



HAITI INTEGRATED FINANCING FOR VALUE CHAINS AND ENTERPRISES (HIFIVE)

REQUEST FOR APPLICATIONS (RFA)

HIFIVE CATALYST FUND (GRANTS PROGRAM)

October, 2009

This document was prepared by The World Council of Credit Unions (WOCCU) and HIFIVE for the Academy for Education Development (AED) for review by the United States Agency for International Development.

Table of Contents

A. INTRODUCTION	4
A.1 HIFIVE.....	4
A.2 Results.....	4
A.3 Grant Applicants	5
B. BACKGROUND	6
B.1 Target Populations	7
B.1.1 Poor and Rural Populations:	8
B.1.2 Geographic Focus:.....	8
B.2 HCF Grant Funds: 4 “Windows”	9
B.2.1 ICT Push Fund:.....	10
B.2.2 Haitian Capacity Building Fund:.....	10
B.2.3 Synergy Fund:	10
B.2.4 Risk Management Fund:	11
C. HIFIVE CATALYST FUND GRANT INSTRUMENTS	11
C.1 HCF Grant.....	11
C.2 HCF Short Term Technical Assistance Grant.....	12
C.3 HCF Public Private Partnerships (PPPs).....	12
D. HCF ELIGIBILITY AND SELECTION CRITERIA.....	12
D.1 General Eligibility	12
D.2 Conditions of Eligibility.....	12
E. EVALUATION CRITERIA	13
F. MAXIMUM SIZE OF GRANTS	15
G. LIMITATIONS ON TOTAL GRANTS RECEIVED	16
H. DEVIATIONS POLICY	16
I. DURATION OF ACTIVITIES FINANCED	16
J. APPLICATION AND SELECTION PROCESS	16
J.1 Initial Screening of Applications.....	16
J.2 Full proposal Phase/ Assessment of Prospective Grantees.....	17
J.3 Application Provisions	17
J.4 Application Restrictions	18
K. GRANT DISBURSEMENTS	18
L. HIFIVE CATALYST FUND REPORTING	18
L.1 Quantitative Indicators.....	19
M. HIFIVE INDICTAOR SUMMARY SHEET:	20
N. REPORTING AND DELIVERABLES.....	21

N.I Quarterly Reports.....	21
O. PROJECT ACTIVITY BENCHMARKS	21
P. FINAL REPORTS	22
Q. REPORTING FORMS.....	24
a. Disbursement Request.....	24
b. Counterpart Contribution Report	25
c. Financial Report	26
d. Performance Report.....	27
R. GRANT PROVISIONS AND AGREEMENTS	29
a. Grant Provisions.....	29
b. Substantial Involvement.....	30
ANNEX 1. INITIAL PROPOSAL TEMPLATE.....	31
ANNEX 2: FULL PROPOSAL TEMPLATE.....	32
ANNEX 3: HCF BUDGET TEMPLATE (TO BE COMPLETED IN EXCEL).....	35
ANNEX 4: ENVIRONMENTAL MITIGATION REPORT, ENVIRONMENTAL SCREENING FORM.....	36

A. INTRODUCTION

A.1 HIFIVE

The USAID/Haiti's Economic Growth and Environment (EGE) Office develops various activities to promote economic growth and job creation especially in the neglected rural areas of the country. To help achieve its goals, USAID/Haiti initiated the Haiti Integrated Financing for Value Chains & Enterprises (HIFIVE) to support the flow of commercially viable financial products and services to micro, small and medium enterprises (MSMEs), with specific focus on those MSMEs participating in value chains. HIFIVE works primarily on the supply side of the financial service sector, supporting financial institutions and their partners in the development of improved products and services and expanded outreach.

Through the HIFIVE Catalyst Fund (HCF) managed by HIFIVE the USAID/Haiti Office of Economic Growth and Environment intends to expand financial products and services outreach to targeted populations, including those in rural and agricultural zones, by providing technical assistance, risk management, technological solutions, and other incentives that will encourage the creation of the needed products and services. In the process, HCF will assure profitable and sustainable relationships between its financial institution partners and the MSME participants in different value chains and productive sectors. HIFIVE will focus particular attention on developing financial products and services to meet the needs of the geographic zones and beneficiaries targeted by other USAID projects and programs, including MarChE, DEED, WINNER, MYAP partners ACDI-VOCA, CRS, and World Vision, and KATA amongst others.

A.2 Results

The five key results/objectives of HIFIVE include:

- *Increase Availability of Value Chain Finance*—Work with those MFIs and financial institutions best positioned to expand the delivery of financial services to priority geographic areas and productive micro, small, and medium enterprises (MSMEs) to develop and to introduce appropriate financial products for participants within difference value chains, thereby supporting expansion of agricultural and other production.
- *Improve Access to Financial Products and Services in Rural Areas*—Promote the expansion of coverage in rural zones and the financial products and services available for rural enterprises;
- *Increase Effective Use of Remittances*—Work with financial institutions and members of the Haitian Diaspora to improve the efficiency of remittances and

- to develop innovative strategies for increasing the development impact of remittances, including increasing Diaspora investment in value chains;
- *Increase Use of ICT Solutions for Financial Inclusions* —Encourage use of ICT solutions to broaden and to deepen access to financial services for Haiti’s poor and rural populations; and
- *Develop Effective Linkages with Other USAID Programs* --- Create demand driven strategies for financial products and services based on the identified needs of other USAID programs focused on agricultural and other value chains;

A.3 Grant Applicants

To achieve its desired objectives, HIFIVE will accept grant proposals from a variety of types of institutions including:

- Financial institutions and/or Non-Governmental Organizations (NGOs), Private Voluntary Organizations, (PVOs) and Community Based Organizations (CBOs) working in partnership with the financial institutions to deliver financial services to targeted populations
Financial institutions are defined to include insurance companies, commercial banks, development banks and microfinance institutions. ***Financial institution applicants must have at least two years experience working directly in financial services in Haiti or be linked to a financial institution having at least two years experience working in microfinance in Haiti.***
 - Microfinance Institutions include credit cooperatives (caisses populaires), down-scaled commercial bank microfinance operators, financial NGOs, and financial CBOs that provide financial services to the poor.
 - NGOs, PVO, and CBOs who apply must apply in partnership with a Haitian financial institution with at least two years experience working directly in financial services in Haiti.
- Technology providers, local technology service providers, international remittance services, and associations of technology enterprises providing support to the development of new financial services and products targeted by HIFIVE and/or to the financial institutions introducing the financial services and products;
- Local service providers who develop and deliver business services to targeted MSMEs or to the financial institutions.
- Networks or associations of financial institutions interested in developing products and services for their members

The HIFIVE Catalyst Fund (HCF) is designed to foster the introduction of new financial products and services that can support the expansion of production and employment particularly in the rural zones. The HCF will be used to achieve a variety of objectives including:

- to promote the expansion of financial products adapted to meet the needs of Haitian agricultural and other value chains and their participants;
- to encourage solutions based on information and communication technology that will expand the outreach of financial services and reduce their costs;
- to support innovations in remittance transfer services that can reduce costs;

- to improve the development impact of remittances through the encouragement of financial products linked to remittances;
- to encourage additional Haitian Diaspora investments in value chains via remittances or through other channels;
- to encourage the increased development and availability of micro-insurance products that will reduce the economic vulnerability of Haiti;
- to encourage the risk management products that will reduce economic vulnerability of Haiti's rural and agricultural MSMEs
- to expand the availability of financial products and services in rural areas.

