**Winrock International**

Feed the Future Ghana Agriculture and Natural Resource Management (USAID AgNRM) Project

Request for Applications

RFA No: RFA-002

Reference: AID-641-A-16-00010

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Closing Date and Time: October 27 5PM

Winrock International is implementing the USAID Feed the Future (FtF) Ghana Agriculture and Natural Resource Management (AgNRM) project to reduce poverty in northern Ghana through sustainable increase in wealth and nutrition from natural and non-traditional agricultural products. AgNRM is a five-year program and the main vehicle within the USAID Ghana FtF portfolio to address issues of biodiversity conservation and natural resource management in northern Ghana. Winrock International is implementing AgNRM in partnership with TechnoServe (TNS), Nature Conservation Research Centre (NCRC), and Center for Conflict Transformation and Peace Studies (CECOTAPS).

Subject to availability of funds, the USAID AgNRM project is seeking grant applications from qualified firms with substantial experience in developing and disseminating quality information, knowledge and skills to promote new behaviors and attitudes and empower community members in relation to:

* AgNRM targeted natural resource products: shea, tamarind, moringa, and dawadawa
* Gender empowerment and integration within community-level governance structures
* Positive nutrition behaviors
* Climate Smart Agriculture techniques and practices
* Land and resource access, use and tenure security
* Village Savings & Loan Associations (VSLA)
* Natural resource management and stewardship

The goal is to maximize the adoption of positive behaviors in AgNRM-targeted communities on the topics listed above. The messages are expected to be delivered in phases; first, messages will be aimed at triggering the audience’s interest to adopt the targeted behaviors; second, complementary messages will re-enforce the adopted practices; and, third, sustainability messages ensure that the audience does not abandon their new practices and behaviors.

Applicants should propose to work in a minimum of three and up to eight of AgNRM’s targeted landscapes or Community Resource Management Areas. The table included in this RFA provides Applicants with detailed information on AgNRM’s geographic scope, including population details. Applicants must provide details on the proposed number of landscapes, communities, VSLA groups and languages that will be targeted under the proposed program. Applicants must provide detailed description of its approach and methodology.

Applications should provide detailed information on the following:

1. Scope of Work
2. Program approach and methodology
3. Program activities
4. Illustrative list of message topics
5. Number and scope of messages to be provided
6. Monitoring and reporting plans
7. On-going support to be provided

The grant or grants will be awarded and implemented in accordance with USAID rules and regulations and Winrock International’s internal grant management policies.

The USAID AgNRM project and Winrock International employees may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a Winrock or project employee should be reported to authorized Winrock International representatives, or to [www.winrock.ethicspoint.com](http://www.winrock.ethicspoint.com).

Questions related to the submission of this RFA must be submitted by email to Ghana.Grants@winrock.org before October 13 use AgNRM RFA002 as the subject email.

The following Annexes are included with this request for applications:

* Annex A – Instruction for Grant Application
* Annex B – Grant Application Form
* Annex C – Grant Application Budget Template
* Annex D – Implementation/Work Plan Template
* Annex E – Required Certifications and Assurances

# SECTION 1: PROGRAM DESCRIPTION

## A. BACKGROUND

The USAID Feed the Future (FtF) Ghana Agriculture and Natural Resource Management (AgNRM) project is a five-year project. It is the main vehicle within the USAID Ghana FtF portfolio to address issues of environmental stewardship and natural resource management in northern Ghana. AgNRM is implemented by Winrock International (WI), in partnership with TechnoServe (TNS), Nature Conservation Research Centre (NCRC), and Center for Conflict Transformation and Peace Studies (CECOTAPS). The AgNRM project is designed to achieve the project goal of poverty reduction through sustainable increases in wealth and nutrition from natural and non-traditional agriculture products by addressing environmental, agricultural, governance, and natural resource management challenges. The expected resulting transformative changes include: adoption of improved practices, technologies and behaviours; better functioning value chains and governance structures; more equitable access to land and natural resources; and increased capacity of communities to improve natural resource management, address drivers of environmental degradation, and enhance rural livelihoods.

