



**FOREIGN AGRICULTURAL SERVICE**

International Food Assistance Division

Global Programs

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**FOOD FOR PROGRESS PROGRAM**

**NOTICE OF FUNDING OPPORTUNITY**

**FISCAL YEAR 2025**

**Application Submission Deadline: July 31, 2025**

July 1, 2025

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## NEW IN FY 2025

1. USDA/FAS has moved information between sections and subsections across the Notice of Funding Opportunity (NOFO) to align with other FAS NOFOs and with the updated [2 CFR 200](#) and [2 CFR 400](#), effective October 1, 2024. Most requirements have not changed. Applicants should familiarize themselves with relevant regulatory changes. Changes that will affect Food for Progress (FFPr) Program applications and awards include, but are not limited to:
  - a. The threshold for differentiating between Equipment and Supplies has increased from \$5,000 to \$10,000 ([2 CFR 200 Subpart A](#))
  - b. The subaward threshold for Modified Total Direct Costs has increased from \$25,000 to \$50,000 ([2 CFR 200 Subpart A](#))
  - c. The de minimis indirect cost rate has increased from 10% to 15% ([2 CFR 200.414](#))
  - d. Administrative costs associated with termination and standard closeout are now allowable ([2 CFR 200.472](#))
2. USDA/FAS now refers to the total project budget, minus commodity and freight costs for U.S. commodities, as “project operational costs” or “project operating budget.” Previous Notices of Funding Opportunity sometimes referred to this portion of the budget as “cash portion” or “administrative costs,” but USDA/FAS has removed these terms for better clarity and consistency. USDA/FAS has updated the [C-1](#) and [C-2](#) templates to reflect this change.
3. USDA/FAS has moved some information regarding regulatory requirements of awards from [Content Guidance](#) to [Post Award Requirements and Administration](#), in order to clarify application requirements versus requirements that must be met during the life of an award. Applicants should familiarize themselves with the regulatory requirements in Post Award Requirements and Administration to ensure they are proposing a feasible and compliant project under relevant regulation.
4. USDA/FAS has reduced the information required and the page limits for Applications across all sections. All reduced requirements from the proposal stage will still be required post-award through subsequent deliverables (see subsection 8.6.a., Annual Work Plan).
5. Previous Food for Progress evaluations are available as attachments along with this NOFO on [Grants.gov](#).
6. USDA/FAS has adjusted [Appendix C](#) to categorize Subrecipient costs under “Other” rather than “Professional Services” or “Contractual” to promote consistency within the NOFO and with other Federal awards.
7. USDA/FAS has removed country guidances.
8. USDA/FAS requires applicants to submit Proof of 501(c)(3) determination, if applicable.

# **1. BASIC INFORMATION**

## **1.1 EXECUTIVE SUMMARY**

The U.S. Department of Agriculture, Foreign Agricultural Service, International Food Assistance, announces this funding opportunity to support the Food for Progress Program by issuing new awards. This opportunity is available to the government of an emerging agricultural country, intergovernmental organizations, private voluntary organizations, nonprofit agricultural organization or cooperatives, non-governmental organizations, colleges or universities, and any other private entity, and is intended to increase agricultural productivity and expand trade of agricultural products (domestically, regionally, and/or internationally).

## **1.2 FEDERAL AGENCY NAME**

United States Department of Agriculture, Foreign Agricultural Service (USDA/FAS)

## **1.3 FUNDING OPPORTUNITY TITLE**

Food for Progress Program Notice of Funding Opportunity Fiscal Year 2025

## **1.4 ANNOUNCEMENT TYPE**

New Announcement

## **1.5 FUNDING OPPORTUNITY NUMBER**

USDA-FAS-10.606-0700-25(542) – Kenya

USDA-FAS-10.606-0700-25(110) – Colombia

USDA-FAS-10.606-0700-25(320) – Vietnam

USDA-FAS-10.606-0700-25(520) – Ethiopia

USDA-FAS-10.606-0700-25(000) – Non-priority country applications

## **1.6 ASSISTANCE LISTING NUMBER**

10.606 Food for Progress

## **1.7 FUNDING DETAILS**

Total Available Federal Funding: \$208 million

Anticipated number of awards: 6 to 10

Expected range of each individual award: \$5 million to \$35 million

USDA/FAS reserves the right to make additional awards under this opportunity if additional funding becomes available after the original selections are made, consistent with agency policy and guidance. Any additional selection for awards will be made no later than six months after the original selection decisions.

