



U.S. TRADE AND DEVELOPMENT AGENCY

**USTDA-Funded Feasibility Study, Technical Assistance, or Training Grant**

**TO BE COMPLETED BY PRIVATE AND OTHER U.S. FIRMS ONLY**

**U.S. Firm Information Form**

This form is designed to enable the U.S. Trade and Development Agency ("USTDA") to obtain information about entities and individuals proposed for participation in USTDA-funded activities. Information in this form is used to conduct screening of entities and individuals to ensure compliance with legislative and executive branch prohibitions on providing support or resources to, or engaging in transactions with, certain individuals or entities with which USTDA must comply.

USTDA Activity Number [To be completed by USTDA]			
Activity Type [To be completed by USTDA]	<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Technical Assistance	<input type="checkbox"/> Other (specify)
Activity Title [To be completed by USTDA]			
1. Full Legal Name of U.S. Firm			
2. Business Address			
3a. Telephone		3b. Website	
4. Year Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.			
5. Type of Business Entity (e.g., corporation, LLC, Partnership, Sole Proprietor, Other)			
6. Type of Ownership			
<input type="checkbox"/> Publicly Traded Company (i.e., offers securities for sale to the general public through a U.S. stock exchange and is subject to SEC reporting requirements)			
<input type="checkbox"/> Private Company			
<input type="checkbox"/> Other (specify)			
7. If U.S. Firm is not a publicly traded company and has owners (e.g., shareholder, partner, trustee), provide a list of such owners and the percentage of their ownership. Please complete an Attachment A for each owner whose ownership percentage is 10% or more. Please ensure that the sum of the percentages listed equals 100%. If the U.S. firm is a publicly traded company, please do not complete this section.			
		Name of Owner	Percentage (%) Ownership
8. If U.S. Firm is a subsidiary, please provide the name of the U.S. Firm's parent entity(ies) and the percentage of their ownership. Please complete an Attachment A for any parent identified here. Please ensure that the sum of the percentages listed equals 100%.			
		Name of U.S. Firm Parent Entity	Percentage (%) Ownership
9. Is the U.S. Firm proposing to subcontract some of the proposed work to another firm?			
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Please list the legal names of the proposed subcontractors (if applicable). An Attachment B is required for each proposed subcontractor.			
<b>Project Manager</b>			
11. Name		Surname	
		Given Name	
12. Business Address			
13. Telephone			
14. Email			
<b>Negotiation Prerequisites</b>			
15. Disclose any current or anticipated commitments which may impact the ability of the U.S. Firm or its subcontractors to complete the Activity as proposed and reflect such impact within the project schedule.			
16. Identify any specific information which is needed from the Grantee before commencing negotiations.			

U.S. Firm may attach additional sheets, as necessary.





**U.S. Firm's Representations**

U.S. Firm shall certify the following (or provide any explanation as to why any representation cannot be made):

A. U.S. Firm is a *[check one]*  Corporation  LLC  Partnership  Sole Proprietor  Other:   
 duly organized, validly existing and in good standing under the laws of the State of: 18.

The U.S. Firm has all the requisite corporate power and authority to conduct its business as presently conducted, to submit this proposal, and if selected, to execute and deliver a contract to the Grantee for the performance of the USTDA Activity. The U.S. Firm is not debarred, suspended, or to the best of its knowledge or belief, proposed for debarment or ineligible for the award of contracts by any federal or state governmental agency or authority.

B. The U.S. Firm has included herewith, a copy of its Articles of Incorporation (or equivalent charter or document issued by a designated authority in accordance with applicable laws that provides information and authentication regarding the legal status of an entity) and a Certificate of Good Standing (or equivalent document) issued within one (1) month of the date of signature  
 by the State of: 19.

The U.S. Firm commits to notify USTDA and the Grantee if it becomes aware of any change in its status in the state in which it is incorporated. USTDA retains the right to request an updated certificate of good standing at any time. **(U.S. publicly traded companies need not include Articles of Incorporation or Certificate of Good Standing.)**

C. Neither the U.S. Firm nor any of its directors and principal officers have, within the ten-year period preceding the submission of these representations, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating state or federal criminal tax laws, or receiving stolen property.

