

SERVIR Demand Activity (RCMRD)



Grantee Handbook

2014

Grantee Handbook

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SERVIR Demand Activity Grant Program

Grantee Handbook

1. Introduction

Welcome to RCMRD's SERVIR-Eastern and Southern Africa Demand Activity Grant Program (hereafter referred to as "SERVIR") and congratulations for developing a very strong proposal.

The purpose of this Handbook is to facilitate the efficient implementation of the grant and help minimize any problems that might arise as we work together. Specifically, RCMRD is providing you with this SERVIR grant using USAID funding and we must ensure that our implementation procedures follow their regulations and policies.

One purpose of this Handbook is to describe actions we must take to facilitate compliance. If we work together, this is not a difficult task. Another purpose of this Handbook is to present information regarding the role of RCMRD as the implementing agency for USAID-supported SERVIR-Eastern and Southern Africa Demand Activity Project. **SERVIR** connects Space to village by making geospatial information, including Earth observation data from satellites, Geographic Information Systems (GIS), and predictive models useful to developing countries. This is important information that you should thoroughly understand.

This Handbook presents only the most important tasks we must complete during the implementation of this grant. We encourage you to discuss the contents of this Handbook with us. We also encourage you to maintain close communication with the RCMRD Grants Associate throughout the implementation of the grant, discussing issues that might arise as activities progress.

Finally, it is important that you understand that you are responsible for implementing the grant in accordance with the rules and regulations of the Grant Agreement that you have signed and the procedures presented in this Handbook.

2. Initiating the Grant

The most important step that you need to take before starting work is to review and sign several important documents, including:

- **Grant Agreement:** RCMRD has given you two copies of the Grant Agreement. Please read the Agreement thoroughly, initial the lower right-hand side of each page and sign each copy of the Agreement. Please return one signed copy of the Grant Agreement to the RCMRD Grants Associate.
- **Guidance for USAID Procedures/Standard Provisions Checklist:** These requirements are applicable to Non-US recipients and Non-governmental Organisations when they receive funding from USAID. When a standard provision is determined to be applicable in accordance with the applicability statement of the Grant, the use of such provisions is mandatory unless a deviation has been approved in accordance with relevant USAID regulations. Please go through this checklist along with the Grants Associate to understand the applicability of this checklist, and sign at the bottom of the document (see Appendix A).

- **Voucher for Payment and Milestone Certification Form:** The purpose of this certification form is to certify that all deliverables listed under the milestone have been completed and a voucher for payment is being submitted to get reimbursed for the activity/milestone. (see Appendix B)

Certifications and Assurances:

You are required to understand and comply with the following Certifications and Assurances that were signed/will be signed by your organization prior to award of this Grant:

-Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals: By signing this certification, the receipt gives USAID rights to terminate this Agreement or to take other appropriate measures (including seeking refund) if the Grantee is found to have been convicted of a narcotics offense or engaged in drug trafficking. The Grantee must review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants. (See Appendix C)

-Certification on Terrorist Financing: The receipt certifies that, to the best of its knowledge, it did not provide, within the last ten years, any material support or resources to any individual or entity that associated or participated in terrorist acts as defined by the US government. The receipt will take all reasonable measures to ensure that it does not and will not knowingly engage or finance in any terrorist activities. (See Appendix D)

- Certification of Recipient: This document is stating that the grantee has received the certifications above and assures they are correct.

-Key Individual Certification Narcotics Offenses and Drug Trafficking: By signing this assurance the receipt certifies that "key staff" has not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances. In addition, the receipt has not been an illicit trafficker in any such drug or controlled substance and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance (see Appendix E).

-Participant Certification Narcotics Offenses and Drug Trafficking: This certification is similar to the above but refers to any "participants" of the grantee organization.

-Other Statements of Recipient: The purpose of this statement is to provide applicable information such as tax ID numbers and procurement plans. If the information does not apply to your grant, it does not need to be completed.

-USAID Guidelines and Standard Provision Checklist: This checklist in Appendix A summarizes all the other Applicable Standard provisions for Non- U.S, non governmental receipt as determined by the applicability statement in accordance with USAID regulations.

3. Understanding Your Budget

The approved budget in milestone format represents actual milestone costs of goods and services required to successfully implement your Grant. Since this is a Fixed-Obligation Grant, our agreement is that even if the price fluctuates over the course of this program, the activity must be completed within amounts as agreed upon during award negotiation.

We recognize that as we implement this program, needs might change which can either extend the time or resources allocated with each milestone or the grant in its entirety. If such circumstances arise,

please work closely with the Grants Associate to discuss budgetary constraints and she will be able to help provide guidance on the formal grant modification process. (Please refer section 4 for more details on modification process).

