

# **South Asia Regional Initiative for Energy (SARI/Energy) Small Grants Program**

## **Request for Applications (RFA) Information and Application Form**

**RFA Issued: August 20, 2009**  
**Application Deadline: September 25, 2009**

The United States Agency for International Development (USAID) is seeking applications from competent organizations and institutions in South Asia that seek to address critical regional and local energy concerns, with a marked focus on community-based clean energy implementation initiatives. Projects will be funded through the ***South Asia Regional Initiative for Energy (SARI/Energy) Small Grants Program*** under grant from the USAID (Grant no. 386-C-00033-00).

The overarching objectives of the SARI/Energy Small Grants Program are:

1. Capacity Building of local institutions by engaging a large number of local beneficiaries in clean rural energy initiatives
2. Developing sustainable partnerships among regional institutions on matters of clean energy access
3. Development and dissemination of results of cooperative research to various stakeholder groups in the region including senior policy makers
4. Capacity Building of local institutions to train energy and associated sector specialists on various issues of regional energy cooperation.

### **1. Project Activities**

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The SARI/Energy Small Grants Program will award grants on a competitive basis to local/regional not-for-profit, non-governmental organizations (NGOs), universities / academic institutions / training institutions, and/or autonomous bodies on their initiative and capabilities to address the following indicative areas:

- Improved access to clean energy alternatives and quality of services for men and women
- Energy Efficiency and Conservation among urban and/or rural beneficiary bases
- Increased awareness and civil participation on energy generation and sustainability issues
- Environmental impacts of natural resource utilization and energy use
- Introduction of renewable / clean energy applications through active community mobilization

- Enhancement of income-generation and livelihood opportunities by ensuring productive enterprise development for rural and underserved sections of society
- New and innovative approaches in enhancing energy access to under-served communities and women

These suggested activities are not exhaustive and organizations are encouraged to suggest other innovative approaches that address SARI/Energy research and outreach objectives.

## **2. Eligible Countries**

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Afghanistan, Bangladesh, Bhutan, India, the Maldives, Nepal, Pakistan and Sri Lanka. Other countries may be involved in proposed projects, but will not receive funding under this program.

## **3. Eligibility Criteria**

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Applicants must meet the minimum eligibility criteria. Each applicant organization must:

- Be registered with the applicable local authorities or in the event of international organizations must demonstrate local presence and organization to deliver; (Where SARI/Energy's input in the process would strengthen the organization this will be forthcoming)
- Be non-profit, non-political, non-police and non-military in purpose and organization
- Be in existence for at least two years
- Be responsible and accountable for all monies distributed under this activity
- Be organized to serve legitimate and socially desirable community functions, particularly those that promote socio-economic equity
- If a school, must be a non-government school
- If a religious or church organization, the activity for which funds are requested must be a community-based activity that serves all people in the community without regard for membership in that religious organization (e.g., a day-care center that is open to all children of the community)
- While one application per lead institution per round will be accepted, there is no limit on the number of applications the applicant could be included in as a partner.
- Provide at least 50% cost sharing in cash or kind for the activity.

The SARI/Energy Small Grants Program will **NOT** fund:

- Government agencies or political organizations, or organizations that lobby the U.S. Government
- Organizations known to or believed to sponsor terrorism
- Purely religious, police or military activities
- Activities that create profit for the organization or constitute income generating activities for its personnel
- Equipment that is not explicitly required to complete the work outlined in the RFA (equipment may be purchased only to support the sub-grant activities, and the sub-grantee must follow U.S. Government procurement regulations)
- Personnel or administrative expenses that are not related to the project; or
- Activities that are financed by other U.S. Government sources or that duplicate other USAID funding

#### **4. Award Cycle and Funding Levels**

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The SARI/Energy Small Grants Program is planning to sponsor different rounds of application solicitations. One application per organization per round will be accepted. Organizations selected for award will receive a grant to implement proposed activities. Organizations selected for award are not permitted to sub-grant the work to other organizations unless they are identified in the application as a partner.