Project activities are to be implemented under the four project outcomes:

1) Increased Incomes from Natural Resource Products

2) Improved Food and Nutritional Security
3) Increased Farmer and Community Security/Access to Land and Natural Resources
4) Strengthened Environmental Stewardship

## B. OBJECTIVE

Under this RFA, AgNRM is seeking interested applicants that will work closely with the management and staff of the project in the main office in Tamale, as well as its satellite offices in Wa and Sandema. The firm should have experience working in one or more of the three regions in northern Ghana (Northern, Upper East and Upper West). Other USAID Feed the Future project have implemented successful behavior change models, which should be reviewed and incorporated, as appropriate. The selected applicant will work with the Winrock Behavior Change Communication (BCC) Specialist on USAID AgNRM project to develop a set of messages to serve the identified audiences. With support from project staff, the most appropriate channel(s) and medium(s) will be identified and messages delivered to the respective audiences. The main vehicle through which to work should be with the groups USAID AgNRM has identified in the target landscapes. The applicant should detail how it will work with the USAID AgNRM team to measure the impact of the information campaigns and promote sustainability of adopted practices. The applicant will work closely with the USAID AgNRM team to develop a framework for planning, message production, implementation of information campaigns and outreach activities, monitoring & evaluation, and reporting on the behavior change program. The selected applicant will be responsible for the following specific tasks:

* Applicants must be able to demonstrate a knowledge of the local knowledge, attitudes, and practices on AgNRM activities.
* Recommend and adopt an innovative and effective approach to produce messages for campaigns on at least five topics.
* Liaise with USAID AgNRM to produce effective messages for the various audience.
* Ensure effectiveness of the medium/tool of communication and take full responsibility for the medium/tool throughout the contract period.
* Ensure timely production and distribution of messages to audience from initial outreach, through the complementary and sustainability stages of messaging
* Work in partnership with the project management team to coordinate the campaigns to ensure consistency
* Ensure messaging is gender sensitive and promotes inclusion of men, women, boys and girls
* Develop and implement a monitoring system for the implementation of the proposed activities
* Participate in periodic review of the project to better appreciate the tasks ahead and adopt best techniques and approaches to deliver the best results
* Submit a quarterly report to USAID AgNRM
* Offer recommendations to the USAID AgNRM management team to make the campaigns more effective and efficient
* Work with USAID AgNRM on developing the best exit strategy for the project to sustain the campaigns beyond the contractual period
* Applicants must be able to conduct messaging in **at least 120 communities** across the Wechiau, Dorimon, Zukpiri, Sanyiga Kassena Gavara Kara, Moagduri Wuntanluri Kuwansasi, Builsa Yening Community Resource Management Areas, as well as two landscapes in the Eastern Biodiversity Corridor yet to be identified
* The ceiling targets for this activity are **9,000 people** found in **600 groups in 120 communities across 3 targeted biodiversity corridors.** Applicants must show how they will utilize the budget available to reach as many of these people as possible.

**Deliverables from Successful Grantee**

The successful applicant will provide USAID AgNRM with the following deliverables by email and hard copies. USAID AgNRM will review each submitted deliverable and provide feedback after the applicant has successfully addressed USAID AgNRM’s feedback the deliverable will be approved.

* Detailed Scope of Work
* Detailed implementation plan specifying how the initial, complementary and sustainable campaign strategies
* Monthly monitoring reports on progress of campaigns
* Quarterly reports
* Final overall activity report

The grant will support the following project indicators. Grant reporting will include data on these indicators where applicable:

* Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance
* Number of farmers and others who have applied improved technologies or management practices with USG assistance
* Number of hectares under improved technologies or management practices as a result of USG assistance.

## C. AUTHORITY

The AgNRM grant awards are made under the authority of the U. S. Foreign Affairs Act and USAID’s Standard Provisions for Non-U.S. Non-Governmental Organizations, as well as Winrock International’s grants management policies and procedures.

USAID has the right to supersede any decision, act, or omission by Winrock with respect to any grant. USAID retains the right always to (1) dictate a different decision with respect to the award or administration of any grant; (2) rectify an omission by Winrock with respect to the award or administration of any grant; 3) take over the administration of any grant awarded hereunder; and/or (4) terminate, in whole or in part, Winrock’s grant-making authorities.

# SECTION 2: GRANT AWARD INFORMATION

## A. EXPECTED AMOUNT OF THE GRANT

The grant amount is up to $250,000. The final amount will be dependent upon the approved grant activities and final negotiation.

AgNRM reserves the right to award several, one or no awards based on the quality of applications and availability of funding. Grant Applications will be accepted through October 27 17 hours GMT.