Period of Performance: Approximately 36 to 60 months

Projected Period of Performance Start Date(s): 10/01/2025

Projected Period of Performance End Date(s): approximately 09/30/2028 to 09/30/2030

“Period of performance” is defined in [2 CFR 200.1](#).

## **1.8 KEY DATES**

Deadline for Question Submission: July 15, 2025

Applicants may submit questions until 5:00 P.M. EDT on 07/15/2025 by emailing [ppded@usda.gov](mailto:ppded@usda.gov) and including “FY25 FFPr NOFO” in the subject line of the email. USDA/FAS will consider questions submitted by the stated deadline and will post responses to questions on a regular and rolling basis on Grants.gov.

Application Submission Deadline: July 31, 2025 at 5:00 P.M. EDT

Anticipated Funding Selection Date: September 15, 2025

Anticipated Award Date: September 26, 2025

## **1.9 AGENCY CONTACT INFORMATION**

For all inquiries, contact:

Name: Ingrid Ardjosoediro, Food for Progress Branch Director

Email Address: [ingrid.ardjosoediro@usda.gov](mailto:ingrid.ardjosoediro@usda.gov)

Phone Number: +1 (202) 531-0216

Hours of Operation: Monday – Friday, 9:00 A.M. – 5:00 P.M. EDT/EST

## **2. ELIGIBILITY**

### **2.1 ELIGIBLE APPLICANTS**

In accordance with the Food for Progress Act of 1985 ([7 U.S.C. § 1736o](#)), the following entities are eligible Applicants (see [7 CFR 1499.2](#) for definitions):

- The government of an emerging agricultural country
- An intergovernmental organization
- A private voluntary organization
- A nonprofit agricultural organization or cooperative
- A nongovernmental organization
- A college or university
- Any other private entity

All Applicants must have an active registration in the U.S. Government System for Award Management<sup>1</sup> before the application submission deadline of the announcement. Applicants with inactive, expired, pending, or excluded listings will be deemed ineligible. Requests for exceptions, waivers, or extensions will not be considered. More information about SAM.gov registration can be found in Section 9, Other Information.

### **2.2 SUBSTANTIAL COMPLIANCE**

All applications will be reviewed for eligibility and must meet the eligibility requirements described in this NOFO to be considered eligible. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified 14 calendar days of the ineligibility determination.

Applications must substantially comply with the application submission instructions and requirements set forth in Section 4, Application Contents and Format, of this solicitation or else they will be deemed ineligible for funding consideration.

### **2.3 EVIDENCE OF ELIGIBILITY**

Applicants are responsible for including documentation, if necessary, establishing that they meet the stated eligibility requirements, when it is not immediately obvious. Applicants should not presume that USDA/FAS is sufficiently familiar with the Applicant organization or that additional information would be unnecessary, USDA/FAS will not make assumptions as to the nature of the Applicant's work, qualifications, and will rely solely on the materials provided.

### **2.4 FUNDING RESTRICTIONS**

Funds may not be used in any manner that is prohibited by applicable regulations, including 2 CFR 200, 2 CFR 400, and 7 CFR 1499. Awards issued pursuant to this notice of funding opportunity may only be used for the purpose set forth in the award, consistent with the statutory authority for the award. Capital expenses, such as the purchase of equipment, not entirely attributable to this award, must be pro-rated.

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<sup>1</sup> <https://www.sam.gov>

For example, agreement funds and other support may not be used for matching contributions for other federal grants or cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. Federal employees are prohibited from acting as an agent of the Applicant in any capacity (paid or unpaid) on any proposal submitted under this program. Also, federal funds may not be used to sue the Federal Government or any other government entity.

