

Index

Index

- advances, 29-33, 35, 85
- allowability test, 94
- audit
 - annual requirements, 38-40
 - final, 83
 - package, 40-41
 - subrecipient requirements, 39
- baseline assessment, 126-128
- Board of Directors
 - responsibilities, 3, 5, 14
 - sample position description, 6
- branding. *See also* marking.
 - graphic identity, 139
 - USAID requirements, 141
- burn rate, 15-16, 29, 70, 81
- close out
 - award extensions, 81
 - final audit, 84
 - final property inventory, 82, 85
 - final request for funds, 84
 - final SF-425, 84
 - final VAT report, 84
 - letter to USAID, 86
 - record keeping, 86
 - remaining funds, 85
 - subrecipients, 81, 86
 - timeline and checklist, 80-83
- communication
 - with donors, 71
 - objectives, 136
 - planning, 135
- community engagement, 74-75, 78
- cost share
 - in-kind contributions, 20
 - reporting, 21
- data quality, 128, 130, 131
- deliverables, 71, 73, 141-142
- direct costs, 22, 94
- donors
 - earning their trust, 71
 - maintaining relationship with, 71-73
- drug-free workplace policy, 46
- employee handbook, 48-49
- Environmental Impact Assessment (EIA), 117-119
- exchange rate
 - fluctuating, 17-18
 - weighted average, 17, 18
- Excluded Parties List System (EPLS), 101, 103, 106-107
- faith-based organizations (FBOs)
 - partnering with the USG, 78-79
 - hiring protections, 46
- financial management
 - roles and responsibilities, 14
 - USG minimum requirements, 14
- Fly America Act, 108
- geographic code, 94, 101-103
- governance, 3-4, 5-7
- human resources,
 - essential policies, 45-46
 - HIV/AIDS workplace policy, 46
- indicators
 - performance, 56-58
 - project, 65-66, 123-125, 126-131
- indirect costs, 22, 94
- inventory/property management, 85
- Key Personnel, 57
- manual
 - human resources (employee)—sample table of contents, 48-49
 - financial management—sample table of contents, 13
- marking
 - deliverables, 142
 - exceptions, 142
 - plan, 139, 141
 - USAID requirements, 143
- M&IE (Meals and Incidental Expenses) allowance, 108, 111, 112, 113, 114
- management responsibilities, 3-4
- obligated amount, 15, 17
- outreach, 75
- performance appraisal, 54-56
- performance management plan (PMP), 126, 128
- pipeline, 15-16, 19
- pitching, 144-147
- procurement
 - competitive solicitation, 95-96
 - documentation and record keeping, 90, 97
 - micro-purchase threshold, 90
 - phases, 92-93
 - policies, 89
 - restricted commodities, 99
 - source, 101-103
 - requirements for subawards, 100
 - vehicle, 104

project life cycle, 74, 123

SF-270, 29-33

SF-425, 34-36

SMART objectives, 123

staff

performance appraisal process, 54-56

supervision, 51-53

stakeholders, 74

strategic planning, 8

subrecipients

cost share, 21

selection process, 67

close out, 68, 81

records and documentation, 68, 83

success story, 148

SWOT analysis, 9

targets, 18-19, 51, 65, 70, 76, 77

travel

policies, 111-112

documentation, 113

Fly America Act, 108, 109

USAID team, 69-70

Value Added Tax (VAT)

reporting, 21

tracking, 28

volunteers

recognition, 61

recruitment, 59-60

supervision, 61

workplan, 65-66, 76-77, 126-127