D. Neither the U.S. Firm, nor any of its directors and principal officers, is presently indicted for, or otherwise criminally or civilly charged with, commission of any of the offenses enumerated in paragraph C above.

E. There are no federal or state tax liens pending against the assets, property, or business of the U.S. Firm. The U.S. Firm has not, within the three-year period preceding the submission of these representations, been notified of any delinquent federal or state taxes in an amount that exceeds US\$3,000 for which the liability remains unsatisfied. Taxes are considered delinquent if (a) the tax liability has been fully determined, with no pending administrative or judicial appeals; and (b) a taxpayer has failed to pay the tax liability when full payment is due and required.

F. The U.S. Firm has not commenced a voluntary case or other proceeding seeking liquidation, reorganization, or other relief with respect to itself or its debts under any bankruptcy, insolvency, or other similar law. The U.S. Firm has not had filed against it an involuntary petition under any bankruptcy, insolvency, or any similar law.

G. The U.S. Firm certifies that it complies with the USTDA Nationality, Source, and Origin Requirements and shall continue to comply with such requirements throughout the duration of the USTDA-funded activity. The U.S. Firm acknowledges that the USTDA Nationality, Source, and Origin Requirements apply to the delivery of goods and professional services funded by USTDA, including, but not limited to the use of subcontractors. The U.S. Firm commits to notify USTDA and the Grantee if it becomes aware of any change which might affect the U.S. Firm's ability to meet the USTDA Nationality, Source, and Origin Requirements.

Check to certify:

*The U.S. Firm shall notify USTDA if any of the representations are no longer true, correct, and complete.*

U.S. Firm certifies that the information provided in this form is true, correct, and complete. U.S. Firm understands and agrees that the U.S. Government may rely on the accuracy of this information in processing a request to participate in a USTDA-funded activity. If at any time USTDA has reason to believe that any person or entity has willfully and knowingly provided incorrect information or made false statements, USTDA may take action under applicable law. The undersigned represents and warrants that he/she has the requisite power and authority to sign on behalf of the U.S. Firm.

20. Name	<input type="text"/>	23. Signature	<input type="text"/>
21. Title	<input type="text"/>		
22. Full Legal Name of U.S. Firm	<input type="text"/>	24. Date	<input type="text"/>

***If U.S. Firm is Private or Other, please attach a copy of the U.S. Firm's Articles of Incorporation (or equivalent document) and Certificate of Good Standing (or equivalent document).***



**ATTACHMENT A**

**USTDA-Funded Feasibility Study, Technical Assistance, or Training Grant**

**U.S. Firm Ownership Information Form Owner(s) and Parent Entity(ies)**

This form shall be completed for each owner that owns 10% or more of the U.S. Firm, as well as any parent entity of the U.S. Firm ("Owner"). An additional copy of this form shall be completed for each owner identified in this form that owns 10% or more in the Owner, as well as any parent of the Owner identified in this form.

USTDA Activity Number [To be completed by USTDA]

Activity Title [To be completed by USTDA]

**TO BE COMPLETED FOR ENTITIES AND INDIVIDUAL OWNERS**

1. Full Legal Name of U.S. Firm	
2. Full Legal Name of Owner	
3. Business Address of Owner	
4. Telephone number	

**TO BE COMPLETED FOR ENTITIES ONLY**

5. Year Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.		
6. Country of Owner's Principal Place of Business		
7. Type of Ownership	U.S. Publicly Traded Company (i.e., offers securities for sale to the general public through a U.S. stock exchange and is subject to SEC reporting requirements)	
	Private Company	
	Other (specify)	
8. If Owner has owners (e.g., shareholder, partner, trustee), provide a list of such owners and the percentage of their ownership. Please complete an additional Attachment A for each owner whose ownership percentage is 10% or more. Please ensure that the sum of percentages listed equals 100%. If the Owner is a U.S. publicly traded company, please do not complete this section.	Name of owner	Percentage (%) Ownership
9. If Owner is a subsidiary, please provide the name of the Owner's parent entity(ies) and the percentage of their ownership. Please complete an additional Attachment A for each parent entity identified here. Please ensure that the sum of percentages listed equals 100%.	Name of Parent Entity	Percentage (%) Ownership