Compensation for personal services: Employees, consultants, or other personnel, including those of subrecipients, and regardless of the method of engagement, may not exceed the pro-rata equivalent of GS-15, Step 10 on the 2025 General Schedule<sup>2</sup> (for 2025, \$162,672 per year, \$623.60 per day, or \$77.95 per hour) Post Hardship Differential and non-monetizable fringe benefits, such as health insurance coverage, are not included in this ceiling.

In general, costs incurred for a common or joint purpose benefitting more than one cost objective but not readily assignable to specific awards, without effort disproportionate to the results achieved, are considered indirect costs. These may include facilities not specific to individual projects, enterprise-wide services such as IT, and enterprise management. Pursuant to USDA Departmental Regulation DR2255-001, a Negotiated Indirect Cost Rate Agreement (NICRA) with a cognizant U.S. Government agency will be honored, except when prohibited by statute.

If an application is submitted that includes any ineligible tasks, activities, or cost items, that portion of the application will be deemed ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

## **2.5 MULTIPLE APPLICATIONS**

An individual Applicant may submit more than one application in response to this NOFO, and may be offered more than one award.

## **2.6 COST SHARE/MATCH REQUIREMENT**

Not required.

See subsection 6.2, Review Criteria, for further details.

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<sup>2</sup> <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/25Tables/html/GS.aspx>



### 3. PROGRAM DESCRIPTION

The Food for Progress Program provides for the donation of U.S. agricultural commodities to developing countries and emerging democracies committed to introducing and expanding free enterprise in the agricultural sector. The commodities are generally sold on the local market, and the proceeds are used to support agricultural development activities.

Per the [Food Security Act of 1985](#)<sup>3</sup>, (7 U.S.C. 1736o(d)), the Food for Progress Program has six specific objectives:

- (i) Access, on the part of farmers in the country, to private, competitive markets for their products;
- (ii) Market pricing of eligible commodities to foster adequate private sector incentives to individual farmers to produce food on a regular basis for the country's domestic needs;
- (iii) Establishment of market-determined foreign exchange rates;
- (iv) Timely availability of production inputs (such as seed, fertilizer, or pesticides) to farmers;
- (v) Access to technologies appropriate to the level of agricultural development in country; and
- (vi) Construction of facilities and distribution systems necessary to handle perishable products.

These can be summarized through two high-level strategic objectives: (1) increase agricultural productivity, and (2) expand trade of agricultural products (domestically, regionally, and/or internationally).

USDA/FAS will also accept applications for non-priority countries; however, it will prioritize funding applications for the identified priority countries. USDA/FAS will consider funding a project in a non-priority country, but an application for a non-priority country must include sufficient justification.

#### 3.1 AUTHORIZING STATUTES AND REGULATIONS

Food Security Act of 1985, as amended, 7 U.S.C. § 1736o and 7 CFR 1499.

#### 3.2 TYPE OF ASSISTANCE INSTRUMENT

USDA/FAS anticipates that a Cooperative Agreement will be funded pursuant to this funding opportunity.

This type of agreement provides for substantial involvement between USDA/FAS and/or other USDA Agencies, and the selected Applicant in the performance of the project. This may include:

- Close monitoring of the successful applicant's performance to verify the results proposed by the Applicant;
- Collaboration during performance of the scope of work;

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<sup>3</sup> [https://uscode.house.gov/view.xhtml?req=\(title:7%20section:1736o%20edition:prelim\)](https://uscode.house.gov/view.xhtml?req=(title:7%20section:1736o%20edition:prelim))

- Review of proposed procurement in accordance with [2 CFR 200.325](#) and [2 CFR 200.318](#);
- Approve qualifications of key personnel (USDA will not select the recipient's employees or contractors, but may disallow costs for specific individuals where required by statute or regulation); and
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

### **3.3 PROGRAM SPECIFIC UNALLOWABLE COSTS**

Funds provided under Food for Progress Program may not be used in any manner that is prohibited by applicable regulations. USDA/FAS strongly recommends that Applicants familiarize themselves with program-specific unallowable costs described in 7 CFR 1499 to avoid proposing program-specific unallowable costs.