HCF's support of these and other types of activities will help to assure the development of sustainable financial products and services with a greater availability to Haiti's rural and agricultural activities and populations.

The HCF can make individual awards of up to \$300,000 (monetized in Haitian Gourdes) to support these innovative activities that will expand the outreach of the Haitian financial services sector¹. Applications for smaller activities and amounts are also accepted. The size of the grant award requested will be judged in relationship to the activity under consideration and the applicant's experience and capacity to manage the amount and activity. However, according to the Standard Provision entitled: "Accounting, Audit and Records (October 1998)," and Office of Management and Budget (OMB) Circular A-133 (included in the Annexes), if the grantee expends more than US\$300,000 or its equivalent in Haitian Gourdes, in US government assistance funds in the grantee fiscal year, HIFIVE shall conduct an audit, the cost of which may be paid from the grant.

The grant program is managed by AED (executed by WOCCU/HIFIVE), acting in its capacity as contractor to USAID/Haiti under the Cooperative Agreement No. 521-A-00-09-00025-00.

B. BACKGROUND

Although the significant progress has been realized through various initiatives undertaken by USAID and other donors to promote the delivery of financial services within the micro finance sector in Haiti, there is still much that needs to be done to encourage all financial institutions to expand their outreach to rural and agricultural populations. Most rural households and businesses still do not have access to financial services or to credit. Although there has been some shift of microfinance to serve areas outside of Port au Prince, the coverage is still limited in rural areas. Agricultural lending is still less than 5% of total microfinance. As for commercial banks, their entire credit portfolio for productive activities is 20% - and the telecommunications sector is included as a "productive" activity. Thus, agricultural

¹ Applications for grant amounts in excess of \$300,000 may be considered in certain circumstances, including for Public Private Partnerships.

lending by banks is also minimal. Additionally, the types of credit products available are often not adapted to rural and agricultural production needs.

The HCF will seek to expand and to improve the types of products that are available from financial institutions to support Haiti's agricultural production and transformation activities and to increase access of MSME participants in value chains (producers, processors and marketers) to those products and services. Through these efforts, HIFIVE will contribute to the improved livelihoods and expanded employment that are the targeted results of USAID Haiti's programs for economic growth.

The HIFIVE Catalyst Fund will be used to help Haitian financial institutions develop the financial products adapted to Haitian rural and value chain needs and to encourage additional investment into value chains. They will also be used to improve the institutional capacity of Haitian financial institutions to develop and to manage such. Grant funds will also be used to promote the use of new information and communication technologies that will facilitate expanded outreach and financial inclusion, and to improve the development impact of remittances.

B.1 Target Populations

HIFIVE seeks to support financial approaches and methodologies that will develop key products and services that will foster growth in the productive sectors and value chains. HIFIVE will work to encourage financial institutions to broaden their approach to rural, agricultural and productive sector lending and to develop these needed products and services by offering HCF grants for developing financial products and services. Similarly it will encourage financial institutions and technology providers to work together to meet the challenges of expanding the outreach of financial services for financial inclusion by developing technological solutions that will reach further into rural and enclaved zones. HIFIVE will also work to encourage international remittance providers, technology providers, financial institutions, and the Diaspora to rise to the challenge of improving the development impact of remittances and to increase investments into Haiti's value chains.

HIFIVE does not intend to define activities for applicants; however, a definition of the target populations is provided below. Proposed activities should in all cases respond to the financial needs of the populations and should serve market and financial-services conditions, i.e. develop market-driven, sustainable activities.

USAID target populations for the HIFIVE Catalyst Fund are as follows:

Financial institutions that serve the needs of Haiti's MSMEs that are engaged in productive activities and/or are participants in Haiti's value chains.

Restricted access to finance impedes expansion, productivity, investment and market response for Haiti's MSMEs. Increasing national production is depending on improving their access to the needed range of financial products and services. Improved access to financial products that are adapted to the

requirements and cycles of a variety of economic activities are necessary to enable MSMEs to take advantage of market opportunities, to expand, and to invest.

- Targeted beneficiaries of the financial products and services would include micro, small and medium enterprises operating in key value chains and other targeted agricultural sectors and rural zones. The key value chains include a broad array of agricultural value chains and the full range of production, transformation, and marketing activities are included. (Traditional value chains such as coffee, cocoa, mangos, rice, are included as well as yams, bananas, plantains, market gardening, animal production and other non-traditional value chains. Priority sectors would also include cultural goods (handicrafts, tourism, and garments), and bio-fuels, amongst others.
- Other beneficiaries of the improved availability of financial products and services would be producer groups, agricultural cooperatives and grower associations (e.g. example, coffee growers, hillside farmers, sisal producer groups, other groups representing small farmers and agricultural producers), all of whom are potential users of the financial products and services and potential clients of financial institutions.

B.1.1 Poor and Rural Populations:

Because of the critical importance of expanded outreach of financial products and services, technology providers, remittance operators, and local service providers specializing in technology areas are potential partners that can help HIFIVE to expand financial services for social inclusion and proposals that address these issues will be priorities.

In general, rural populations do not have adequate access to the financial products and services that can help to reduce economic vulnerability, improve livelihoods and build assets stabilize and improve livelihoods. Improved access to financial products and services that are adapted to the needs and the economic cycles of people living in rural zones and increased numbers of points of services in rural zones will help to address the needs in these zones and help them to achieve expanded employment and sustainable livelihoods

- This target population includes the poorer households and MSMEs that typically do not have access to traditional financial services, with a specific focus on expansion of services to the rural poor. Particularly vulnerable groups may be included in the targeted product beneficiaries, such as women, out-of-school youth, and poor primary school students, as identified.

B.1.2 Geographic Focus:

Many of HCF's activities will prioritize rural and agricultural zones and the populations and the MSMEs in them.

- Specific priorities will be given to proposals that touch beneficiaries in the zones of activities of other USAID projects that will be key partners of HIFIVE such as DEED (Limbe and Montrouis Watersheds), WINNER (Cul de Sac

and Gonaive Watersheds) , MarChE, (Southeast and North) KATA, and the MYAP Partners ACDI/VOCA, CRS and World Vision (Southeast, South, NorthEast) .

