteria.

5.2. Technical application

Please use the templates in Attachment A and B for the technical application. Limit of fourteen (14) pages, including:

Sub-Awardee Risk and Responsibility Assessment Cover Page (1 page)
I. Technical Approach and Feasibility of Program Design (5 pages)

- The applicant’s technical approach should include:
  - A description of the applicant’s prior work as it pertains to the project objective
  - A description of the approach and activities to be undertaken
  - A description of geographic coverage area
  - A description of key vulnerable group(s) engaged
  - Theory of change
  - Anticipated results

- The application should discuss the applicant’s approach for engaging with local actors, building partnerships with key stakeholders, and creating linkages with other relevant development activities/programs.

II. Management and Staffing Plan (1 page)

- The management and staffing plan should show the roles and responsibilities of all staff who will support the project.
- Applicants should provide a summary of the skills and experience of the key staff who will work on the project.

III. Past Performance (2 pages)

- Describe the organization’s previous experience with social inclusion and inclusive governance.
- Demonstrate experience in building the capacity of local organizations, local communities, key vulnerable groups, local governments, research, networks, and initiatives.

IV. Monitoring and Evaluation Plan (2 pages)

- Describe how the project will collect data and ensure data quality of the relevant indicators from Section 3.5 of this RFA.
- The applicant can provide additional indicators and targets as needed and appropriate.

V. Work Plan (3 pages)

- Provide a detailed work plan for activities clearly identified in the program description and the applicable time frames.
- Provide an explanation of how activities may be sustained beyond the project period, as applicable.

5.3. Cost application

Limit of two (2) pages.

Please use the template in Attachment C for a detailed and summary budget and cost share plan as appropriate. The summary budget should include all costs anticipated within the following line items:

- **Salaries/fringe benefits**: all costs associated with employees working under the proposed project, including the level of effort expected from each salaried employee and the costs of fringe benefits
- **Travel and per diem**: travel, lodging, and per diem for staff need to implement the project
- **Equipment rental**: equipment that must be rented (i.e., vehicles) to enable program implementation
• **Workshops/training/events:** workshops, development of information materials, studies, information dissemination, etc.; other direct costs associated with implementing activities under the project

• **Operating/administrative costs:** rent, communications, electricity, telephone, audit, and office supplies; Pact will not fund office start-up costs or proposal development costs.

• **Cost Share:** Grantees are encouraged but not required to contribute resources from their own, private, or local sources for the implementation of this project. Cost sharing refers to the resources a recipient contributes to the total cost of an agreement. Cost-sharing may be cash or in-kind contributions but, by definition, may not include USG funds or USG-funded in-kind contributions. Cost-sharing must be used for the accomplishment of program objectives and must consist of allowable costs under the applicable USG cost principles (see 2 CFR 200.306 for more). The proposed cost share must be included in the budget.

5.4. Relevant documents

Applicants are encouraged to provide relevant documents if they have them, such as letters of support, registration, DUNS number, and recognition from local governments/authorities. These documents do not count toward the technical and cost application page limits. Registration is not required for an organization to be eligible.

6. Evaluation of Applications

6.1. Review process

Pact will establish a technical review committee to collectively assess all complete applications that meet the eligibility criteria. All technical reviewers will be subjected to a screening process to eliminate any conflict of interest. Evaluation will be based on the criteria set forth in section 6.2. The review panel, using the criteria detailed below, will rate applications and make funding recommendations to project management and funder.

Pact reserves the right to make any number of awards or none at all. Pact is not responsible for any costs associated with the development of applications.

To facilitate the review of applications, applicants must organize the narrative sections of their applications with the same headings and in the same order as the selection criteria.

6.2. Evaluation criteria for the application

In evaluating the applications, Pact will examine overall merit and feasibility, as well as the specific criteria relevant to each component, as elaborated in the table below. Applicants should note that these criteria both serve as the standard against which all applicants will be evaluated and serve to identify the significant matters that applicants should address in their applications. Pact will instruct the technical review committee to evaluate all applications according to the criteria as established and weighted in the following table.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Technical Approach and Feasibility of Program Design</td>
<td>35</td>
</tr>
<tr>
<td>The review team considers a strong technical design to be one that is informed by</td>
<td></td>
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<tr>
<td>local circumstances and needs. It should demonstrate coordination with other efforts</td>
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</tbody>
</table>
## Evaluation Criteria

<table>
<thead>
<tr>
<th>Points</th>
<th>Evaluation Criteria</th>
<th>Details</th>
</tr>
</thead>
</table>
| 10     | II. Management and Staffing Plan  
The review team will evaluate the extent to which the management and staffing plans demonstrate the applicant’s ability to effectively implement proposed activities responsive to this RFA. Reviewers will assess whether the organization has proposed sufficient level of effort to achieve stated results. |         |
| 15     | III. Past Performance  
Reviewers will evaluate whether the organization has managed successful projects of similar size and scope in the geographic areas specified. |         |
| 5      | IV. Monitoring and Evaluation Plan  
Reviewers will assess how the applicant intends to collect data, ensure data quality, and measure progress using the relevant indicators in section 3.5 and any additional custom indicators proposed by the applicant. Reviewers also will assess the feasibility of proposed indicator targets and consider the extent to which the application includes a plan to use the data for reflection and learning. |         |
| 10     | V. Work Plan  
Reviewers will assess the proposed timeline for implementing proposed activities for feasibility. |         |
| 25     | VI. Cost Evaluation  
The cost application will be evaluated for reasonableness, allocability, allowability, cost effectiveness, realism, and financial feasibility.  
Pact reserves the right to determine the resulting level of funding for the grants being selected for this RFA, regardless of what the applicant specifies in the cost application. |         |
| 100    | **Total**                                                                                                                                                                                                              |         |