The SARI/Energy Small Grants Program will fund a variety of projects that vary in monetary size, with an upper limit of US \$30,000. In exceptional cases, however, (for example, projects with significant geographic reach or multiple partners within the region), the Evaluation Committee reserves the right to consider projects with budgets above the said amount.

The Program requires cost-share from the recipient of at least 50% of the total proposed program cost.

Organizations applying have the discretion to design and propose the duration of time and commensurate levels of funding needed to carry out the project and achieve the most impact and results.

## **5. Application Evaluation Criteria**

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All applications should follow the Technical Application outline specified in Section 1 of the Application form provided below. These applications will be judged on the basis of the following weighted criteria:

- Demonstrated sustainability of the project (Maximum 20 points)
- Organization and qualifications related to the activity (Maximum 15 points)
- Clear explanation of how the implementation plan will contribute to meeting project goals and component objectives (Maximum 20 points)
- Feasibility of Implementation Plan (Maximum 20 points)
- Cost Realism/Cost-Effectiveness of budget and Cost Sharing (if cost sharing is applicable) (Maximum 15 points)
- Participation of and positive impact on women and underserved segments of community in project activities (Maximum 10 points)

The Small Grants Program has a minimum threshold of 70 points for projects to be considered for further deliberation. Applications that fall short of the threshold post evaluation will be returned. The evaluation committee also reserves to award higher points for a) the use of “twinning” – cross border collaboration among organizations for the activity applied for under the grant, and b) contributory funding by the grantee that exceeds the minimum of 50% required by all applicants).

Primary consideration will be awarded to applications that address conservation of non-replenishable sources of energy, employment/income generation activities that involve the application of new or advanced technologies and that support socio-economic welfare and self-help endeavors of local communities in South Asia.

## **6. Reporting Requirement**

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Reporting of results is a central part of the SARI/Energy project vision. The SARI/Energy Small Grants Program will require grantees to conduct data collection, processing, and analysis as a means to document experiences and lessons learned. Awardees will be required to track direct and indirect linkages to SARI/Energy objectives, identify their own project’s primary objective(s), identify indicators that relate directly to performance and success of the proposed project, and report on these briefly on a monthly basis. The application requires that each project budget include the resources to be used to collect the necessary data for progress reporting. Recipients will also be required to submit

monthly technical reports and quarterly financial reports, and a final report following project completion. Reporting guidelines will be provided to grant recipients upon award.

## **7. Submission of Applications**

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An application form and specific instructions for its completion is included in Sections I and II below. Applications will be accepted in English only. Completed applications must be received by 5:00 p.m. September 25, 2009, by email (preferable) to [shankar@winrockindia.org](mailto:shankar@winrockindia.org). If the submission is not being made electronically, the applicant is required to submit two identical hard copies and a CD/DVD of the application by regular mail, express mail, or by courier to the Small Grants Administrator's office (address below) before the deadline at the following address:

**SARI/Energy SGP Administrator**

**Attention: Shankar Haldar**

**788, Udyog Vihar – Phase V**

**Gurgaon – 122 001**

**Haryana, India**

**Email: [shankar@winrockindia.org](mailto:shankar@winrockindia.org)**

Applications not submitted in their entirety by the deadline may not be considered. Any questions concerning this RFA should be submitted to Shankar Haldar via email at [shankar@winrockindia.org](mailto:shankar@winrockindia.org) or facsimile at +91-(124)-430-3862.

## **8. Notification**

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Applicants will be notified whether or not their application has been short-listed. Short-listed applicants may be asked to submit further information at that time to help the Selection Committee make a final decision on whether or not the application will be selected.

The timetable for the Round – II selection process is as follows:

RFA announced	20 August 2009
Applications due	25 September 2009
Revised applications submitted (if required)	A fortnight from request for revised applications
Applications short listed	October 2009
Awardees selected	End of October, 2009

# **SARI/Energy Small Grants Program**

## **INSTRUCTIONS FOR APPLICANTS**

In submitting applications, all Applicants are required to submit:

1. Part I. Coversheet (1 page)
2. Part II. Information on applicant organization/initiative group (2 pages); with short biographies of key personnel to be involved in project implementation (2 pages)
3. Part III. Problem Statement, Project Objective, Project Concept and Methodology (4 pages)
4. Part IV. Work plan in monthly / weekly chronological format (1 page)
5. Part V. Budget and detailed expenses sheet (2 pages)
6. Part VI. Expected results and impacts (1 page)

The applications along with Annexures and additional information should not exceed a total of 20 pages.