- All rural geographic zones of interest to USAID in its programming strategy
- By their nature, other activities such as development of remittance linked products and technology driven products would benefit financial institution clients throughout the country, but will also have a deep impact on rural and agricultural zones.

Towns and Cities

Provincial towns and cities are often important sources of financial services for rural populations. Although not necessarily designated “rural” because of their location, they do nevertheless provide important resources to the rural populations.

- Activities in rural areas, as well as provincial towns and cities will be emphasized.

Rural Areas

The HIFIVE Catalyst Fund seeks to increase the availability of financial services in rural areas throughout Haiti. The fund considers innovations that increase financial service offerings in rural areas, whether through specific products and services or via expansion of service to the zones.

- Targeted zones will include Cul-de-Sac, Gonaïves, Cabaret, Limbé and Montrouis watersheds, as well as other areas in the South, South East, North east, North, Plateau Central and Artibonite.

B.2 HCF Grant Funds: 4 “Windows”

HCF contains four separate grant “windows”, each one of which is designed to encourage a specific type of expansion of financial services. Grants may be used to support technical assistance and training, to pay for the procurement of materials and supplies, to support capacity building (both individual and institutional); and for market facilitation. Grants can be made to partner institutions for:

- Supporting the use of technology solutions to expand financial inclusion (**ICT Push Fund**);
- Financing a wide range of capacity building initiatives (**Haitian Capacity Building Fund**);
- Designing and implementing financial products and services for agricultural and productive activities that will serve the needs of the beneficiaries of other USAID-financed programs (**Synergy Fund**); and
- Helping to manage and to mitigate a wide range of risks that impact the financial institutions and their clients (**Risk Management Fund**).

HCF will assign each of the grant proposals received to the appropriate category.

The grant “windows” are further described here:

.

B.2.1 ICT Push Fund:

This fund will promote the introduction and expansion of information and communication technologies to

- Increase the provision of financial services in rural communities and/or to value chain actors, or improve the efficiency of providing financial services in rural communities,
- Lower transaction costs to financial institutions and their clients.
- Improve the efficiency of remittances and improve their development impact
- Improve the MIS operating environment of financial institutions to permit their evolution to new payment and service platforms.

B.2.2 Haitian Capacity Building Fund:

Capacity Building Fund grants will be provided for such uses as to

- Finance the development of technical training skills within local business service providers working with the financial service sector /or technology providers,
- Support the training costs for individual financial sector employees and/or independent consultants to improve their financial skills and capabilities;
- Finance the development of and access to sector wide training programs that permit currently employees to advance within their organization;
- Help local service providers develop curriculums adapted to business serviceneeds of Haiti's MSMEs;
- Reinforce or strengthen the technical capacity of key areas within a financial institution, particularly those areas that will improve the institutions' capacity to expand their outreach and to agricultural and rural activities;

B.2.3 Synergy Fund:

Coordination and collaboration with other USAID-funded programs is a very high priority within the HIFIVE project. The Synergy Fund will be used to encourage the project's financial institutional partners (i.e., banks, cooperatives and MFIs) to collaborate with other non-financial USAID-supported programs whose beneficiaries need improved access to financial services. Priority areas will include :

- Finance the development of financial products and service concept papers meeting the identified needs of HIFIVE's targets
- Implement solutions that expand access to finance for value chain participants as well as other MSMEs
- Develop product innovations that create products adapted to the needs of Haiti's rural and agricultural MSMEs and poor populations,
- Support activities encouraging increased investment in Haiti's value chains.
- Support geographic expansion towards rural populations

- Provide capitalization to provide funds to be invested in targeted portfolio products at financial institutions

B.2.4 Risk Management Fund:

The Risk Management Fund will provide funds to help financial service providers to diversify and to improve their risk management practices while they expand into new markets or offer services to new clients.

The economic vulnerability of Haiti's MSMEs makes it difficult for them to achieve sustainable increases in their livelihoods. Similarly, financial institutions that extend credit to the MSME's are confronted with risk profiles that are exacerbated by the vulnerability of their clients. The fund will help to foster alliances among insurance companies and individual financial institutions to help them mitigate risk while extending financial services. It will encourage the development and distribution of products to help Haitian MSMEs and families to reduce their economic vulnerability. HCF will seek to support innovative solutions that provide catastrophic loss insurance to both individuals MSMEs and to the financial institutions that work with them. Among the potential activities to be addressed by the Risk Management Fund are:

- Support expansion of availability of micro insurance products;
- Provide risk mitigation for financial institutional partners for specific types of new credit products;
- Encourage the development of catastrophic loss insurance;
- Support the development of sustainable Weather Indexed-based insurance and other innovative products;
- Finance participation by Haiti's microfinance institutions in emergency liquidity funds.

C. HIFIVE CATALYST FUND GRANT INSTRUMENTS

HCF offers three types of grant instruments: HCF Grant; the HCF Short Term Technical Assistance Grant, and Public Private Partnerships. Although three instruments are available, most grants will be in the form of the HCF GRANT.

C.1 HCF Grant

HCF Grant: Grants made to eligible counterparties for activities meeting the HCF criteria. HCF Grants are made for amounts of up to \$300,000, except as previously noted, and a minimum of a 25% counterparty contribution is required.

C.2 HCF Short Term Technical Assistance Grant

Grants made to local service providers to help develop concept papers or other work that supports HIFIVE's objectives. These grants (maximum \$100,000) will have a relatively short implementation period (four months) for the activities proposed.

C.3 HCF Public Private Partnerships (PPPs)

PPPs are alliances with private sector enterprises that are designed for achieving mutual goals. These partnerships will help HIFIVE to achieve project objectives by addressing a number of issues and realizing potential synergies between the private institution goals and USAID objectives.

Eligibility criteria for PPP will be based on the following:

- Applicant must be a private sector entity.
- The activities supported via PPPs would range in size from \$250,000 to \$2,000,000. (Larger PPPs may be approved for ICT solutions.)
- HCF PPP partners should achieve a minimum of 1:1 contributions to the activities; however a proposed higher matching level of contribution will be considered in the evaluation criteria.

D. HCF ELIGIBILITY AND SELECTION CRITERIA

D.1 General Eligibility

HCF grant support may be provided to private Haitian organizations (not for profit and for-profit) and private international for profit and non-profit organizations that are legally registered and recognized under the laws of Haiti. Grantees may include:

- Financial institutions and associations
- NGOs (in partnership with financial institutions)
- Private sector companies, institutions and organizations
- Private and public universities
- Local service providers
- International research and development organizations

Eligibility requirements vary for the four different windows: ICT Push Fund, Haitian Capacity Building Fund, Synergy Fund and Risk Management Fund

D.2 Conditions of Eligibility

Grantees must be organizations existing under the laws of the Government of Haiti and must be in compliance with all applicable civil and fiscal regulations.