Applicants may refer to Appendix C, 2 CFR 200.1, and 2 CFR 200.414 for information on what costs are allowable as indirect costs.

## **4. APPLICATION CONTENTS AND FORMAT**

This announcement contains all information necessary to apply for this funding opportunity.

### **4.1 FORM OF APPLICATION SUBMISSION**

#### **a. Application Format**

Applicant must complete the application in English and adhere to the maximum page limits in subsection 4.1.b, Required Content and Forms.

Applicants should:

- Use clear and concise language, appropriate spelling and grammar, demonstrate logical flow and consistency of information across sections, and follow the formatting guidance throughout the application.
- Be single spaced and adhere to the maximum page limits per section for all content to be considered (see subsection 4.2).
- Use Times New Roman, 12-point font and one-inch margins;
- Number each page consecutively in the footer;
- Be submitted as PDF files, unless otherwise specified in the NOFO;
- Cite source information (with at least author and year) and/or provide an explanation of the analysis;
- Reduce file size to the greatest extent that is reasonable; and
- Not be certified, signed, or password protected.

#### **b. Required Content and Forms**

Each application must include the following content and forms within the required page limits. If an Applicant exceeds the page limits for a section, USDA/FAS will only review and score material within the page limits for the section. Requirements marked with “no page limit restrictions” do not count towards their section page limits.

A complete application package must include:

- Cover Sheet: 1 page
- Strategic Analysis: 8-page limit
- Plan of Operation: 12-page limit
- Organizational Capacity and Staffing: 4-page limit
  - Capacity and Staffing
  - In-Country Registration
  - Curriculum Vitae for Chief of Party (4-page limit; excluded from Organizational Capacity and Staffing page count)
  - Organizational Chart (1 page; excluded from Organizational Capacity and Staffing page count)
  - Project-Specific Commitment Letters from anticipated subrecipients, if applicable (no page limit restrictions; excluded from Organizational Capacity and Staffing page count)
  - Past Performance Records (no page limit restrictions; excluded from Organizational Capacity and Staffing page count)
- Monitoring and Evaluation: 18-page limit

- Project-Level Results Framework: 5-page limit
- Performance Indicators: 5-page limit
- Evaluation Plan: 8-page limit
- Commodity Management: 5-page limit
- Budget
  - Budget Summary: 1 page
  - Detailed Budget: no page limit restrictions
  - Budget Narrative: 15-page limit
  - Applicant's most recent approved NICRA agreement (no page limit restrictions) (See Part D Section 4 g, Budget, for more on indirect costs)
  - [Standard Form SF-424](#), Application for Federal Assistance, showing the Unique Entity Identifier (UEI), and signed by the Applicant
  - Single Audit (Applicant's most recent; no page limit restrictions)
- Proof of 501(c)(3) status documentation to support eligibility determination, if applicable.
- Grants.gov Lobbying Form

Applicants should ensure they are using active, i.e. non-expired, versions of standard forms. The use of an expired standard form will not itself be grounds for a determination of ineligibility but may delay processing of an Applicant selected for award.

Find additional requirements on the content of each section of the application below in subsection 4.2, Content Guidance. Applicants should review the content guidance carefully to determine what sections they may submit as attachments and what information they are required to input directly into FAIS. USDA/FAS strongly discourages, and will not consider, any materials submitted by or on behalf of the Applicant other than those materials specifically requested in this NOFO.

## 4.2 CONTENT GUIDANCE

To have an impact in the agriculture sector, Applicants are expected to closely consult with existing service providers, as well as national authorities in the country such as research institutes, universities, private sector stakeholders, and all other pertinent organizations. Applicants should also consider complementing efforts with the work of other international donors as well as other USG programs. The expected coordination efforts should integrate the project's agricultural approaches with existing private sector and government extension services in alignment with USDA priorities of advancing American agricultural interests while also advancing the priorities set forth in the country's national agricultural strategy including the following:

- **Cost-efficiency and prevention of fraud and abuse:** Applicants should propose activities that maximize the use of resources and return on investment while implementing measures that provide a high degree of assurance against misuse of funds, fraud or abuse. Use of resources should ensure that at least 70% of the funding is used directly on program activities. Proposed activities should demonstrate the funds are mainly used to further the impact of the project rather than used on administrative

expenses. Applicants should also consider maximizing the use of investment funds or grants mechanisms to further the return on investment.