Only one application will be considered per institution per round. The Lead Applicant, in the case of a consortium of applicants for the same grant, will receive the Grant and it will be up to the team members to manage the funds within themselves. The Grant recipient may not sub-grant the work to any other organization(s), unless identified as partners in the project application.

### **Required Certifications**

The US Government requires the following standard documents for all such grants / engagements. Drafts of these documents are available as Annexures (1 to 4) with the Request for Application.

1. Certification regarding Debarment, Suspension and Other Responsibility Matters
2. Certification regarding compliance with Executive Order (13224) on Terrorism Financing
3. Key Individual Certification of Narcotics Offences and Drug Trafficking
4. Liability Waiver and Indemnification

### **Application Evaluation Criteria:**

- Demonstrated sustainability of the project (Maximum 20 points)
- Organization and qualifications related to the activity (Maximum 15 points)
- Clear explanation of how the implementation plan will contribute to meeting project goals and component objectives (Maximum 20 points)
- Feasibility of Implementation Plan (Maximum 20 points)

- Cost Realism/Cost-Effectiveness of budget and Cost Sharing (if cost sharing is applicable) (Maximum 15 points)
- Participation of and positive impact on women and underserved segments of community in project activities (Maximum 10 points)

The inclusion of women and minorities as a part of program implementation, or as part of beneficiaries of grant activity, will be considered a positive asset and will be awarded due credit for the purpose of proposal evaluation.

Applications that meet the criteria and are prepared in the proper format should be sent electronically by email to [shankar@winrockindia.org](mailto:shankar@winrockindia.org). If the submission is not being made electronically, the applicant is required to submit two identical hard copies and a CD/DVD of the application by regular mail, express mail, or by courier before the deadline at the following address:

**SARI/Energy SGP Administrator**  
**Attention: Shankar Haldar**  
**788, Udyog Vihar – Phase V**  
**Gurgaon – 122 001**  
**Haryana, India**  
**Tel: +91-(124)-430 3868**  
**Fax: +91-(124)-430 3862**  
**Email: [shankar@winrockindia.org](mailto:shankar@winrockindia.org)**

## Draft Cover Letter

The following cover sheet should be submitted for all applications

### APPLICATION SUBMISSION FORM

Date:

FROM:

<Name of contact person>

<Name of Organization>

<Street Address>

<City>

<State>

<Postal code>

<Country>

<Phone/Fax>

<Email>

TO:

Ekta Bhardwaj, SARI/Energy Small Grants Manager

Posted to: Mr. Shankar Halder, SARI/Energy Small  
Grants Administrator

788, Udyog Vihar, Phase 5

Gurgaon

Haryana

122 001

India

+91-(124)-4303868 / +91-(124)-4303862

shankar@winrockindia.org

**Subject:** Application titled "<*title of Application*>" under SARI/Energy Small Grants Program.

We, the undersigned, offer to apply to undertake the Application titled "<*title of Application*>" in accordance with your Request for Application (Round –II) dated August 20, 2009. We are hereby submitting our Application.

The primary objective of the Application is to <*in two lines*>

The amount of funds requested from SARI/Energy Small Grants Program is <*in local currency*> and the cost share is <*in local currency*>

Duration of the project is <*months*>

Yours sincerely,

(Signature)

Authorized Signatory

**Name and Title of Signatory:**

# SARI/Energy Small Grants Program

## SECTION I:

### Technical Application

*(Must be completed in English)*

This technical component is designed to determine the ability of the institution to clearly articulate the programmatic and budget activities of the proposed project. Applicants must follow the outline below in order to be considered. Organizations must demonstrate their ability to manage and implement the proposed program that contributes directly to the SARI/Energy Small Grants Program objectives.