In rare cases, HIFIVE may award a grant to an international organization.

The proposed activity must respond to the goals and objectives of the HIFIVE project described in Section 1 and contain expected outcomes and results consistent with and linked to HIFIVE's results framework.

E. EVALUATION CRITERIA

In evaluating proposals, HIFIVE will apply four principal criteria:

1. Technical approach
2. Management and institutional capacity
3. Potential to improve livelihoods
4. Budget & strategy to leverage resources

1) Technical Approach

The technical approach (30 points) will be judged on:

- Clarity, feasibility, and sustainability of the proposed activity, including market focus, demand for and appropriateness of services, implementation strategy with measurable and realistic targets and indicators of progress, source and application of funds, and management and staffing mix.
- Evaluation of the work plan and timeline for appropriate planning for good implementation and execution within the timeframe of HCF.
- Institutional evidence that either (1) the proposed activity leads to the development of a new product or service for targeted clients, the expansion of service, allows an institution to better serve its clients, scale-up operations, and/or reduce the cost of services (2) that the proposed activity shows innovation in the type of product offerings proposed, product delivery, and/or targeted markets.
- Demonstration of the relevance and pertinence of the proposed activity to the objectives of HIFIVE and the specific objectives of the HIFIVE Catalyst Fund .
- Potential to contribute to broader industry development through knowledge generation and sharing, (in and outside of Haiti). Because they provide great learning opportunities for both future donors and the Haitian Microfinance industry, grantees must be willing to share lessons learned and implementation challenges of their innovations. Suggested information dissemination mechanisms/plans should be presented.
- Development of linkages with other USAID target populations and other institutions operating in Haiti, (with emphasis on cross-cutting collaboration among financial, business, social services providers working with HIFIVE's various target populations and in targeted geographic zones).

2) Management and Institutional Capacity (25 points)

Institutions must demonstrate a satisfactory institutional capacity (i.e. human capital, financial capacity, accounting, managerial, etc.) to manage the funds requested, to implement the proposed Project and to respond to HIFIVE Catalyst Fund's reporting requirements.

- Evidence of the institution's ability to retain the appropriate documentation and maintain up-to-date, transparent financial and administrative records related to the grant will be considered.
- Additionally, the institution must demonstrate an ability to continue the proposed innovation after the HIFIVE funds are spent – including the roll-out and/or replication of the innovation.
- Applicants are advised to describe the staff and/or management that will 'champion' or lead and motivate the proposed activities under this grant, delineating the proposed skills and necessary time commitment to working on the proposed activities.
- Staff involved in the activity must have the technical expertise and capacity to undertake the proposed activities.
- Applicants must assign an accountant to the project who will be responsible for the preparing and submission of timely and accurate financial report.
- The grantees' project accountant is to interact with HIFIVE Catalyst Fund project accountant on all issues regarding finance.
- HCF may require additional documentation from applicants that support or demonstrate management and institutional capacity.
- Past experience in managing USAID and other donor funds are taken into consideration, as well as successful realization of previous project objectives.

3) Potential to improve livelihoods (30 points)

Proposals will be judged on the proposed activity's ability to improve livelihoods by broadening access to sustainable financial services.

- The proposed activity should lead to target populations' ability to access needed financial products and services to help weather economic shocks, to improve safety nets and asset protection, to respond to market opportunities, and to invest in business growth, thus helping to expand production and employment and to improve livelihoods.
- Cost savings in the delivery of financial services should be clearly demonstrated.
- Clear targets in terms of number of clients reached or served by a new product should be provided.

- Priority beneficiaries would include MSMEs operating in targeted agricultural and other value chains as well as productive enterprises operating in USAID supported watersheds zones.
- The proposed innovation should also demonstrate replicability and a potential for broader application throughout Haiti.
- Special consideration will be given to proposals that reach HIFIVE's target populations and geographic zones as described previously and that are designed to reach the client populations of other USAID projects.

3) Budget & strategy to leverage resources (15 points)

For HCF Grants, all grantees must contribute at least 25% to the activity for which they are seeking funding. [The counterparty is to provide 25% of the total funding for the activity. Total funds (100%)= 75% HCF/+ 25% Grantee.] These funds can be either in-kind (such as labor and materials) or cash. Other sources of additional funds may also be included in the counterparty funding, with funding identified from other donors, organizations or partners. The purpose of the matching requirement is to leverage additional resources towards achieving the program's objectives and to give the grantee a larger stake in the outcome of the activity.

- Applications will also be judged on their proposed budget's cost effectiveness and accuracy.
- HIFIVE will consider how the future benefits of this activity compare to the initial investment cost.
- The productive use of the funds requested will be evaluated, with preference given to budgets that show appropriate use of procurement and labor identified that specifically supports proposed activities. Subsidies of general operating expenses and high levels of administrative expenses are discouraged.
- The amount of funds leveraged will be judged.

All HIFIVE Catalyst Fund uses must comply with the acquisition policies of USAID/Haiti, meaning all costs must be:

- Allowable, compliant with the US government federal acquisition regulations (FAR);
- Allocable, meaning they must be attributed directly to the proposal; and
- Reasonable, meaning the costs must reflect market costs. (As part of the review process, pro forma costs data may be requested)

F. MAXIMUM SIZE OF GRANTS

Operations financed by the HIFIVE Catalyst Fund

HCF Grants: Shall not exceed \$300,000, except as noted. No minimum amount.

HCF STTA Grants: Shall not exceed \$100,000.

HCF PPPs: Shall not exceed \$2,000,000.

If the grantee expends in its fiscal year \$300,000, HIFIVE in accordance with the Standard Provision entitled: "Accounting and Records (October 1998)", and Office of Management and Budget (OMB) Circular A-133 (included in this document), shall conduct an audit, the cost of which may be paid from grant.

G. LIMITATIONS ON TOTAL GRANTS RECEIVED

No institution may receive more than 30% of the grant funds. In theory, institutions can submit and receive financing for an unlimited number of proposals during the life of the HCF. Subsequent proposals will be evaluated, in part, by the results of prior innovations financed under HIFIVE as well as on the general criteria.

H. DEVIATIONS POLICY

The HIFIVE Catalyst Fund allows the possibility of deviations from the policies in this manual. These deviations require unanimous consensus among members of the Review Committee and approval by USAID. Deviations cannot exceed 25% (one fourth) of the total number of approved proposals.

I. DURATION OF ACTIVITIES FINANCED

The time period of projects should be consistent with the nature of the projects. Additionally, all activities must be completed by December 31, 2011 unless extended by HIFIVE and USAID. Duration of activities proposed must comply with this schedule.

J. APPLICATION AND SELECTION PROCESS

The evaluation and selection process consists of two stages: an initial screening for minimum requirements, and, subsequently, a thorough evaluation of those proposals meeting the minimum requirements.

