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# Environmental Compliance: Language for Use in Solicitations and Awards

An Additional Help for ADS Chapter 204

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# Environmental Compliance: Language for Use in Solicitations and Awards

## ABOUT THIS LANGUAGE

The following recommended language is for use by Cognizant Technical Officers (CTOs), Activity Managers, Contracting Officers (COs), Mission Environmental Officers (MEOs), Program Officers, Bureau Environmental Officers (BEOs), and other USAID staff involved in solicitations, awards, and activity design and management.

Its purpose is to ensure adequate time is provided for environmental review and that environmental factors and mitigative measures identified in approved environmental impact assessment documentation are incorporated in the design and approval of each program and activity before the Operating Unit, Team, Activity Manager or CTO makes an irreversible commitment of resources for the program or activity. It also is intended to help improve application of USAID's environmental procedures (22 CFR 216 or Regulation 216<sup>1</sup>) to create more sustainable and successful implementation of activities, projects and programs.

- By explicitly enumerating the environmental compliance responsibilities of project implementers, use of this recommended language can help ensure that environmental compliance requirements stemming from the Regulation 216 process are fully integrated into project designs, workplans, and implementation of activities.
- Use of the language also alerts USAID staff and implementing partners early on to the need for a budget to implement environmental compliance measures and to the importance of providing sufficient Regulation 216 technical capacity to implement, monitor, and report on environmental compliance. Doing so is intended to ensure that compliance is maintained throughout design and implementation—over the entire life of a project or program.
- Further, the language contributes to mainstreaming of environmental concerns by integrating environmental compliance into USAID's typical project design and implementation processes.

The language can be used in any type of procurement instrument (contracts, cooperative agreements, grants, etc.). Although not explicitly required by ADS 305 for Host Country Contracts, this language also can be used for Host Country solicitations and in Implementation Letters and is especially appropriate when contracting for construction services and technical or professional services.

For greatest benefit, Technical Teams and other USAID staff should review and discuss the recommended language during project design, and modify it, as may be necessary, so it is well-integrated with the program description. Together the CTO, CO, and MEO should identify where and which language to insert based on the type of solicitation and award. For activities that are designed and managed out of AID/Washington (in Pillar or Regional Bureaus), the BEO would serve a similar technical role as the MEO does at the Mission level. The MEO, REA, BEO, or other trained staff may be able to provide staff training or guidance, if necessary, on use of the language in solicitations and contracting documents.

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<sup>1</sup> Full text of 22 CFR 216 can be found at [http://www.usaid.gov/our\\_work/environment/compliance/reg216.pdf](http://www.usaid.gov/our_work/environment/compliance/reg216.pdf)

## HOW TO ASSEMBLE COMPLIANCE LANGUAGE

To assemble the compliance language for a particular solicitation or award, the following table should be used as guidance. Multiple situations can apply to a single procurement; if this is the case, use all indicated language. You may need to revise and/or renumber the language depending on which elements you select and where you place them in the award or solicitation. [Bracketed text] in the model language indicates that you must select the appropriate option or provide other input.

When the situation is that. . .	Use these environmental compliance language paragraphs from the Model Language. . .
Approved Regulation 216 documentation <sup>2</sup> exists and it contains. . .  <b>Categorical Exclusions and Negative Determinations only</b>	1a through 1c 4a through 4c
at least one <b>Negative Determination with conditions</b>	1a through 1c 2 4a through 4c 5a through 5d 8a through 8d (optional: to be used when project will involve environmental compliance expertise; collaborate with MEO, or BEO for projects originating out of AID/W, for guidance, as needed)
at least one <b>Positive Determination</b>	1a through 1c 3 4a through 4c 5a through 5d 8a through 8d
The contractor/recipient will be required to prepare Regulation 216 documentation (an EA or IEE)	1a through 1c 4a through 4c 5a through 5d 6a through 6c 8a through 8d 2 If there is also an existing IEE that contains a Negative Determination with conditions 3 If there is also an existing IEE that contains a Positive Determination

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<sup>2</sup> Note: “Approved Regulation 216 documentation” refers to a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO).