The Application along with annexures and additional information should not exceed a total of 20 pages.

#### **Technical Application Outline**

Part I. Coversheet (1 page, form provided above)

Part II. Information on organization and key members working on the project (max: 4 pages)  
Information on applicant organization / initiative group that they have demonstrated either by past experience relevant to the activity being proposed or through their stated mission or strategic plan; (2 pages)  
Brief profiles of the key personnel involved in the delivery of the project (2 pages)

Part III. Problem Statement and Project Description (max: 4 pages)  
A. Problem statement – define the problem statement which formed the basis of taking up the project  
B. Project objective – provide well-defined objectives  
C. Project methodology – provide a clear understanding of how the project will be implemented and clear milestones for completion. Also provide the roles and responsibilities of each individual working on the project.

Part IV. Work plan (max: 1 page)  
Provide a work plan for the project in a tabular format indicating the activities and the duration for each activity. Also provide clear milestones against each activity.

Part V. Budget (max:2 pages)  
Budget, including match funds (1 page – see sample budget format below) and budget narrative (1 page). Budget must be broken down by partner institution, showing the

overall project amount and the amount, per line item, allocated for each partner institution.

Part VI. Expected results and impacts (max: 1 page)

Expected impact on regional energy development and cooperation; beneficiaries to be reached, contribution to the objectives of the SARI/Energy program, relevance to other SARI/Energy activities.

## SARI/Energy Small Grants Program

### Sample Application Budget

*(Please provide figures in Local Currency)*

**Name of Project:**

**Name of Applicant Organization:**

***Please note this is a sample budget and you may add or delete items that do not relate to the operations of your organization.***

Line items	Notes	Unit Costs	Units	Total Amount (3X4)	Cost-share (local) *	USAID grant-share
1	2	3	4	5	6	7
1. Costs used in the Project						
1.1. Raw materials and goods						
1.2. Fuel						
1.3. Spare parts						
1.4. Inventory and household Equipment						
1.5. Other materials						
2. Installation and other direct Project implementation costs						
3. Electricity						
4. Water supply						
5. Facilities operation						
6. Field trip expenses						
6.1. Travel cost						
6.2. Lodging						
6.3. Per Diem						
7. Communication services						
8. Transport expenses						
9. Technical Expertise (if any)						
10. Other expenses _____						
_____						
Total Costs:						
Total Estimated Costs:						
Costs in Local Currency						
Costs in USD						

*\*Explanation / Justification to be provided*

**Notes:**

1. Item “Costs used in the Project” includes direct materials & goods costs, spare parts costs, inventory costs used for grant project implementation.
2. Travel costs to the sites and back, which are incurred as a direct result of project-related activities, are reimbursed in amount of and vehicle costs (except taxi expenses)
3. Communication costs shall include telephone, fax, express mail, postage, etc.
4. Technical Expertise payments are based on a monthly rate supported by invoices/contracts for the specific service.
5. Please provide clear Bank Account details as mentioned in Annexure 5.

**Match Funding Policies and Procedures**

Since the SARI/Energy Small Grants Program is funded by the U.S. government, it is subject to its financial rules under the Code of Federal Regulations (CFR). Match is referred to as that portion of project or program costs not borne by the U.S. Federal Government. There are several types of match that can be provided including volunteer services furnished by professional and technical personnel, consultants and other skilled and unskilled labor that may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program, in kind donations, and other direct funding from the sub-grantee.

Basic requirements, all of which must be met, in order for contributions, including cash and third party in-kind, to be considered a cost share or match:

- Are verifiable from the recipient’s records.
- Are not included as contributions for any other U.S. federally-assisted project or program.
- Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
- Are allowable under the applicable cost principles.
- Are not paid by the U.S. Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
- Are provided for in the approved budget.
- Conform to other provisions of CFR Section 226.23 Cost Sharing or Matching, as applicable.<sup>1</sup>

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<sup>1</sup> Please see the following website under the section titled, *Cost Sharing or Matching*, for the full text of all required conditions. <[http://www.access.gpo.gov/nara/cfr/waisidx\\_00/22cfr226\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/22cfr226_00.html)>.