## B. EXPECTED START AND DURATION OF THE GRANT

The period of performance can range from one to two years of performance. It is anticipated that grant activity will start on November 30, 2017 for a total period of performance not to exceed two years.

## C. Type of grants awards

The USAID AgNRM project will determine the appropriate grant mechanism for the award, in consultation with the applicant during the negotiation process, based on the pre-award assessment of the applicant, nature of the grant activity, and estimated total cost of the award. As much as possible, standard cost reimbursable grants will be issued.

# Section 3: ELIGIBILITY INFORMATION

## A. Eligible Applicants

Applicants must be organizations legally registered under the laws of the Government of Ghana and be in good standing with the Government of Ghana, at either level be it national, regional or district. Grants may also be awarded to international organizations operating legally in Ghana. Applicants may also include national or international private sector organizations, civil society organizations (including Faith Based Organizations (FBO) and agribusiness associations), non-governmental organizations (NGOs) or regional and district-level organizations whose proposed activity responds to the goals and objectives of USAID AgNRM and contain expected outcomes and results consistent with and linked to the project objective.

Eligibility requirements include:

* Be legally able to operate in Ghana.
* Demonstrate sufficient capacity and resources to implement the grant in addition to any other activities being implemented by the organization.
* Have the capacity and be willing to enter a contractual arrangement with Winrock International to work together towards fulfilling the objectives of the AgNRM project.
* Have a demonstrable mission that is compatible with AgNRM objectives and relevant experience.
* Pass a pre-award capacity assessment by providing basic financial and administrative information per Winrock’s standard questionnaire; if information is incomplete or not acceptable to Winrock International and USAID standards, the proposal will be eliminated from consideration.
* Must have over five years of experience in messaging to promote behavior change in Ghana. Experience in the Northern, Upper East and Upper West regions is a plus
* Should have a tested innovative mechanism in messaging for the assignment.
* Experience in climate smart agriculture, and NRP such as shea, gender, land rights, nutrition and environmental conservation is a plus
* Field staff should be able to understand and speak the local languages of the CREMA where they will be assigned
* Display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets, protect against fraud, waste and abuse; and support the achievement of program goals and objectives.

The USAID AgNRM project encourages applicants who have not previously received USAID funding to apply.

## B. Additional Requirements

* Applicants must sign the following required certifications prior to receiving a grant:
	+ Certification of Recipient
	+ Certification Regarding Terrorist Financing
* Profit (excess of grant amount over cost) used, per USAID regulation *2 CFR 200 and 700*
* Must have a registered DUNs number
* **Limits on the number of applications an applicant can submit**

An applicant can submit one application under this Request for Applications.

# Section 4: APPLICATION AND SUBMISSION INFORMATION

## A. Instructions to Applicants

Applicants must propose strategies and activities that are in line with the program description provided above. Proposed strategies and activities should also reflect their organizational strengths and capabilities.

Instructions and a template for the grant application, budget and implementation plans are in attached in Annexes A-D. Applicants that submit grant applications that meet or exceed the evaluation criteria will be notified of next steps in the application process.

**Grant Application**

Templates to be utilized when developing the grant application are provided in Annexes A-D. Applicants shall present their technical application, budget and implementation plans in the formats provided and shall follow the instructions and guidelines listed in these annexes.

All grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributed to supporting the grant objective. Only grant applications that are filled out in the entirety will be considered.

The application must be signed by an authorized representative of the applicant organization.

**Unallowable costs**

The following items cannot be purchased with USAID AgNRM grant funds:

* Prohibited goods under USAID eligibility rules, including: military equipment, surveillance equipment, commodities and services for support of police or other law enforcement activities, abortion equipment and services, luxury goods, and gambling equipment, and weather modification equipment
* Restricted goods under USAID eligibility rules, such as agricultural commodities, motor vehicles, including motorcycles, pharmaceuticals, pesticides, used equipment, contraceptive products, U.S. Government-owned excess property or fertilizer
* Goods and services whose source and nationality is other than Geographic Code 935(Any area or country including the receipt country but excluding any country that is a prohibited source)
* Goods or services from suppliers as may be identified by USAID's consolidated list of debarred, suspended, or ineligible contractors at http://www.epls.gov
* Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by AgNRM, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed project
* Private ceremonies, parties, celebrations or "representation" expenses
* Previous obligations and/or bad debts
* Overtly religious purposes
* Expenses intended to influence the outcome of elections or other political processes
* Fines and/or penalties
* Creation of endowments
* Other costs such as alcoholic beverages are unallowable under USAID and/or federal regulations, such as OMB Circular A-122 “Cost Principles for Non-Profit Organizations”