<p>The project includes a sub-grant fund</p>	<p>To any of the above language/situations that apply, add: 7a and 7b 8a through 8d (Paragraphs 7 and 8 are optional, based on the nature of the grant fund and potential environmental impacts; coordinate with MEO or BEO for projects originating out of AID/W for guidance, as needed)</p>
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## MODEL LANGUAGE

### 1. Insert paragraphs 1a, 1b, and 1c in all solicitations and resulting awards:

- In RFAs, insert in the Program Description or in the RFA’s instructions regarding Technical Application Format
- In RFPs, insert in the appropriate section, often the “Special Contract Requirements”

- 1a) The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID’s activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID’s Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ADS/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. *[Offeror/respondent/contractor/recipient]* environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this *[RFP/RFA/contract/grant/cooperative agreement]*.
- 1b) In addition, the contractor/recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern .
- 1c) No activity funded under this *[contract/grant/CA]* will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as “approved Regulation 216 environmental documentation.”)

### 2. If the approved Regulation 216 documentation includes any Negative Determinations with conditions, insert 2.

This language stipulates that the activity(ies) must be implemented in compliance with the conditions specified in the Negative Determination.

- 2) An Initial Environmental Examination (IEE) *[(insert IEE # and download reference here, if available)]* has been approved for *[the Program(s)/Project]* funding this *[RFA/RFP/contract/grant/cooperative agreement (CA)]*. The IEE covers activities expected to be implemented under this *[contract/grant/CA]*. USAID has determined that a **Negative Determination with conditions** applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The *[offeror/applicant/contractor/recipient]* shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this *[solicitation/award]*.

### 3. If the approved Regulation 216 documentation includes a Positive Determination, insert 3.

This language specifies that an approved Environmental Assessment (EA) must exist prior to implementation of the activity(ies), and that the activity(ies) must be implemented in compliance with the conditions in the approved EA.

3) An Initial Environmental Examination (IEE) has been approved for the [Program or project funding] this [RFA/RFP/contract/agreement] and for activities to be undertaken herein [(insert IEE # and download reference here, if available)]. The IEE contains a **Positive Determination** for the following proposed activities: [specify]. This indicates that these activities have the potential for significant adverse effects on the environment. Accordingly, the [contractor/recipient] is required to [comply with the terms of\*/prepare and submit\*\*] an Environmental Assessment (EA) addressing the environmental concerns raised by these activities. No activity identified under this Positive Determination can proceed until Scoping as described in §216.3(a)(4) and an EA as described in §216.6 are completed and approved by USAID (Note that the completed Scoping Statement is normally submitted by the MEO to the BEO when the project originates in a Mission. The Statement may be circulated outside the Agency by the BEO with a request for written comments within 30 days and approved by the BEO subsequently. Approval of the Scoping Statement must be provided by the BEO before the EA can be initiated.)

[\*]If an EA already exists, and the contractor/recipient will not be required to prepare the EA, but will be required to comply with the terms of an existing EA.

[\*\*]If contractor/recipient must prepare and submit an EA, also insert 6a through 6c.

**Note: If the contractor is to prepare an EA, then this should be specified in the RFP/RFA instructions. The final negotiation of the EA will be incorporated into the award. Paragraphs 8a through d will always apply when the approved environmental documentation includes a Positive Determination, whether the contractor/recipient is preparing the EA or simply required to comply with an existing EA.**

### 4. Insert for all solicitations and awards

The language requires that the contractor/recipient must ensure all activities, over the life of the project, are included in the approved Regulation 216 documentation.

- 4a) As part of its initial Work Plan, and all Annual Work Plans thereafter, the [contractor/recipient], in collaboration with the USAID Cognizant Technical Officer and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this [contract/grant/CA] to determine if they are within the scope of the approved Regulation 216 environmental documentation.
- 4b) If the [contractor/recipient] plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.
- 4c) Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

**5. If the approved Regulation 216 documentation contains one or more Negative Determinations with conditions and/or an EA, insert 5a through 5d. (These paragraphs should also always be used when the contractor/recipient is writing an IEE or EA.)**

The language requires the contractor/recipient to integrate mitigation measures and monitoring into project work plans.