The HIFIVE Catalyst Fund uses a rolling application process, (applications may be submitted at any time before the application closing date of September 30, 2011). Proposals will be reviewed and evaluated by a review committee, consisting of representatives from HIFIVE, with nominations for award forwarded on for final approval by USAID. **Applications should be sent to: HCFapplication@hifive.org.ht.**

J.1 Initial Screening of Applications

Applicants to the HIFIVE Catalyst Fund will first submit an initial one page proposal, (template attached as Annex 1). This Initial Proposal introduces the proposed innovation and its associated budget. The initial proposal must be signed by the Director of the applicant organization. Initial proposals will be reviewed against the following criteria:

- The applicant is an institution working in Haiti, detaining valid Haitian registration certificate or patent;
- Financial institutions applicant either has at least two years of experience working in Haiti, or
- NGOs and CBOs are linked with a financial institution that has at least two years of experience working in microfinance in Haiti; institutional partnerships are documented by a memo of understanding defining respective roles;
- Application forms are duly completed with all required information, according to the instructions set forth in the RFA;
- The scope of proposed project falls within guidelines set out in the RFA and contributes to HIFIVE project,
- Proposal does not demonstrate “high risk” environmental impact, per “Guidelines for implementing partners on the USAID Haiti Environmental Mitigation Report (EMR), see Annex 4.

Within one week of initial proposal submission, HIFIVE will have completed its evaluation and applicants will be notified of the results. Applicants whose initial proposals are judged to be competitive will qualify to enter **the full proposal phase**.

J.2 Full proposal Phase/ Assessment of Prospective Grantees

In the full proposal phase, applicants are asked to submit a full proposal, (maximum of 5 pages, full proposal template attached as Annex 2). The full proposal further details the proposed activity, explains how it is linked to innovation, provides a detailed implementation calendar, performance targets and budget (budget template provided in Annex 3), and attests to the commitment and capacity of human and capital resources by the applicant organization. In reviewing proposals, the HIFIVE Catalyst Fund selection committee may request additional information to verify relevant information in the proposal. Applicants may also be asked to submit financial statements or other supporting materials, or to further develop/refine their proposal, revise their budget, etc. The pre-award proposal must be signed by the Director of the applicant organization and its Board of Directors.

As described above in Section 4.2, full proposals will be measured against four principal criteria—1) technical approach, 2) management and institutional capacity, 3) potential to improve livelihoods, 4) budget & strategy to leverage resources.

Within two weeks of submission of full proposal, applicants will be notified of award/no-award decision.

J.3 Application Provisions

Issuance of this RFA does not constitute an award commitment on the part of HIFIVE or USAID nor does it commit to pay for costs incurred in the submission of an application. Furthermore, HIFIVE and USAID reserve the right to reject any and all applications, or to award a grant without further discussion or negotiations if it is considered to be in the best interests of HIFIVE and USAID.

The Grants Manager and the Deputy Grants Manager are available to guide applicants with application refinement and revision. For applications that show potential to meet all selection criteria, HIFIVE may work with applicant to refine their proposed innovation and/or the application itself. Applicants are permitted one appeal per rejected award application.

J.4 Application Restrictions

- Maximum size per HCF Grant award is USD 300,000 (monetized in Haitian Gourdes).
- While institutions may apply for multiple awards, a single institution may not receive more than 30% of entire HIFIVE Catalyst Fund over the three-year life of the project.
- The time period of projects should be consistent with the nature of the projects. Additionally, all activities must be completed by December 31, 2011. Duration of activities proposed must comply with this schedule.
- Applications will not be accepted after September 30, 2011

K. GRANT DISBURSEMENTS

HIFIVE and grantees will determine specific disbursement schedules catered to each award, linked to specific performance results, and will sign approval memorandum including acceptance of grant and disbursement terms.

Assuming all grant provisions are upheld, disbursements scheduled in the grant agreements are conditional, based on two prerequisites:

- 1) **Activities and benchmarks have been completed or are on schedule.** The Grants Manager is responsible for determining whether the grantee's accomplishments are adequate and signing off on Disbursement Requests.
- 2) **Previous disbursements have been at least 90% used.**

Each grantee will submit a Disbursement Request, (see Section 8), to the Grants Manager. The Grants Manager is responsible to ensure that the two requirements listed above have been met, before processing the disbursement request and forwarding to HIFIVE Director of Administration and Finance for processing.

L. HIFIVE CATALYST FUND REPORTING

Consistent with the HIFIVE Performance Monitoring Plan, the project will measure both the output and outcomes of the HIFIVE Catalyst Fund as defined below. These outputs and outcomes will serve as a proxy for gauging the fund's impact on USAID's objective of "**More Employment and Improved Livelihoods**". Because of the nature of innovation, reporting of lessons learned will also be an integral part of the performance monitoring. Lastly, due to the wide range of activities eligible for funding, metrics for success will inevitably vary across grantees, and as part of the proposal

process, grantees are requested to propose measures of their success. HIFIVE will discuss such indicators and their measurement with grantees prior to award.

L.1 Quantitative Indicators

Performance Indicators:

Grantees that are delivering microfinance services will be required to report on the following standard performance indicators, as well as any indicator that is relevant to HIFIVE's approved Performance Monitoring Plan. Standard calculations and reporting formats will be provided. Additions or modifications may be made in accordance with potential changes in USAID reporting requirements. Submission of financial statements will also be required. Because of the wide range of innovations to be supported by the HIFIVE Catalyst Fund and the uniqueness of each innovation, HIFIVE will work with each grantee to tailor additional performance indicators that are specific to the activities being proposed.

In addition to any tailored indicators, each grantee will be required to report on the relevant indicators that are part of HIFIVE's Performance Monitoring and Evaluation Plan, which is provided below.