**SECTION II:**

**Proof of Not-for-Profit, Non-Governmental Registration**

Please attach proof of each partner organization's not-for-profit, non-governmental registration.

**NAME OF PROJECT:** (Applicant to mention the title of the proposed project)

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

**Primary Covered Transactions**

1. By signing and submitting this application, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this application is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred", "suspended", "ineligible", "lower tier covered transaction," "participant", "person", "primary covered transaction," "principal," "application," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this application is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this application that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offences enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this application.

By: \_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
First and Last Name of Authorized Signatory

Title / Position \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_



**NAME OF PROJECT:** (Applicant to mention the title of the proposed project)

**KEY INDIVIDUAL CERTIFICATION  
NARCOTICS OFFENSES AND DRUG TRAFFICKING**

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

**Mandatory Reference: 206**

**Supplementary Reference: N/A**

I hereby certify that within the last ten years:

1. I have 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.
2. I am not and have not been an illicit trafficker in any such drug or controlled Substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

**NAME OF PROJECT:** (Applicant to mention the title of the proposed project)

**Liability Waiver and Indemnification**

I, \_\_\_\_\_ (name of SARI/Energy client beneficiary), of \_\_\_\_\_ (Organization Name) in the City/Village of \_\_\_\_\_ in \_\_\_\_\_ (SARI/Energy project Country) do hereby agree that the equipment, supplies and/or materials provided by the South Asia Regional Initiative for Energy (SARI/Energy) Activity through PA Government Services Inc. to support the South Asian economy through institutional strengthening or rural enterprise development have been inspected by me and found to be in good condition and without any defects. This Liability Waiver and Indemnification further serves as my agreement to fully indemnify the Parties and their respective officers, employees and agents, solely and in combination, for any liability, loss, or damage arising from or related to the equipment, supplies and/or materials that the Parties, individually and/or collectively, provided me. I further agree not to hold the Parties, their respective officers, employees or agents, solely or in combination, liable for any damages, claims, liabilities, acts of God or loss, arising from or related to the use of the equipment, supplies and/or materials received through the SARI/Energy.

*This Liability Waiver and Indemnification is a legally binding agreement and will be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.*

**By:** \_\_\_\_\_  
Signature of the Authorized Signatory

\_\_\_\_\_  
First and Last Name of Authorized Signatory

**Title/Position :** \_\_\_\_\_

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Date

### New Vendor Request

Full Name of Vendor (Applicant Organization): \_\_\_\_\_

Full Name of Payee, if Different From Vendor: \_\_\_\_\_

Vendor Type:      Direct                   Indirect

Tax ID (of the Applicant Organization): \_\_\_\_\_

Default Payment Currency (Local currency of applicant organization): \_\_\_\_\_

Payment Type:      Wire       Check       ACH/EFT

Email Address (for correspondence of the authorized person from the Applicant Organization): \_\_\_\_\_

**Banking Information**

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Acct No#: \_\_\_\_\_

Account Name:                   SWIFT       ABA       IBAN

SWIFT/ ABA / IBAN Code : \_\_\_\_\_

Address (Applicant Organization):

Address 1

Address 2

Address 3

City:                                  State:

Province:                              Country:

Phone                                  Fax

**Business Classification:**

Large                                   Woman-Owned

Small                                   Disadvantaged (Include Minority-Owned)

Non-Profit                               HUBZone

\_\_\_\_\_

\_\_\_\_\_

Foreign / Other

Veteran-Owned

Service-Disabled Veteran Owned

Historical Black College & Universities / Minority  
Institutions

**Certification Date (Date of incorporation or registration of the applicant organization):**

\_\_\_\_\_

**Certification Number (Number of incorporation or registration of the applicant organization):** \_\_\_\_\_

**Requestor (Applicant Organization):** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**NOT TO BE FILLED UP BY APPLICANT ORGANISATION**

**For AP Use Only:**

	Entered into Cost Point / Database: _____
	To Banking For EFT Set-Up
	Wire Set-UP