## B. Application and Submission Information

Grant applications must be submitted in English and may not be more than 20 pages. This does not include other Annexes and CVs of proposed staff attached. Technical Proposals shall be written in English, typed on standard A4 paper, single spaced, only 12 font type may be used, with each page numbered consecutively. Page margins shall be a minimum of one inch at the top, bottom and each side.

Applications (including a technical description, estimated budget and supporting documentation) must be received electronically via email to Ghana.Grant@winrock.org and should reference AgNRM-RFA-002 or by post/hand delivery addressed to the Grants Manager, Winrock Tamale, Box 2958, Kalpohin Residential Area, Tamale Ghana. Applications must be submitted no later than 17:00 Ghana Local Time on September 30. Late or unresponsive applications will not be considered.

Receipt time is when the Application is received by the USAID AgNRM project’s Internet Server. Hand delivery and hardcopy paper submissions of the Application will not be accepted after the stated time above. P**lease do not send files in ZIP format.** Following are the procedures for submission of applications by e-mail:

* 1. Before sending your documents as e-mail attachments, convert them into Microsoft Word, Excel and/or PDF format (for documents requiring signature).
1. Once sent, check your own e-mail to confirm that your attachments were attached and sent. If you discover an error in your transmission, re-send the application materials again and **note in the subject line of the email that it is a "Corrected Submission.”** Do not send your submission more than once unless there has been a change; and if resubmission is necessary, please indicate that it is a corrected e-mail. Do not wait for us to advise you that certain documents intended to be sent were not sent, or that certain documents contained errors in formatting, missing sections, etc. The applicant is responsible for the submission of a complete and correct application.
2. To avoid confusion, duplication, and congestion problems with our e-mail system, only one authorized person from your organization should send the organization’s submission.

In addition to the application forms supplied in this RFA, applicants should submit the following to USAID AgNRM:

* Copy of valid Ghanaian registration certificate or related Government of Ghana documentation
* Signed and dated required certifications listed in section 3 above
* Implementation plan
* Copy of latest audited financial statements (if available)
* Valid tax certificate

**Point of contact**: The point of contact (POC) for this solicitation is: Ms. Modesta Asooh, Grants Manager, AgNRM Project, Ghana.Grants@winrock.org, Mobile: 0556491277. Please direct any questions regarding this RFA to the POC. Questions are due by October 13, 2017.

A written notification to the applicants regarding their application status will be sent within four weeks from the submission deadline.

## C. Requirement to Register in the System for Award Management

U.S. organizations must provide their DUNS number in the application. If the U.S. organization does not currently have a DUNS number, it must initiate the process for obtaining a DUNS number and register in the U.S. Government’s System for Award Management.

Non-U.S. organizations are required to obtain a DUNS number and register in the System for Award Management if the grant value is $25,000 or greater. Registration must be completed prior to receiving a grant award. Any non-U.S. organization that is currently registered in the System for Award Management must provide its DUNS number in its application to this RFA.

For information on the System for Award Management and registration, please visit: <https://www.sam.gov/portal/SAM/#1>.

## D. Required certifications

Applicants must submit all required certifications, as described in ADS 303.3.8 (http://www.usaid.gov/policy/ads/300/303sad.pdf). The required certification is attached to this RFA for applicant’s signature as indicated below.

Signed copies of required Certifications and Assurances must be completed and included in the applicant’s submission packet. The required Certifications and Assurances include:

1. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.)
2. Restrictions on Lobbying (2 CFR 200)
3. Prohibition on Assistance to Drug Traffickers (ADS 206)
4. Certification Regarding Terrorist Funding (AAPD 04-14)

Other certifications and statements required as part of the applicant’s Certifications, Assurances, and Other Statements:

* 1. The Survey on Ensuring Equal Opportunity for Applicants
	2. A Data Universal Numbering System (DUNS) number will be required if applicant is selected
	3. A signed copy of Key Individual Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10), when applicable
	4. A signed copy of the Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10), when applicable
	5. A signed copy of Certification of Compliance with the Standard Provisions entitled Condoms and Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking (AAPD 05-04), when applicable.