3.1. Policies on Expenditures

All expenditures incurred under this grant must adhere to USAID policies and regulations, including:

- USAID funds cannot be used for payments to institutions associated with or individuals employed by security forces (i.e. the military and police) or to any government officials during working hours, including salaries, honoraria, transport, and lodging. Government officials can only be paid after SERVIR receives written confirmation from their respective government office that they are not being paid by the government for the days worked on tasks in this grant (and provided for in the grant budget) and that the work to be done is outside of the official's normal duties.
- USAID funds can be used for payments to persons working at recognized academic institutions for "intellectual products," such as acting as a facilitator, resource person, or researcher.
- Under USAID regulations, certain items are described as "restricted goods." These items include vehicles, agricultural commodities, pharmaceuticals, pesticides, fertilizer, used equipment, and U.S. government-owned excess property. You may not procure any of these items using USAID funds without a waiver from USAID. Should you require such a waiver, RCMRD will complete the waiver process for you. If you have any questions about whether an item is restricted, please consult the Grants Associate. Purchasing a restricted good without a proper waiver will result in disallowance of the cost of the restricted good.
- Under USAID regulations, certain items are described as "ineligible goods." These items include military equipment, surveillance equipment, police and law enforcement equipment, abortion equipment, luxury goods, gambling equipment, and weather modification equipment. USAID funds cannot be used to procure such items under any circumstances and any costs claimed will be disallowed.

Frequent coordination and communication with the Grants Associate will help you avoid any unwanted issues related to expenditures.

3.2. Procurement and Payment Guidelines

During grant implementation, your organization will be responsible for procuring the goods and services listed in the approved budget. All expenditures must not exceed amounts stated in the budget. It is critical that you seek the best cost for all items you procure—be certain to make comparisons of the prices and quality of goods or services offered by vendors and consider the timeliness with which vendors can deliver goods or services. You must carefully document the steps taken to secure the best price and quality for each item or service you procure, to ensure compliance with USAID procurement rules and regulations.

Requests for payments and milestone certification and deliverables as listed in the Grant Agreement must be sent to the Grants Associate (see Appendix B). It is important that you meet with the Grants Associate to discuss the schedule of payments and reporting requirements to avoid any unforeseeable delay with the payment that can disrupt cash flow in your organization.

Please note that RCMRD requires at least 10 working days to review, approve and process requests for payment or reimbursement.

4. Making Changes to the Grant Agreement

All funds received under this Grant Agreement must be used to procure goods and services as presented in Fixed Obligation budget template as well as according to the approved workplan. It is important that you understand the following provisions:

- RCMRD will not pay anything exceeding the approved milestone amounts and the implementation period cannot extend beyond the period stated in the Grant Agreement. Furthermore, the grant activities must be completed within the end day of the overall grant period and the total obligated amount.
- The Grant Associate conducted a thorough pre-award cost analysis and budget review to minimize the need for amendments and extensions. In all cases, the Grantee will be held responsible for all costs associated with the procurement of items not listed in the approved budget or which occur before or after agreed grant implementation period.
- If clearly justifiable reasons exist, you may present a formal written request to the Grants Associate to amend the Grant Agreement budget or to extend the Agreement end date. Senior RCMRD staff members and in some cases DAI/USAID must approve in writing all changes to the Grant Agreement for them to be official.

5. Copyright and Reproduction:

Items that you develop using funding under this Grant cannot be sold without prior written approval. Should approval for sales be provided, all money received must be used to fund future activities (i.e. not received as profit for the organization or individuals involved).

USAID reserves the right to determine the final use of all materials remaining with you at the end of the Grant Agreement period, including all construction materials, books and printed matter.

You shall retain ownership of any goods, copyrighted materials and patents developed through grant-funded activities. SERVIR and USAID retain the right to continue free use of any goods, copyrighted materials and patents developed through grant-funded activities.

Please review your Grant Agreement for more information.

6. Communicating About Your Grant

RCMRD/SERVIR-Eastern and Southern Africa welcomes you as one of our grantee partners. We want to make sure that news and information about your work and your organization are shared and highlighted throughout the year. This branding guideline provides information on how to communicate about your grant/project, including the specific branding requirements of SERVIR- Eastern and Southern Africa, USAID, NASA and RCMRD for all of their funded programmes.

The main purpose of branding and marking is to ensure consistency in language and accurate portrayal of USAID, NASA, RCMRD/SERVIR- Eastern and Southern Africa and their contributions. Branding and marking plan must have clarity on the number and types of media materials, workshops and seminars, and other related materials to be produced under the project. Please review the materials included in the communications toolkit prior to completing the branding and marking plan.

Media and Other Policy Guidelines

The detailed guidelines on communicating information about SERVIR grant to media and stakeholders are included in the communication toolkit. The toolkit provided to you includes:

1. Specifications for Logos
2. Branding Guidelines
3. Communications Overview (detailing key audiences and messages)
4. SERVIR Marketing Materials

1. Logos:

The logos of the agencies associated with the grant programme: USAID, NASA and RCMRD/SERVIR Eastern and Southern Africa should always appear in its entirety and without distortion. To ensure that logos are not distorted or altered in the process of documentation, make sure that they are reproduced only from original reproduction proofs, which will be provided to you. Logo usage guidelines are provided in the communication toolkit. Should you have further questions, please contact the hub communications team listed at the end of this document.

