



## A GUIDE TO USING IN-KIND GRANTS

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<b>Document Type</b>	Guide & Template								
<b>Applicability</b>	Assistance								
<b>Overview</b>	Provides guidance and template necessary to draft and effectively use in-kind grants as part of USAID's Foreign Assistance.								
<b>Audience</b>	<table border="0"> <tr> <td><input type="checkbox"/> Contracting Officer</td> <td><input type="checkbox"/> Contracting Officer's Representative</td> </tr> <tr> <td><input checked="" type="checkbox"/> Agreement Officer</td> <td><input type="checkbox"/> Agreement Officer's Representative</td> </tr> <tr> <td><input type="checkbox"/> Contract Specialist</td> <td><input checked="" type="checkbox"/> Activity Planner</td> </tr> <tr> <td><input checked="" type="checkbox"/> Agreement Specialist</td> <td><input type="checkbox"/> Technical Evaluation Committee</td> </tr> </table>	<input type="checkbox"/> Contracting Officer	<input type="checkbox"/> Contracting Officer's Representative	<input checked="" type="checkbox"/> Agreement Officer	<input type="checkbox"/> Agreement Officer's Representative	<input type="checkbox"/> Contract Specialist	<input checked="" type="checkbox"/> Activity Planner	<input checked="" type="checkbox"/> Agreement Specialist	<input type="checkbox"/> Technical Evaluation Committee
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<b>Roles and Responsibilities</b>	<p><b>Activity Planner</b> is the individual designated to plan for the use of an in-kind grant in conjunction with the design team and A&amp;A staff.</p> <p><b>Agreement Officer (AO) and Agreement Specialist</b> are responsible for overseeing and managing the evaluation process and providing instructions and guidance to the TEC.</p> <p><b>General Counsel (GC)/Regional Legal Advisor (RLA)</b> is responsible for advising the SSA &amp; AO on legal issues relating to use of in-kind grants.</p>								
<b>Tips</b>	<ul style="list-style-type: none"> <li>• In-kind grants provide other than monetary resources to USAID recipients and are a useful tool for providing direct resources in support of USAID's development and humanitarian objectives.</li> <li>• This guide contains links to award templates based on which type of in-kind grant is suitable for your development needs.</li> <li>• Consultation with your GC/RLO is recommended to ensure effective use of in-kind grants</li> </ul>								
<b>Instructions</b>	<p>The template is color- and font-coded as follows:</p> <p><b>Red text:</b> Writer must fill in with the appropriate text and change to black text when complete.</p> <p><b>Black/bold text in [brackets]:</b> Guidance to the writer. Must be deleted before the document is finalized.</p> <p>Black/unbold text: Should be included in the memo, suitably revised to reflect the particulars of the procurement.</p> <p style="text-align: center;"><b>Remove this cover page prior to uploading the document to ASIST. All final procurement documents must be digitally signed.</b></p>								
<b>Applicable Document Regulations</b>	2 CFR 200 & ADS 300								
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<b>Document Owner</b>	M/OAA/ACTS/E								



## **A GUIDE TO USING IN-KIND GRANTS**

### **I. INTRODUCTION**

In-kind grants provide other than monetary resources to USAID recipients. The Uniform Administrative Requirements, 2 CFR 200, describes this kind of Federal financial assistance as “non-cash contributions or donations of property (including donated surplus property).” USAID issues in-kind grants to provide supplies, equipment or other non-cash contributions to recipients. They are a useful tool for providing direct resources in support of USAID's development and humanitarian objectives.

In-kind grants are different from providing federally-owned property for recipient use. They also differ from USAID’s approval of disposition plans at closeout, which allows supplies/equipment/property acquired under a cost-type agreement to be retained by a recipient. If both cash and non-cash assistance will be provided, either two separate actions should occur, or the AO should utilize the standard grant template and incorporate an in-kind component.

This guide and templates linked herein applies to awards made to Nongovernmental Organizations (NGO) and is provided for guidance only. Operating units may modify or adapt as needed, such as awards for emergencies, disaster relief, etc. Consultation with your GC/RLA is recommended to ensure effective use of in-kind grants as well as to understand applicable delegations to sign and enter into an in-kind grant agreement.

### **II. PLANNING FOR IN-KIND GRANTS**

Prior to executing an in-kind grant, USAID staff must ensure proper planning (as required in ADS 200 series) is completed and that the appropriate official (such as the AA/MD or other delegated person) has determined that the in-kind grant, whether competitively or non-competitively awarded, furthers programmatic priorities. This includes following Mission/Bureau A&A Planning requirements contained in USAID policy and regulations. Just as with a monetary grant, the AO should consider risks posed by in-kind grant recipients in accordance with the principles established by USAID in ADS 303.3.8 & ADS 303.3.9 and the Office of Management and Budget (OMB) (see 2 CFR 200.205) before making an in-kind grant award to an NGO. The AO should consult with GC/RLA on the pre-award risk assessment if necessary.

