

ELIGIBILITY CHECKLIST

ELIGIBILITY CRITERIA	YES OR NO?
<p><u>ENTITY (APPLICABLE TO PRIME AND NOT SUB-AWARDEES):</u></p> <ol style="list-style-type: none"> 1. Is the Prime Applicant a Burundi non-governmental (including, but not limited to, Private Voluntary Organizations (PVOs), universities and for-profit entities)? 2. Does the Prime Applicant organization meet all of the following criteria? <ul style="list-style-type: none"> • Is organized under the laws of the recipient country; • Has its principal place of business in Burundi; • Is majority-owned by individuals who are citizens or lawful permanent residents of Burundi or is managed by the governing body, the majority of whose members are citizens or lawful permanent residents of Burundi; and • Is not controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of Burundi. <p>The term “control” or controlled by” in the above definition means having a majority ownership or beneficially interest, or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization’s managers or a majority of the organization’s governing body by any means, e.g., ownership, contract, or operation of law. The term “Foreign Entity” means an organization that fail to meet any part of the “local organization” definition.</p>	
<p><u>STAFFING:</u></p> <ol style="list-style-type: none"> 1. Are the Prime Applicant proposed staff (key personnel and non-key personnel) working under the WIYIZIRE Activity at least 75% citizens of Burundi or lawfully permanent resident of this country? 2. Are all of the proposed key personnel Burundi citizens or lawfully permanent resident of this country? 	

NOTE: FOR THE PRIME APPLICANT TO BE ELIGIBLE FOR THE WIYIZIRE ACTIVITY, ALL ANSWERS TO THE ABOVE QUESTIONS MUST BE “YES”. PLEASE PROVIDE RELEVANT DOCUMENTS SUPPORTING YOUR POSITIVE RESPONSES ABOVE.

May consider to add some from:

In addition, it is USAID policy to conduct entity eligibility checklists with potential grantees that are receiving USAID funding for the first time in order to determine the fiscal responsibility and ensure adequacy of financial controls and establish an indirect cost rate. In order to begin this process, we request that you submit with your application to the Agency Points of Contact listed in Section X of this NOFO the following documents by the Closing Date listed above:

- **Financial audits for the past 2-3 years**
- **Proof of certificate of registration**
- **Organizational Chart**
- **Organization Bylaws or standard operating procedures (HR Manuals, Procurement, Payroll)**
- **Information about your Board**
- **Program Operation Plans**
- **Information on past experience, especially assessment reports for past or current projects**

Additional guidance on the entity eligibility checklist can be found at:

<https://gsearch.usaid.gov/viewer/index.jsp?start=0&proxy=%2F&sessionid=01c4ef3c-3e7e-4317-ac77-13e4af43f3f8>