## E. Funding Restrictions

USAID AgNRM project will not reimburse applicants for any pre-award costs for preparing and submitting applications and any other costs associated with the negotiation of an award. Further, USAID AgNRM reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the applicants. Applicants will be informed in writing of the decision made regarding their application.

The applicants shall not propose to sub-grant any portion of the grant activity.

# Section 5: APPLICATION REVIEW INFORMATION

## A. Evaluation Criteria

Applications will be evaluated per established technical and cost criteria. Technical factors are given a higher weighting than cost factors. However, both technical and cost factors are important in selecting successful applications. Therefore, all applicants should be responsive to both the technical and cost criteria in their applications. The evaluation criteria are as follows:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Score/Weight** |
| 1. **Demonstrated capacity of the organization:** including financial practice and technical requirements, and significant human and organizational experience in areas pertaining to the proposed activity.
 | 15 points |
| 1. **Past Performance:** previous or ongoing experience implementing similar activities. The past performance is critical in evaluating the capacity of the grantee to successfully implement the proposed activity.
 | 10 Points |
| 1. **Responsiveness to gender and other identified needs:** with a focus on women and youth and/or those most affected by environmental degradation.
 | 20 points |
| 1. **Potential for impact/results:** including sustainability/innovativeness of proposed activities, and how the proposed activities help to advance project object.
 | 10 points |
| 1. **Technical appropriateness:** feasibility of project activities within the proposed timeframe and budget, soundness of work plan.
 | 25 points |
| 1. **Cost:** degree to which budgeting is clear and reflects best use of organization’s resources and USAID AgNRM grant funds.
 | 20 points |

**Demonstrated capacity of the organization:** Evidence of the organization’s capability to undertake and accomplish the proposed activities and positively impact the target beneficiaries. The proposal should demonstrate the organization’s effectiveness in terms of internal structure, technical capacity, and key personnel. In addition, the organization must demonstrate adequate financial management. Appraisal will be based principally on reference checks, organization’s past experiences and background, qualifications, reputation, appropriateness and skills of its key personnel; the organization’s “track record” for successfully achieving results (including development of self-sufficient, sustainable activities) will be examined and weighed.

**Past Performance**: Previous or ongoing experience implementing similar activities. The past performance is critical in evaluating the capacity of the grantee to successfully implement the proposed activity. Past performance will review how well the applicant performed, the relevancy of the work performed in relation to the proposed activity, significant achievements and problems, and any excellent or exceptional performance in key areas. In addition to the description of the applicants past work, the Grant Evaluation Committee (GEC) will contact at minimum three past performance references.

**Responsiveness to gender, environment and other identified needs:** Responsiveness to targeting women and youth and others who are more affected by environmental degradation. The activity should be environmentally sound and avoid things that will disrupt the physical environment. Potential impact should be identified and possible mitigation identified.

**Potential for impact/results:** The extent to which the proposed activity responds to the needs of the target group(s) and has identified clear, achievable impact and results. Also, the degree to which it will directly or indirectly stimulate other organizations to replicate and scale up the interventions, or develop and implement similar activities. The extent to which the expected impact further project objectives, particularly development of one or more of AgNRM’s targeted NRPs.

**Technical appropriateness:** The technical approach will be evaluated in terms of the viability of the proposed approach/methodology to produce the expected results. The GEC will evaluate the innovativeness of the program design, the ability to achieve the projected results based on the proposed work plan, and that the proposed results are measurable per one or more of AgNRM’s indicators. The GEC will also evaluate the applicant’s proposed methodology to objectively monitor and evaluate its progress in achieving expected results.

**Cost efficiency:** The degree to which budgeting is clear and reflects best use of organization and grant resources.

## B. Matching resources

There is no matching requirement for this grant.

## C. Review and selection process

Applications will be reviewed within 10 days of the close of this RFA. USAID AgNRM’s Grants Evaluation Committee (GEC) will convene to review the applications in accordance with the evaluation criteria listed above. The GEC is comprised of USAID AgNRM project staff.

The Grants Manager will also review the cost application to ensure that all costs proposed are reasonable, allocable, and allowable. The proposal selection will be based on the best value for the criteria stated above.