- **Access to finance:** Access to finance is a key constraint in most countries, stretching from the microfinance needs of small farmers to formal financial institution access for medium- and larger-scale farmers and processors, and formal bank loans and investor financing for larger processors. To avoid duplications of efforts and consolidations of technical expertise in the area of access to finance, Applicants should work with existing local entities instead of creating new financial institutions. Applicants are highly encouraged to consider facilitation of appropriate financial solutions, based on an assessment of existing financing, credit, and investment options such as the use of grants in close coordination with existing financial institutions given its key role in stimulating finance options. For example, a project could use a grant mechanism to minimize the program beneficiaries' risk for entry of these institutions while also being used as a form of loan guarantee.

Other examples of access to finance can include: seasonal loans or advances from buyers to farmers (such as “contract farming”), agro-processors advancing credit to farmers, input providers supplying in-kind loans to farmers, buyer out-grower schemes that involve credit (often alongside inputs), short-term, seasonal loans for working capital from microfinance institutions, long-term fixed asset loans from financial institutions, and partial guarantees from financial institutions to leverage credit to value chain actors. Most financing options should be sustainable in the market long term. If proposing a matching grant co-investment component, Applicants should provide examples and investment ranges.

- **Use of ICT (Information Communication Technology):** The project should utilize advances in digital technologies to benefit extension services, market information, and access to finance, which would benefit the agriculture sector. Currently, initiatives to digitize farmer records, enterprises, and markets remain weak, given the weak digital infrastructure, especially in rural areas. Besides more modern ICT, traditional media (such as radio) could be used more intensively for agricultural extension and market information systems to reach remote and poor areas. ICT could also be used to help stakeholders make more informed decisions more efficiently and effectively. The feasibility of developing mobile money transfers and insurance against seasonal weather patterns and disasters could be further examined.

All FFPr Program applications must include the following as attachments in the Food Aid Information System (FAIS):

**a. Cover Sheet (1 page)**

Applicants must provide an introductory cover sheet with the following information:

- Applicant organization name;
- Subrecipient organization(s) name(s);
- Priority country;
- Award funding request, itemized by commodities, freight and administration, and operating budget;

- Number of direct beneficiaries; and
- An executive summary of the proposed project's technical approach.

#### **b. Strategic Analysis (8-page limit)**

Applicants must demonstrate a deep understanding of the priority country's specific context, including its agricultural landscape and current challenges. Applicants must provide a compelling strategic vision outlining the design of the project. The strategic analysis must provide a description of existing gaps, opportunities for lasting impact, and sustainable benefits and sector growth. Applicants must identify **what** needs to be addressed within the priority sector(s). Applicants must also provide a clear strategy regarding the proposed interventions and **why** those interventions are important for achieving the objectives of the project.

Applicants must also:

- Describe specific areas within the priority sector(s) where the proposed project can have a lasting, transformative impact and why its interventions are the most appropriate, contextually relevant, and replicable for creating sustainable change beyond the proposed project's duration. Where applicable, Applicants should include technical agricultural approaches and demonstrate an understanding of potential end-markets for any targeted value chains.
- Introduce the target geographic area(s) and the beneficiary group(s) and justify these selections.
- Incorporate key insights from stakeholders that drive the applicant's unique approach and strategic vision. Detail an understanding of key local, public, and private sector actors and organizations as well as existing development and private sector investments.
- Describe how the proposed project would make America safer, stronger, and more prosperous.