M. HIFIVE INDICTAOR SUMMARY SHEET:

HIFIVE Performance Indicators¹

Result	Codes		Performance Indicators
	F Indicator	Project Ind.	
R1. Increase Availability of Value Chain Finance		1.1.1	Number of new financial products and services successfully launched
		1.1.2	Number of new value chain financing solutions introduced
		1.2	Number of financial service providers newly engaged in value chains
	F 4.5.2.14	1.3	Number of MSME's receiving BDS as a result of USG assistance
		1.3.1	Number of clients benefiting from new product & services introductions
	F 4.7.1.1	1.3.2	% increase in the number of clients at USG-assisted microfinance institutions
	F 4.7.1.4	1.3.3	Number of clients at USG-assisted microfinance institutions
		1.4.1	Value of gross loan portfolio outstanding
	F 0.2	1.4.3	Total Number of microenterprises participating in USG assisted value chains
	F 4.7.3.1	1.4.5	Number of microenterprises participating in USG assisted value chains
		PI TNS1	Number of SMEs screened for the BPC
		PI TNS 2	Number of SMEs accepted for the BPC
		PI TNS 3	Number of SMEs accepted for the BPC with demonstrable linkages to other USAID projects including MarChE, DEED, WINNER, KATA, and MYAP Partners
		PI TNS 4	Number of SMEs that successfully completed the BPC
	PI TNS 5	Number of SMEs screened for the Clearing house	
	PI TNS 6	Number of SMEs accepted for the Clearing	
	PI TNS 7	# of SMEs accepted for the Clearing house with demonstrable linkages to other USAID projects including MarChE, DEED, WINNER, KATA, and MYAP Partners	
R2. Improve Access to Financial Products and Services in Rural Areas		2.1.1	Number of Point of Service (POS)
		2.1.2	Number of Local Service Providers (LSP) registered to serve the industry
		2.2	Number of new Agricultural and non agricultural financial products and services on offer in rural areas
		2.3.1	Number of rural clients
		2.3.2	Number of clients benefiting from new products and services introductions
	F 4.7.1.5	2.4	Total savings deposits held by USG-assisted microfinance institutions
	F 0.1	2.4.2	Percentage of portfolio outstanding of USG assisted MFIs held as poverty loans
	F 4.7.1.2	2.5.1	Percentage of USG-assisted MFIs that have reached operational sustainability
	F 4.7.1.3	2.5.2	% of USG-assisted MFIs that have reached financial sustainability
	2.5.3	Portfolio-at-risk>30 days	
R3. Increase Effective Use of Remittances		3.1	Number of financial products linked to remittances
		3.2	Number and value of Diaspora investments in Haitian value chains
		3.3	Number of enterprises that benefit from in-kind or cash remittances
R4. Increase Use of ICT Solutions for Financial Inclusion		4.1	Number of FIs adopting ICT tools to increase access to financial services
		4.2	Number of ICT tools introduced to increase access to financial services
		4.3	# and % increase in the number of clients served to an ICT intervention
		4.4	# of banking back-end systems MIS... needed to accommodate ICT intervention
R5. Develop Effective Linkages with Other USAID Programs		5.1	Number of financial support needs identified in coordination with relevant USAID-supported activities
		5.2	Number of proper and feasible interventions jointly implemented to increase access to sustainable sources of financial products and services for client groups to support other USAID-supported activities
	0.3	5.3	Number of USG- branded success stories published
	F 4.7.1.6	5.4	Number of MFIs supported by USG financial or Technical assistance

N. REPORTING AND DELIVERABLES

All grantees will be required to submit to **HIFIVE** Grants Manager periodic narrative and financial reports as detailed on the Grant Agreement. These narrative reports comprise, performance results, and lessons learned during the life of the grant. The quarterly and final reports are described below:

N.1 Quarterly Reports

Quarterly Reports will include:

- Financial Report, see Section 8, (updated for final month of current quarter). Must attach to the financial report all supporting documentation which will be use for liquidation of the advances. Shall also include expense voucher with copy of check and supporting documentation for each expense. Supporting documentation for expenses will consist of official invoices, receipts, payroll sheet, employee contracts and all other disbursement documents. For all purchase exceeding \$500 (equivalent in Gourde), grantees are required to include evidence of the procurement process (3 quotes at least and comparative chart).
- Counterpart Contribution Report, see Section 8. Grantees must provide supporting documentation for each expense. Supporting documentation for expenses will consist of official invoices and receipts, payroll sheets, copy of check etc.
- Performance Report, see Section 8, including 1) Performance Indicators and Project Activity Benchmarks 2) issues/problems encountered during current quarter (in program implementation, financial management, administrative management (staffing, logistics, etc)).
- Updated Financial Statements. Separate bank account must be opened in accordance with the Standard Provision entitled "Payment Advances and Refund", USAID funds shall not be commingled with other grantee owned or controlled funds.

Performance results reporting will follow the performance reporting template provided in Section 7 of this manual.

O. PROJECT ACTIVITY BENCHMARKS

Grantees will also be required to report on Project Activity Benchmarks with each quarterly report. Project Activity Benchmarks are necessary to track progress against a proposed activity calendar (with target dates) and must be included by potential grantees in long form proposal. Project Activity Benchmarks will be finalized in collaboration with HIFIVE, (in the case of an award), before contract-signing and disbursement). Benchmarks will be reported according to the format in Annex 4 – Quarterly Report.

Prior to signing of grant agreement, a preliminary meeting between the HIFIVE Grants Manager and the grantee will be held to ensure that the grantee has complete understanding of the grant terms, conditions, and reporting requirements.

HIFIVE holds the right to conduct periodic site visits and audits of grantees to ensure compliance with award conditions and that funds are utilized per the submitted proposal. Grantees are responsible for managing their own procurement under the HIFIVE Innovation Fund, but will be required to follow HIFIVE procurement policies and procedures. Grantees will sign off on understanding of policies and procedures and commitment to compliance.

P. FINAL REPORTS

At project end, each grantee will be required to submit a final report covering the following components:

- Financial Report, see Section 8, (updated for final month of current quarter). Counterpart Contribution Report, see Section 8. Under the HIF the expenditures substantiated by backup documentation should match the funds disbursed or advances provided. The grantee shall reimburse for any differences between disbursements and approved expenditures.
- Performance Report, see Section 8, including 1) Performance Indicators and Project Activity Benchmarks 2) issues/problems encountered during current quarter (in program implementation, financial management, administrative management (staffing, logistics, etc)).
- Updated Financial Statements.
- Success Stories.
- Lessons Learned, (depending on relevance and implementation of activity, Lessons Learned reporting may also be requested with Quarterly Reports).
- The grantee will be required to submit a final report to HIFIVE within the 30 days after the completion of activities.

Elements of lessons learned reporting will be customized according to the funded activity, but may include the following:

- A. *Expansion potential:* based on the results of the activity financed, determine if, how and when the innovation will pass to a full-blown implementation phase. This section should address, specifically, next steps and timing for expansion. It should also describe the measurable results expected from expansion, such as number of clients to be affected.
- B. *Client acceptance:* all activities affecting external clients should address client response/satisfaction using proven, effective methods such as focus groups, surveys and other instruments.
- C. *Reaction of the competition:* a description of any perceived or anticipated competitive response to the activity implemented should be addressed.

- D. *Financial aspects*: this section should address the costs, income, sustainability, prices and other financial results of the activity.
- E. *Institutional capacity*: this provides an objective self-appraisal of the institution's performance in carrying out the activity. In the case of institutional alliances, all involved institutions should provide input to this section, describing their individual roles as well as the institutional relationships.
- F. *Appraisal of technical support*: for those activities that utilized outside technical support, an evaluation of the quality and effectiveness of these consultants/firms should be included.