## D. Conflict of Interest

The USAID AgNRM program will ensure that members of the evaluation committee, both Winrock International staff and outside evaluators, do not have conflicts of interest with the organizations whose applications are being reviewed. Winrock holds the right to determine if “blind” reviews or tiered reviews by the GEC are needed.

# Section 6: AWARD AND ADMINISTRATION INFORMATION

## A. Notification of award information

The Grants Manager will notify the successful applicant or applicants in writing via e-mail. All grants will be negotiated, denominated and funded in Ghanaian Cedis (GHS). At that time, a grant document will be negotiated between the successful applicant and Winrock International. The grant will then be reviewed and approved by AgNRM’s Chief of Party, USAID and Winrock Home Office Management. The Unit Director of Winrock’s Forestry and Natural Resource Management Unit is the authorized signatory for the grants.

All costs funded by the grant must be allocable, allowable, and reasonable. Grant applications must be supported by a detailed and realistic budget as described in section 5 above.

## B. Award Administration

USAID AgNRM project will administer awards with U.S. organizations following 2 CFR 200, 2 CFR 700, and the Standard Provisions. Awards to non-U.S. non-governmental organizations will be administered in accordance with Standard Provisions for Non-U.S. Non-governmental Organization. A copy of these regulations can be found via the following links:

* 2 CFR 200 and 2 CFR 700: <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>
* Standard Provisions for U.S. NGOs <http://www.usaid.gov/ads/policy/300/303maa>
* Standard Provisions for Non-U.S. NGOs <http://www.usaid.gov/ads/policy/300/303mab>

## C. Reporting requirements

The following programmatic reporting requirements will be made part of any award issued under this RFA.

***Reporting Format***

**Report:** *Full Project Title*

**Grantee:** *Full Name of Organization*

**Duration :**  *D/M/YYYY – D/M/YYY*Y

**Grant Amount:**  *In local currency*

**Beneficiaries #:** *Cumulative and for reporting period*

**Geographic Area:** *Community/ies, District(s), Region*

**I.** **Purpose**

A statement of the project’s overall goal (maximum of five sentences). This should state explicitly what the project is designed to accomplish. State the program objectives in this section as well.

**II. Accomplishments**

This section should summarize progress made toward each of the project’s objectives, in the form of reaching expected results vs. actual results. Describe activities that have been undertaken to meet the objectives, as outlined above. Please include information regarding indicators tracked for this project.

**III. Problems Encountered & Identified Solutions**

Briefly describe any major impediments to the project’s implementation during the period and what you did or will do to resolve these issues.

**IV. Lessons Learned**

Briefly describe any lessons learned, both positive and negative, and especially those that may influence subsequent planning.

**V. Success Stories and Videos**

Include individual beneficiary success stories and videos generated as a direct result of the project in this section. Each success story should be one to three short paragraphs with photos if appropriate. Success stories should include details about improvements in a specific beneficiary or community’s life.

## D. Program Income [if applicable]

Program income includes but is not limited to income from fees for services performed, the use or rental or real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds.

Winrock in consultation with USAID|Ghana’s Agreement Officer must consider the best uses of program income and document this in the subaward. In accordance with 2 CFR 200.307 and the prior written approval of the Agreement Officer, Winrock may use program income to finance the non-Federal matching grant component of the subaward.

## E. Environmental Compliance [if applicable]

USAID AgNRM project will evaluate the potential environmental impacts of all proposed grant activities prior to award. The proposed grant activities must comply with 22 CFR 216 environmental regulations and against the program’s Initial Environmental Examination (IEE), Programmatic Environmental Assessment (PEA), or Pesticide Evaluation Report and Safer Use Action Plans (PERSUAP) to determine whether the grant activity needs to include any environmental mitigation measures into the activity design. USAID AgNRM project will complete an Environmental Screening Form (ESF) for all grant applications being considered. Grant activities such as classroom training events, technical assistance, and academic workshops generally qualify as a categorical exclusion as per 22 CFR 216.2. These activities therefore do not require an environmental review beyond the preparation of the ESF.

Activities that do not qualify as a categorical exclusion will require an Environmental Mitigation and Monitoring Plan (EMMP). The grantee will be required to report on the status of the EMMP in its reporting. USAID AgNRM project will also conduct site visits and follow up to ensure that mitigation and monitoring plans are strictly adhered to by the grantee.