- 5 When the approved Regulation 216 documentation is (1) an IEE that contains one or more Negative Determinations with conditions and/or (2) an EA, the contractor/recipient shall:
- 5a) Unless the approved Regulation 216 documentation contains a complete environmental mitigation and monitoring plan (EMMP) or a project mitigation and monitoring (M&M) plan, the contractor/recipient shall prepare an EMMP or M&M Plan describing how the contractor/recipient will, in specific terms, implement all IEE and/or EA conditions that apply to proposed project activities within the scope of the award. The EMMP or M&M Plan shall include monitoring the implementation of the conditions and their effectiveness.
  - 5b) Integrate a completed EMMP or M&M Plan into the initial work plan.
  - 5c) Integrate an EMMP or M&M Plan into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

**6. For solicitations, if the Proposal Instructions specifies that the contractor/recipient will be required to prepare Regulation 216 documentation (IEE or EA) for some or all activities, insert 6a through 6c.**

- 6a) Cost and technical proposals must reflect IEE or EA preparation costs and approaches.
- 6b) Contractor/recipient will be expected to comply with all conditions specified in the approved IEE and/or EA.
- 6c) If an IEE, as developed by the contractor/recipient and approved by USAID, includes a Positive Determination for one or more activities, the contractor/recipient will be required to develop and submit an EA addressing these activities.

**Note: In this case, always insert paragraphs 8a through 8d, as well.**

**7. For solicitations and awards when sub-grants are contemplated, and the IEE gives a Negative Determination with conditions that specifies use of a screening tool for sub-grants, insert 7a and 7b.**

- 7a) A provision for sub-grants is included under this award; therefore, the contractor/recipient will be required to use an Environmental Review Form (ERF) or Environmental Review (ER) checklist using impact assessment tools to screen grant proposals to ensure the funded proposals will result in no adverse environmental impact, to develop mitigation measures, as necessary, and to specify monitoring and reporting. Use of the ERF or ER checklist is called for when the nature of the grant proposals to be funded is not well enough known to make an informed decision about their potential environmental impacts, yet due to the type and extent of activities to be funded, any adverse impacts are expected to be easily mitigated. Implementation of sub-grant activities cannot go forward until the ERF or ER checklist is completed and approved by USAID. Contractor/Recipient is responsible for ensuring that mitigation measures specified by the ERF or ER checklist process are implemented.

7b) The **[contractor/recipient]** will be responsible for periodic reporting to the USAID Cognizant Technical Officer, as specified in the Schedule/Program Description of this solicitation/award.

**8. For solicitations ONLY: Insert 8a through 8d when:**

- **the approved Regulation 216 documentation is a Positive Determination or an EA; or**
- **when the contractor/recipient will be expected to prepare Regulation 216 documentation; or**
- **when there is a sub-grant fund that requires use of an Environmental Review Form or Environmental Review checklist; and/or**
- **when there is a Negative Determination with conditions that will require environmental compliance expertise to prepare and/or implement an EMMP or M&M Plan, as determined in collaboration with the MEO or BEO for projects originating out of AID/W.**

8a) USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities will require environmental management expertise. Respondents to the **[RFA/RFP]** should therefore include as part of their **[application/proposal]** their approach to achieving **environmental compliance and management**, to include:

8b) The respondent's approach to developing and implementing an **[IEE or EA or environmental review process for a grant fund and/or an EMMP or M&M Plan]**.

8c) The respondent's approach to providing necessary environmental management expertise, including examples of past experience of environmental management of similar activities.

8d) The respondent's illustrative budget for implementing the environmental compliance activities. For the purposes of this solicitation, **[offerors/applicants]** should reflect illustrative costs for environmental compliance implementation and monitoring in their cost proposal.