HIFIVE will analyze initiatives in greater depth where lessons or promising practices become apparent. Depending on the nature of the innovation and its potential for replication in the market, HIFIVE reserves the right to delay publication of case studies in order to protect the proprietary nature of the innovation, if negotiated with the implementing partner.

Q. REPORTING FORMS

a. Disbursement Request

Name of Grantee Organization:		
Project title:		
Grant Agreement No.:		Request No.:
Period Covered by this Request:	From:	To:
a Total Grant Amount:		
b Less: Total Disbursements to date:		
c = (a-b) Undisbursed balance to date:		

Disbursements for this period

Benchmark Achieved (based on grant agreement)	Amount in Haitian Gourdes
Disbursement Requested	

The signatory below certifies that (1) the information above is accurate and proper and (2) receipts, records, and other supporting documentation will be made available to HIFIVE Project or USAID upon its request.

Prepared by: _____ Date prepared: _____

Name of grantee staff person _____ Position _____

Reviewed by HIFIVE Project:

Name & Position

Date of Review

Amount approved for disbursement: _____

Comments/Observations:

c. Financial Report

Name of Grantee Organization:		
Project title:		
Grant Agreement No.:		
Period Covered by this Report:	From:	To:
a Total Grant Amount:		
b Less: Total Disbursements to date:		
c = (a-b) Undisbursed balance to date:		

Prepared by: _____ Date prepared: _____

Name of grantee staff person _____ Position _____

Reviewed by HIFIVE Project:

Name & Position

Date of Review

Comments/Observations:

d. Performance Report

Name of Grantee Organization:		
Project title:		
Grant Agreement No.:		Report No.:
Period Covered by this Report:	From:	To:

Accomplishments for this Reporting Period:

Issues/Problems Encountered this Reporting Period:

(Note: Include any ongoing/planned actions to address these issues or problems.)

Targets for Next Reporting Period:

Performance Indicators

Project Activity Benchmarking

Objective	Activity/Benchmark	Means of Collection	Target	Actual

Prepared by:

Name of grantee staff person

Position

Date Prepared

Reviewed by HIFIVE Project:

Name & Position

Date

Comments/Observations:

R. GRANT PROVISIONS AND AGREEMENTS

a. Grant Provisions

Awards will be administered in accordance with USAID policies and procedures. Awards to U.S. organizations will be administered in accordance with 22 CFR part 226, the applicable OMB Circulars and USAID Standard Provisions. To find these regulations and policies see the web-sites below. If applicants are not able to access these documents via the web, they can request copies from HIFIVE.

22 CFR 226 - http://www.access.gpo.gov/nara/cfr/waisidx_03/22cfr226_03.html

OMB Circulars A-122 and A-133 – <http://www.whitehouse.gov/omb/circulars>

USAID Standard Provisions - <http://www.usaid.gov/policy/ads/300/303maa.pdf>

Awards to Non-U.S. organizations will be administered in accordance with the cost principles contained in OMB Circular A-122 and USAID Standard Provisions for Non-U.S. Non-governmental Organizations. These documents are available at the following websites. If applicants cannot access these documents via the web, hard copies will be made available through HIFIVE.

OMB Circular A-122 – <http://www.whitehouse.gov/omb/circulars/a122/a122.html>

Standard Provisions - <http://www.usaid.gov/policy/ads/300/303mab.pdf>

The Recipient shall account for Program Income in accordance with 22 CFR 226.24 (or the Standard Provision entitled Program Income for non-U.S. organizations). Program Income earned under this award shall be vested with the recipient and shall be added to funds committed by USAID to the program, and used to further program objectives.

Also before signing a grant agreement, all grantees are required to sign and submit to WOCCU a “Certification Regarding Terrorist Financing” in accordance with USAID Acquisition & Assistance Policy Directives. Further information regarding this certification can be found at the following web site:

http://www.usaid.gov/business/business_opportunities/cib/

USAID grantee branding requirements must be followed, unless a waiver is granted by USAID, upon special request. Details can be found at <http://www.usaid.gov/branding/>

b. Substantial Involvement

HIFIVE anticipates exercising the following substantial involvement in working with the applicant to achieve its program objectives:

- Review of applications and selection of grantees,
- Execution of grant agreements and revisions or modifications thereof,
- Training on accounting and reporting for HIFIVE grants,
- Periodic site visits and audits of grantees to ensure compliance with award conditions and those funds are utilized per the submitted proposal.
- Monitoring of grants technical activities including the development of “Lessons Learned” modules for use by grantees and the creation of public forums for the presentation of grant results, successes and lessons learned.

(Note 1: The English version of the grant agreements and provisions take precedence in case of disputes. The French versions of these agreements and provisions are shown here for reference only. The HIFIVE Project will provide a courtesy copy of the French version to all interested parties).

(Note 2: Only the relevant or pertinent Standard Provisions will be incorporated to each Agreement).

Annex 1. Initial Proposal Template

a. Applicant Information

1. Innovation name	
2. Name of applicant institution/association	
3. Address	
4. Telephone, Fax, Email	
5. Director of institution/association	
6. Contact name for proposed innovation	
8. Length of proposed innovation (in months)	
9. Dates of proposed innovation	
10. Cost-shared funds (by institution/ association or contributed by other donors/partners)	
11. Total funds requested through HIFIVE Grant Five	
12. Total cost of innovation	

Background on the applicant organization. Briefly describe your organization's activities.

b. Has your organization been working in microfinance in Haiti for at least two years?

If no, are you linked with a financial institution that has been working in microfinance in Haiti for at least two years? If yes, please provide a letter from the financial institution stating their commitment to partnering with your organization in the implementation of the proposed innovation.

c. Describe Innovation

General Goal. Explain the general goal of proposed activity, describing how proposed activity fosters innovation (according to the definition of innovation in the HGF terms of reference).

Annex 2: Full Proposal Template

a. Applicant Information

1. Innovation name	
2. Name of applicant institution/association	
3. Address	
4. Telephone, Fax, Email	
5. Director of institution/association	
6. Contact name for proposed innovation	
8. Length of proposed innovation (in months)	
9. Dates of proposed innovation	
10. Cost-shared funds (by institution/ association or contributed by other donors/partners)	
11. Total funds requested through HGF	
12. Total cost of innovation	

Background on the applicant organization. Briefly describe your organization’s activities.

b. If a financial institution, has your organization been working in microfinance in Haiti for at least two years?

If no, are you linked with a financial institution that has been working in microfinance in Haiti for at least two years? If yes, please provide a letter from the financial institution stating their commitment to partnering with your organization in the implementation of the proposed innovation.

c. Describe Innovation

General Goal. Explain the general goal of proposed activity, describing how proposed activity fosters innovation (according to the definition of innovation in the PIF terms of reference).