#### **c. Plan of Operation (12-page limit)**

Applicants must develop an actionable Plan of Operation that directly builds upon the Strategic Analysis. This plan must clearly articulate **how** the Applicant will implement the proposed interventions and achieve the specific measurable results to address the needs identified in the Strategic Analysis, providing implementation plan for each activity, including major milestones and timelines. Detailed activity breakdowns will be included in the work plan post-award. Applicants should design the plan of operation **prioritizing cost-effectiveness and operational efficiencies**, demonstrating how resources will be strategically allocated and activities structured to achieve measurable outcomes and sustainable impact. The plan must be technically and programmatically feasible within a three to five-year timeframe and must prioritize the following:

- Identify the target geographic area(s) and beneficiary groups.
- Show clear process – Provide steps and end results for the implementation of each activity of each activity.
- Create economies of scale – Explain how the activities will facilitate economies of scale in individual smallholder farmers, such as through farmer organizations. Demonstrate

how these economies of scale will lead to greater efficiencies and achieve broader economic growth in the priority sector(s).

- Foster local capacity and sustainability – Describe how the project will enhance local capacity and create long-term sustainable results through market growth, linking smallholders to end-markets, and private sector engagement and partnerships. Include an exit strategy to ensure ongoing momentum and sustained results after the life of project.
- Leverage Other Investments – Describe how the Applicant will complement ongoing development and private sector efforts, avoid duplication, and maximize impact.
- Define Subrecipients' Roles (if applicable) – Outline the roles and responsibilities of each proposed subrecipient in the activities.

**d. Organizational Capacity and Staffing (4-page limit)**

Applicants must clearly describe their organizational capacities to implement the proposed project across all aspects of project management. Current experience in agricultural projects, especially within the priority area or targeted geographic area(s), must be included in this section.

The Organizational Capacity and Staffing section must also include a staffing plan that details the technical and geographic expertise required for efficient and effective project implementation, administration, and management. The staffing plan should include a brief description of all long-term staff positions and required levels of experience. The Applicant should present a highly skilled, yet streamlined team that can achieve maximum efficiency and productivity and be as cost effective as possible. FAS may request changes to the final staffing plan during award negotiation or project implementation.

Applicants must also provide a rationale for the involvement of each subrecipient, including experience and expertise, in the proposed project. If the allocation to a subrecipient is 20% or more of the proposed operating budget, Applicants should provide details in the budget narrative.

Subrecipient means an entity that enters into a sub-agreement with the Applicant for the purpose of implementing in the target country activities described in an agreement. Such an entity would receive commodities, CCC-provided funds, program income, sale proceeds, or other resources from the Applicant to use for this purpose and would be accountable to the Applicant for the use of these resources. The Unique Entity Identifier (UEI) for each subrecipient must be included in the description.

Applicants must disclose their registration status in the target country. Applicants not registered must provide a clear plan to become registered and a timeline to complete the registration process including potential delays. Applicants with active registration in the target country must provide the date they became registered and any relevant information and dates regarding the expiration of their registration.

In addition, Applicants must provide the following items related to the Organizational Capacity and Staffing section. Each item will be submitted as a separate attachment to, and excluded from the page count of, the section:

- **Organizational Chart and Key Personnel (1-page limit)** – Applicants must include an appropriate and adequate organizational chart that identifies Key Personnel positions. Key Personnel would include, but are not limited to, managers responsible for overall agreement implementation (e.g. Finance Director, Deputy Chief of Party, and Chief of Party), as well as specialized technical staff for specific activities. Should the Applicant be selected for funding, the information on Key Personnel will be added to the Plan of Operation in the agreement. If subrecipient(s) are proposed, they should be identified in the organizational chart so that a clear reporting structure between the subrecipient(s) and the Applicant is established.
- **Curriculum Vitae (CV) for Chief of Party (4-page limit)** – The Applicant must attach, as part of the proposal, the CV for the project lead, the Chief of Party. This person will provide major oversight of the FFPr Program project. The CV must clearly describe the project lead’s relevant work experience and qualifications.
- **Subrecipient Letters of Commitment (no page limit)** – A project-specific commitment letter from each proposed subrecipient must be included. Letters of support from entities that are not subrecipients must not be included with the application.
- **Past Performance Reviews (no page limit)** – Applicants must identify points of contact or reviewers for at least one and no more than three grants, cooperative agreements, or contracts implemented by the organization within the previous five years. For projects without a Contractor Performance Assessment Report (CPAR) on CPARS.gov, each reviewer must complete a Past Performance Review form (see Appendix E) and submit it to [ppded@usda.gov](mailto:ppded@usda.gov) by the closing date of this announcement. For any reference projects with an existing CPAR on CPARS.gov, the Applicant may provide that CPAR as a substitute for submitting a Past Performance Review form. Applicant must submit the CPAR information (contract number, assessment date, and UEI) in an e-mail to [ppded@usda.gov](mailto:ppded@usda.gov).