*Please attach additional sheets, as necessary.*





**ATTACHMENT B**

**USTDA-Funded Feasibility Study, Technical Assistance, or Training Grant**

**Subcontractor Information Form**

This form is designed to enable the U.S. Trade and Development Agency ("USTDA") to obtain information about entities and individuals proposed for participation in USTDA-funded activities. Information in this form is used to conduct screening of entities and individuals to ensure compliance with legislative and executive branch prohibitions on providing support or resources to, or engaging in transactions with, certain individuals or entities with which USTDA must comply.

USTDA Activity Number [ <i>To be completed by USTDA</i> ]			
Activity Title [ <i>To be completed by USTDA</i> ]			
1. Full Legal Name of Prime Contractor U.S. Firm ("U.S. Firm")			
2. Full Legal Name of Subcontractor			
3. Business Address of Subcontractor			
4a. Telephone Number		4b. Website	
5. Year Established (include any predecessor company(ies) and year(s) established). Please attach additional pages as necessary.			
<b>Subcontractor Point of Contact</b>			
6. Name	Surname		
	Given Name		
7. Address			
8. Telephone			
9. Email			

*Subcontractor may attach additional sheets, as necessary.*



U.S. TRADE AND DEVELOPMENT AGENCY

**Subcontractor's Representations**

The Subcontractor shall provide the following (or provide any explanation as to why any representation cannot be made), made as of the date of these representations:

A.	Subcontractor is a <i>[check one]</i>	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Other (specify)	
duly organized, validly existing and in good standing under the laws of:					10.		
The Subcontractor has all the requisite corporate power and authority to conduct its business as presently conducted, to participate in this USTDA-funded activity, and if the U.S. Firm is selected, to execute and deliver a subcontract to the U.S. Firm for the performance of the USTDA-funded activity. The Subcontractor is not debarred, suspended, or to the best of its knowledge or belief, proposed for debarment or ineligible for the award of contracts by any federal or state governmental agency or authority.							
B.	Neither the Subcontractor nor any of its directors and principal officers have, within the ten-year period preceding the submission of these representations, been convicted of or had a judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating federal or state criminal tax laws, or receiving stolen property.						
C.	Neither the Subcontractor, nor any of its directors and principal officers, is presently indicted for, or otherwise criminally or civilly charged with, commission of any of the offenses enumerated in paragraph B above.						
D.	There are no federal or state tax liens pending against the assets, property, or business of the Subcontractor. The Subcontractor has not, within the three-year period preceding the submission of these representations, been notified of any delinquent federal or state taxes in an amount that exceeds US\$3,000 for which the liability remains unsatisfied. Taxes are considered delinquent if (a) the tax liability has been fully determined, with no pending administrative or judicial appeals; and (b) a taxpayer has failed to pay the tax liability when full payment is due and required.						
E.	The Subcontractor has not commenced a voluntary case or other proceeding seeking liquidation, reorganization, or other relief with respect to itself of its debts under any bankruptcy, insolvency, or other similar law. The Subcontractor has not had filed against it an involuntary petition under any bankruptcy, insolvency, or any similar law.						

*The selected Subcontractor shall notify the U.S. Firm and USTDA if any of the representations are no longer true, correct, and complete during the period of the Subcontractor's involvement in the above-captioned Activity.*

The Subcontractor certifies that the information provided in this form is true, correct, and complete. The Subcontractor understands and agrees that the U.S. Government may rely on the accuracy of this information in processing a request to participate in a USTDA-funded activity. If at any time USTDA has reason to believe that any person or entity has willfully and knowingly provided incorrect information or made false statements, USTDA may take action under applicable law. The undersigned represents and warrants that he/she has the requisite power and authority to sign on behalf of the Subcontractor.

11. Name		14. Signature	
12. Title			
13. Full Legal Name of Subcontractor		15. Date	