Specific Objectives. List concrete, specific objectives that lead to the larger, general goal (specific objectives should be measurable and definable in time)

Specific Activities and Methodology. Describe the principal activities to be executed and methodology to be used, according to the following example:

Specific Objective 1. Determine level of demand for saving among clients

- Activity 1. Identify focus group
- Activity 2. Design questionnaire
- Activity 3. Deliver questionnaire
- Activity 4. Analyze results

Project Activity Calendar. Identify the time allotted for the activities and tasks cited above (under *Specific Activities and Methodology*). Please use the following format:

OBJECTIVE/ACTIVITY	• ACTIVITY	2005 (months)													
		1	2	3	4	5	6	7	8	9	10	11	12		
Objective 1. Activity 1 Activity 2 Activity 3 Activity 4	focus group design questn... deliver quest... analyze results	•	X	X	X		X	X		X	X	X		X	X

d. Quarterly Performance Indicators and Project Activity Benchmarks. Propose performance indicators and project activity benchmarks for each activity, and means of collection, (supervision, evaluation, reports, etc.). Indicators should be measurable and precise. Benchmarks should represent target dates by which certain activities will be accomplished. The indicators and benchmarks should be presented in the following format:

OBJECTIVE/ACTIVITY	Indicator	Means of Collection
Objective 1. Activity 1 Activity 2 Activity 3 Activity 4		
OBJECTIVE/ACTIVITY	Benchmark	Target
Objective 1. Activity 1 Activity 2 Activity 3 Activity 4		

e. Staffing. Description and qualifications of the personnel who will be involved in the activity.

f. Budget. Detail all costs associated with the implementation of the proposed innovation, using the provided template. Section 1 of the budget should detail funds requested through the HGF, while section 2 should detail cost-sharing, (those costs covered by the applicant institution or other donor/partner). The total budget for the proposed innovation will include both the amount of funding requested through the HGF and the amount contributed through cost-sharing. As part of the review process, pro forma cost justification may be requested.

Annexes.

- 1) **Required.** One-page letter of support signed by the Director of the Applicant Organization and the President of the Board of Directors indicating that they have reviewed the proposal and agree to the targets and resource commitment presented in the application.
- 2) **Other possible requirements, per HIFIVE.** Financial statements, Branding and Marketing Strategy

- 3) **Optional.** *Other relevant information such as CVs, statutes/charters of the applicant organization, maps, relevant or cited literature, etc.*

Annex 3: HCF Budget Template (to be completed in Excel)

Haiti MSME Performance Innovation Fund
Budget Template for all applicants

Funds requested through Performance Innovation Fund					
Labor					
Name	Title	Employer	Rate	Days	Total
Total labor costs requested through PIF					0
Other Direct Costs					
Item	Quantity				Total
Total Other Direct Costs requested through PIF					0
Total funds requested through Performance Innovation Fund					0

Funds contibuted by applicant institution (Cost- Sharing)					
Labor					
Name	Title	Employer	Rate	Days	Total
Total labor costs contibuted by applicant organization					0
Other Direct Costs					
Item	Quantity				Total
Total Other Direct Costs contibuted by applicant organization					0
Total contribution (labor and other direct costs) made by applicant organization					0

Funds contibuted by other donors or partners					
Donor/Partner name	Funding amount	Use of funds			Total
Total funds contibuted by other donors or partners					0

Total budget for proposed activity (including PIF request and applicant contribution)	0
--	----------

		Percent of total budget
PIF Request	0	#DIV/0!
Applicant Contribution	0	#DIV/0!
Contribution from other donors	0	#DIV/0!
Total budget	0	0

Annex 4: Environmental Mitigation Report, Environmental Screening Form

Name of Activity: _____ Type of Activity: _____ Grantee: _____ Date: _____		Column A	Column B	Col C	
		Yes	No	If answered yes to Col. A. is it a--?	
				High Risk	Medium-Risk
IMPACT ON NATURAL RESOURCES & COMMUNITIES					
1	Will the project involve construction ¹ of any type of structure (building, check dam, walls, etc)?				
2	Will the project involve the construction ² or repair of roads or trails?				
3	Will the project involve the use, involve plans to use or training in the use of any chemical compounds such as pesticides ³ (including neem), herbicides, paint, varnish, lead-based products, etc?				
4	Involve the construction or repair of irrigation systems?				
5	Involve the construction or repair of fish ponds?				
6	Involve the disposal of used engine oil?				
7	Will the project involve implementation of timber management ⁴ or extraction of forest products?				
8	Are there any potentially sensitive terrestrial or aquatic areas near the project site, including protected areas?				
9	Does the activity impact upon wildlife, forest resources, or wetlands?				
10	Will the activities proposed generate airborne gases, liquids, or solids (i.e. discharge pollutants)				
11	Will the waste generated during or after the project impact on neighboring surface or ground water?				
12	Will the activity result in clearing of forest cover?				
13	Will the activity contribute to erosion?				
14	Is the activity <u>in</u> compatible with existing land use in the vicinity?				
15	Will the activity contribute to displace housing?				
16	Will the activity affect unique geologic or physical features?				
17	Will the activity contribute to change in the amount of surface water in any body?				
18	Will the activity deal with mangroves and coral reefs?				
19	Will the activity expose people or property to flooding?				
20	Will the activity contribute substantial reduction in the amount of ground water otherwise available for public water supplies?				
21	Will the activity create objectionable odors?				
22	Will the activity violate air standard?				
LOCAL PLANNING PERMITS					
23	Does the activity e.g. infrastructure improvements require local planning permission(s)?				
24	Does the activity meet the national building code (e.g. infrastructure improvements)?				
25	Is the activity <u>in</u> compatible with existing land use?				
ENVIRONMENT & HEALTH					

26	Will the project activities create conditions encouraging an increase of waterborne diseases or populations of disease carrying vectors?				
27	For road rehabilitation as well as water and sanitation grants, has a maintenance plan been submitted?				
28	Will the activity generate hazards or barriers for pedestrians, motorists or persons with disabilities?				
29	Will the activity increase existing noise levels?				
30	Will the project involve the disposal of syringes, gauzes, gloves and other biohazard medical waste?				

¹ Construction projects need to be reviewed for scale, planned use, building code needs and maintenance. Some small construction projects, such as building an entrance sign to a park, may require simple mitigations whereas larger buildings will require more extensive review and monitoring.

² New construction of roads and trails will require a full environmental assessment of the planned construction.

³ The planned involvement of pesticides will trigger the need to develop a Supplemental Initial Environmental Examination that meets USAID pesticide procedures (Pesticide Evaluation Report and Safer Use Action Plan or "PERSUAP") for the project.

⁴ Any activities the involve harvesting trees or converting forests will require a full environmental assessment of the activity.

**HIFIVE Project
10, Rue Louissaint
Bourdon
Port au Prince, Haïti**

Applications : HCFApplication@hifive.org.ht