Agreement Officers who hold assistance warrants to negotiate, execute, amend, and administer grants and cooperative agreements, as well as those delegated the authority in [ADS 103.3.7.4](#), may sign and enter into in-kind grants.

### **III. GRANT MANAGEMENT NEEDS**

The programmatic needs and type of items provided through an in-kind grant guides the need for continued grant management required by USAID post award. Examples of USAID in-kind grant management are shown in Table 1 with potential appropriate uses.

**Table 1. Programmatic Grant Management Needs**

<b>Level of Grant Management Required after Award of In-Kind Grant:</b>	<b>Examples of Programmatic Uses:</b>
<p style="text-align: center;"><b>No Further</b> Grant Management Required</p>	<p>In-kind grant is provided and <b>no further</b> grant management is required.</p> <ul style="list-style-type: none"> <li>● Use when providing expendable supplies that have a one time or limited life use or where the transfer to the recipient serves a programmatic purpose, e.g., providing preparedness capacity for future events.</li> <li>● The items can be retained by the recipient and USAID has no further claim (no disposition instructions or interest in disposition of items).</li> </ul> <p><u>Illustrative Example:</u> USAID provides tarps to a community after storm damage. These tarps have a single life use and there is no need to track or manage this donation. USAID will provide these items and walk away with no further interest.</p>
<p style="text-align: center;"><b>Limited</b> Grant Management Required</p>	<p>In-kind grant is provided and <b>limited</b> grant management is needed. Use when:</p> <ul style="list-style-type: none"> <li>● USAID seeks verification of completion of activities associated with the in-kind grant.</li> <li>● USAID has an interest in the use and life of in-kind items.</li> </ul> <p><u>Illustrative Example:</u> USAID provides generators to support a local community. During the life of the award, USAID wants to monitor and evaluate the impact this has on the community. Using this type of award allows USAID to track the usefulness of this in-kind donation.</p>
<p style="text-align: center;"><b>Life of Project</b> Grant Management Required</p>	<p>In-kind grant is provided and <b>life of project</b> grant management is required. Use when:</p> <ul style="list-style-type: none"> <li>● USAID seeks verification of completion of in-kind grant.</li> <li>● USAID has an interest in the use and life of in-kind items.</li> <li>● Establishing a grant period of performance is necessary.</li> <li>● Reporting on in-kind items is required by USAID.</li> <li>● USAID has an interest in proper disposition of in-kind items.</li> </ul> <p><u>Illustrative Example:</u> USAID provides ambulances to support a local hospital following an emergency. After the period of the award, USAID has an interest in ensuring these items go to a project consistent with its development objectives. Using a Life of Project in-kind grant award allows USAID to have this input.</p>

**IV. IN-KIND GRANT TEMPLATES & AWARD ELEMENTS**

In-kind grant templates with recommended award elements are provided in the links below for USAID Agreement Officers to use when issuing in-kind grants. The below templates correspond to the programmatic grant management needs shown in Table 1 above. The AO, in conjunction with technical staff and RLA/GC, should tailor these templates as needed. Proposed activities may have additional requirements based on the funding source and additional provisions may be required for these instances. The three templates available for use are:

1. [In-Kind Grant Template: No Further Grant Management](#)
2. [In-Kind Grant Template: Limited Grant Management](#)
3. [In-Kind Grant Template: Life of Project Grant Management](#)

Based on the programmatic need for grant management, Table 2 outlines the recommended award sections to be included in an in-kind grant.

**Table 2. In-Kind Grant Template Matrix**

In-Kind Grant Attachment Sections	Grant Management Level Required		
	<a href="#">No Further</a>	<a href="#">Limited</a>	<a href="#">Life of Project</a>
<b>Attachment A - Schedule</b>			
A.1 Purpose of In-Kind Grant	X	X	X
A.2 In-Kind Contribution	X	X	X
A.3 Program Description	X	X	X
A.4 Points of Contact	X	X	X
A.5 In-Kind Grant Restrictions	X	X	X
A.6 Marking and Public Communications	X	X	X
A.7 Preventing Transactions with, or the Provision of Resources or Support to, Sanctioned Groups and Individuals	X	X	X
A.8 Period of Performance			X
A.9 Reporting, Monitoring, and Evaluation			X
A.10 Disposition of In-Kind Grant Items			X
<b>Attachment B - In-Kind Grant Standard Provisions</b>		X	X
<b>Attachment C - Receipt of In-Kind Items</b>	X	X	X
<b>Attachment D - Certificate of Completion</b>		X	X

## V. REPORTING

In-kind grants to NGOs are required to be reported to FAADS and all in-kind grants awards must be generated in GLAAS and filed in ASIST. While no dollars are obligated, the transaction must be created using GLAAS and NGO recipients of in-kind grants must be registered in SAM.gov.