2. Branding

As noted in the Grant Branding and Marking Plan, we require prior approval of any public acknowledgement of your grant and all uses of SERVIR's and RCMRD's name or logo. This pre-approval is necessary to ensure accurate portrayal of the SERVIR programme and its grant projects and to permit us to respond effectively to any inquiries directed to us. Please provide any such planned announcement to us at least **two weeks** before its intended release so that we have time to review it. Branding guideline for each agency are included in the toolkit.

3. Communications Overview

The communications overview of SERVIR provides general information about the SERVIR programme, its goal, key stakeholders, and the hubs. It also includes information on key audiences of SERVIR, as well as communication objectives and possible strategies to be used. It will assist grantees in articulating key messages about the project outcome and identifying target groups for the project.

4. SERVIR Marketing Materials

A set of SERVIR Catalogue included in the communications toolkit provides information on SERVIR activities. Brochures are also available at <http://catalogue.servirglobal.net/>

Disseminating Information about Project Outcome via Media

When communicating to target audiences according to the project branding and marking plan (also refer communications overview to get a sense of SERVIR audiences), grantees are encouraged to acknowledge SERVIR's support mentioning the SERVIR programme in the list of funding sources. Please include the following wording in the first or second paragraph of any written communication regarding the grant project:

The xxx project is funded by SERVIR, a regional visualization and monitoring system that integrates earth observations such as satellite imagery and forecast models, together with in situ data and other information for timely decision-making. SERVIR is a joint initiative of USAID (United States Agency for International Development) and NASA (National Aeronautics and Space Administration). SERVIR-Eastern and Southern Africa is implemented in partnership with RCMRD and works towards establishing itself as a regional resource centre in the Eastern and Southern Africa region by developing relevant geospatial applications, and increasing access to data and decision-support tools on different thematic areas.

Promoting the project on the web

To help promote SERVIR/RCMRD projects on the web, please provide us with links to any website, Facebook, Twitter, and other social media accounts that can help people learn more about the organization, its activities and the grants project.

Developing Success Stories

Success stories are crucial for keeping the funding agencies informed about the positive changes brought about by their contributions. They capture how project activities have benefited communities in the project area. Written in simple language with first-hand accounts and quotes, a good success story also tries to use figures and statistics to communicate progress. Topics for a success story can range from programmes, projects, or activities that have proven results and measurable impact (for example, the number of people warned of impending frost or flood). Show tangible changes in the economic situation of community members.

Templates for success stories can be found under the heading “Transforming Lives (Telling Our Story)” at the following link: <http://www.usaid.gov/branding/templates>

SERVIR Communications Department

For communication related enquiries: Wahu Mbatia, wmbatia@rcmrd.org

For general inquiries: servirgrants@rcmrd.org

Telephone: +254-20-2680722, +254-20-2680748, +254-723-786161

Website: www.rcmrd.org / www.servirglobal.net

7. Reporting

As grant activities progress and draw to a close, it is important that we learn about the output and impact of our work. Reporting on grant activities and the use of Grant funds facilitates this learning process and ensures that we might replicate best practices in other areas.

RCMRD has developed simple reporting guidelines to help you comply with USAID regulations and policies. These guidelines focus on learning and should not overburden your staff with data collection and writing tasks.

7.1. Technical progress report

Technical progress report must be submitted in accordance with the requirements and schedule set forth in your Grant Agreement.

7.2. Training Events Reporting

If the Grant Agreement includes specific training activities, a Training Report must be submitted according to the deadline stated in your milestone schedule. The report should be brief and concise, capturing achievements and objectives of the training, daily participant attendance sheet and the full agenda (see Appendix F).

7.3. Other Reporting Requirements

You may be asked by RCMRD to submit periodic reports in response to specific requests by and requirements of USAID. Your Grants Associate will instruct you accordingly.

7.4 Final Grant Report

The Grant Final Report must be submitted no later than 15 days after the completion of grant activities. The report should present achievements measured against objectives and deliverables. (See Appendix G).

After all activities are complete and all reports have been delivered to and approved by RCMRD, we request that you sign and return the final milestone and voucher for payment certification along with a final close out letter to the Grants Associate. The Grants Associate will provide with a final close out letter prior to close out of the grant.

8. Contact Information

In case of any queries or any issues regarding project implementation, the grantees are requested to please contact the SERVIR-Eastern and Southern Africa Small Grants Team by e-mail or phone through the following contact point.

Name: Rosalid Ndoro
Grants Management

9. Appendices

- 9.1 Appendix A and A1. List of USAID Standard Procedures/Standard Provisions for Fixed Obligation Grants
- 9.2 Appendix B. Voucher for Payment & Milestone Certification
- 9.3 Appendix C. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals
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