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**NOTE: The Assistance portion  
of this AAPD  
has been incorporated  
into ADS303**



# Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Acquisition and Assistance Issued: December 17, 2004

## AAPD 04-17

### Supporting USAID's Disability Policy in Contracts, Grants, and Cooperative Agreements

**Subject Category:** Assistance, Acquisition Management  
**Type:** Policy

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are **EFFECTIVE AS OF THE ISSUED DATE** unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

**This AAPD:**  Is New  Replaces/ Amends  
CIB/AAPD No: \_\_\_\_\_

**Precedes change to:**  AIDAR Part(s) \_\_\_\_\_ Appendix \_\_\_\_\_  
 USAID Automated Directives System (ADS) Chapter 302, 303  
 Code of Federal Regulations \_\_\_\_\_  
 Other \_\_\_\_\_  
 No change to regulations

**Applicable to:**  Existing awards; Modification required:  
 Effective immediately  
 No later than \_\_\_\_\_  
 As noted in guidance below  
 RFPs/RFAs issued on or after the effective date of this AAPD; all other  
Pending Awards, i.e., 8(a), sole source...  
 Other or N/A \_\_\_\_\_

**New Provision/Clause Provided Herein:**  Yes; Scheduled update to Prodoc: TBD  
 No

\_\_\_\_\_  
*(signed copy in file)*  
MICHAEL F. WALSH

## AAPD 04-17 - Supporting USAID's Disability Policy in Contracts, Grants, and Cooperative Agreements

**PURPOSE:** The purpose of this AAPD is to require contracting officers (COs) and agreement officers (AOs) to include a provision supporting USAID's Disability Policy in all solicitations and resulting awards for contracts, grants, and cooperative agreements. The provision is an affirmative statement that the contractor or recipient will comply, to the extent practicable and within the scope of the award, with the intent of USAID's Policy Paper on Disability, dated September 12, 1997.

**BACKGROUND:** In September 1997, the Bureau for Program and Policy Coordination (PPC) issued a USAID General Policy Notice stating USAID's Disability Policy. This Policy Paper "articulates the U.S. Agency for International Development's (USAID) commitment to pursue advocacy for, outreach to, and inclusion of people with physical and mental disabilities, to the maximum extent feasible, in the design and implementation of USAID programming, and provides guidance for making that commitment operational." The policy applies to the use of Agency program funds only and complements USAID's personnel and staffing disability policies.

To summarize, USAID's policy on disability is to

- Avoid discrimination against people with disabilities in programs which USAID funds;
- Stimulate an engagement of host country counterparts, governments, implementing organizations and other donors in promoting a climate of nondiscrimination against and equal opportunity for people with disabilities; and
- Promote the inclusion of people with disabilities both within USAID programs and in host countries where USAID has programs.

PPC includes the Policy Paper as a Mandatory Internal Reference to ADS 200 "Introduction to Programming Policy" (see ADS 200.4.2 Internal Mandatory References, under the category "Other Issues" at [http://pdf.dec.org/pdf\\_docs/PDABQ631.pdf](http://pdf.dec.org/pdf_docs/PDABQ631.pdf)). Various efforts are underway to more fully incorporate the Disability Policy into USAID's program planning so that inclusion of persons with physical and mental disabilities is a standard component of the program and activity design/development process. In fact, many operating units throughout the Agency already do incorporate the Disability Policy in their strategic planning and activity development.

The Office of Acquisition and Assistance is issuing this AAPD in order to bring the Agency policy to the attention of our private sector implementing partners and encourage their compliance with the policy, by including a provision to this effect in contracts, grants, and cooperative agreements.

### **GUIDANCE:**

#### 1. Acquisition

For acquisitions (contracts) using program funds, when issuing a Request for Proposals (RFP) after the effective date of this AAPD, the contracting officer must include the following provision in Section H of the RFP and resulting contract, and modify existing contracts to include it, with the contractor's agreement, whenever practicable.

“USAID Disability Policy - Acquisition (December 2004)”

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website:  
[http://pdf.dec.org/pdf\\_docs/PDABQ631.pdf](http://pdf.dec.org/pdf_docs/PDABQ631.pdf).

(b) USAID therefore requires that the contractor not discriminate against people with disabilities in the implementation of USAID programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing this contract. To that end and within the scope of the contract, the contractor’s actions must demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.”

2. Assistance

**NOTE:** The disability provision has been incorporated into the Standard Provisions for U.S. and Non-U.S. Non-governmental Organizations which are listed under the Internal Mandatory References of ADS 303. See <http://www.usaid.gov/policy/ads/300/303maa.pdf> and <http://www.usaid.gov/policy/ads/300/303mab.pdf>

For assistance awards (grants and cooperative agreements), when issuing a Request for Applications (RFA), the agreement officer must include the following provision in the RFA and ensure its inclusion as a Special Provision in the schedule of the award itself. AOs are to amend existing grants and cooperative agreements to include the provision, with the recipient’s agreement, whenever practicable.

“USAID Disability Policy - Assistance (December 2004)”

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website:  
[http://pdf.dec.org/pdf\\_docs/PDABQ631.pdf](http://pdf.dec.org/pdf_docs/PDABQ631.pdf).

(b) USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to

comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.”

**POINT OF CONTACT:**

Direct questions about this AAPD to Diane Howard, M/OAA/P, at 202-712-0206. Direct questions about USAID’s Disability Policy to Lynne Schaberg, PPC/P at 202-712-1891, or Lloyd Feinberg, DCHA/DG, 202-712-5725.