### 6.3. Supporting documentation for Pre-Award Assessment/site visits

After the application evaluation process, any selected applicant will be required to complete a Financial Pre-Award Assessment in order for Pact to determine if the organization has the capacity to perform successfully under the terms and conditions of the proposed grant. As part of the Pre-Award Assessment process, applicants may be asked to submit additional documentation to illustrate that the organization has the capability to implement the grant. Site visits may be conducted by Pact staff to evaluate the organization in these areas.

### 7. Terms and Conditions

#### 7.1. Standard provisions

The Standard Provisions for Non-U.S. Non-Governmental Organizations as applicable will apply to these grants. Applicants can find the provisions at [https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf](https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf). Printed versions of these provisions are available upon request. Additional USAID provisions specifically pertaining to Burma and the ACE Cooperative Agreement will also apply as relevant.

#### 7.2. Permission for use and disclosure

By submitting an application under this RFA, the applicant consents to the disclosure of the documents submitted by the applicant to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.
7.3. Disclaimers

- Pact may cancel the solicitation and not award any funds.
- Pact may reject any or all applications received.
- Pact may adjust the RFA or subaward ceiling or timeframe noted in this document.
- Issuance of solicitation does not constitute award commitment by Pact.
- Pact reserves the right to disqualify any application based on failure to follow solicitation instructions.
- Pact will not compensate applicants for their response to the solicitation.
- Pact reserves the right to issue an award based on initial evaluation of applications without further discussion.
- Pact may choose to award only part of the activities in the solicitation or to issue multiple awards based on the solicitation activities.
- Pact reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition.
- Pact may contact applicants to confirm contact person, address, and that the application was submitted for this solicitation.
- Pact may contact listed past performance references without notice to the applicant. Pact also reserves the right to contact other past performance information sources that the applicant did not list in the application.
- By submitting an application, applicants confirm they understand the terms and conditions.

8. Attachments

The following documents are considered part of this RFA:

A. Sub-awardee Risk and Responsibility Assessment cover page
B. Technical application template
C. Cost application budget template
# Attachment A. Sub-awardee Risk and Responsibility Assessment cover page

## ORGANIZATION

<table>
<thead>
<tr>
<th>Legal Name (with acronym):</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Representative Name/Title:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

### Organization Type (check all that apply):

- ☐ Non-profit
- ☐ Educational Institution
- ☐ US-based
- ☐ For-profit
- ☐ Parastatal
- ☐ Non-US based
- ☐ State/local government
- ☐ Other

### Locally Registered?

- ☐ Yes
- ☐ No

<table>
<thead>
<tr>
<th>Registration Number:</th>
<th></th>
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<table>
<thead>
<tr>
<th>DUNS Number:</th>
<th>Year Established:</th>
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<table>
<thead>
<tr>
<th>No. of Employees:</th>
<th>☐ Full-time ☐ Part-Time ☐ Volunteer</th>
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### Do you have a Board of Directors?

- ☐ Yes
- ☐ No

<table>
<thead>
<tr>
<th>Number of Board Members:</th>
<th></th>
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### Date of last Board Meeting?

<table>
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<tr>
<th>Frequency of Board meetings:</th>
<th></th>
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### Please provide the full names of people in the following positions:

- CEO/President:
- CFO or equivalent:
- Board Chairperson:

## FINANCIAL INFORMATION

### Has your organization received funding from any U.S. Government Agency directly in the last 3 years?

- ☐ Yes
- ☐ No

### Has your organization received funding from any U.S. Government Agency as a subrecipient or subcontractor in the last 3 years?

- ☐ Yes
- ☐ No

### Provide the names, contact information, and award reference information for three (3) Funders who can provide references.

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
<th>3.</th>
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### Does any owner or member of management have a close family relationship (spouse, child, sibling, parent) with a current employee(s) and/or member of a government? If yes, list names and relationship.

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue from Awards</th>
<th>Other Sources (i.e. Fundraising)</th>
</tr>
</thead>
</table>

12
<table>
<thead>
<tr>
<th>List your annual revenue for the past three years.</th>
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**Current Number of Active Awards:**

What is the average size of contracts or awards, if any, your organization has received in the past three years?

Does your office use accounting software? ☐ No ☐ Yes (name): 

Is overhead charged: ☐ using government approved rates ☐ audit based rates ☐ direct allocation ☐ other

Does your organization have: ☐ awards that generate fee/profit ☐ fundraising ☐ other unrestricted sources

☐ our organization has none of these

Number of years files are maintained after project close: ___ Financial ___ Programmatic

**CERTIFICATIONS**

☐ Subawardee has the technical and financial resources necessary for anticipated performance requirements.

☐ Subawardee certifies that neither it, nor the recruiting firm(s) it may employ, require candidates to pay a fee of any kind for the opportunity to interview or as a condition of employment.

☐ Subawardee certifies that it will not perform or actively promote abortion as a method of family planning during the term of award

Certifying Official Name: 

Title: 

Signature:
Attachment B. Technical Application Template
Attachment C. Cost Application Budget Template