When selecting reviewers to submit past performance review forms, Applicants are encouraged to select reviewers with knowledge of the Applicant’s past performance of projects. An Applicant is strongly encouraged to include at least one review from a reviewer with knowledge of its performance of a past or active award outside of USDA’s international food assistance programs and is not an affiliate, subsidiary, or sister organization.

If a proposed subrecipient will receive 20% or more of the operating budget for the project, the Applicant must submit one Past Performance Review from a reviewer for the subrecipient to [ppded@usda.gov](mailto:ppded@usda.gov) by the closing date of this announcement.

#### **e. Monitoring and Evaluation (18-page limit)**

FAS requires an Applicant to submit three monitoring and evaluation documents in its proposal:

##### **1) Results Framework (5-page limit)**

The project-level RF must clearly identify how the proposed project will contribute to the FFPr Program-level RF, as shown in Appendix D. A project-level RF has two components:

- (i). A graphical representation of the project’s theory of change. The suggested length of the graphical RF is two pages. A strong graphical RF should:



- Use the FFPr Program-level RF as the basis of the project-level RF.
- Identify which results the project will contribute to, and which results the project will *not* contribute to.
  - A single project is not expected to contribute to all of the results in the program-level RF. Projects typically contribute to a subset of program-level results, and may also contribute to custom results, reflecting the specific country and programmatic context of the proposed project. The number of results contributed to will *not* be a factor in proposal evaluation.
- Display the project's activities and align each with the result(s) the activity will help achieve. Applicants should use short, descriptive activity titles so that readers have enough information to understand how an activity will logically lead to a result.
- Add custom results, beyond what is available in the program-level RF, to communicate additional results the project is designed to achieve. This is particularly important for projects such as Trade Enabling Environment focused projects that typically work towards results *not* already displayed on the program-level RF.

(ii). A narrative text, articulating the project's theory of change, describing the cause-and-effect linkages outlined in the Strategic Analysis. The suggested length of the narrative is three pages. A strong narrative should:

- Reference existing research to support the theory of change.
- For each FFPr Program-level result to which the proposed project will not contribute, explain why.
- Provide a convincing argument that the project's theory of change will achieve the intermediate and highest-level results, and these results will be sustained beyond project completion.
  - A strong narrative will tie desired results into the sustainable impact of activities proposed in the Plan of Operation. An applicant should have a plan to develop local ownership of the project and develop sustainable partnerships to maximize the potential for the benefits of the project to endure over time.

Overall, the project-level RF should reflect sound, causal thinking. The project logic should follow a chain of cause-and-effect relationships. There should be no significant causal gaps or large leaps from one level in the causal hierarchy to the next. Proposed activities should be sufficient to produce outputs, achieve initial and intermediate results, and contribute to the strategic objectives.

## **2) Performance Indicators (5-page limit)**

Applicants must submit a table of standard and custom performance indicators for their proposed project results. Performance indicators identify how to recognize the success of the project and help to clarify results. For each indicator, the Applicant must identify a baseline value (where possible), annual targets for each year of the project, and a life of project target. Applicants should include, at a minimum, these columns in the table: Performance Indicator, Standard or Custom, Baseline Value, Year X Target, Year Y Target, etc. (numbers to correspond to each year in the project), and Life of Project Target.

[Standard FFPr program performance indicators](#) are required, where appropriate. Each result included in the project should have one or more corresponding indicators in the indicator table. If an Applicant addresses a result that has a corresponding standard indicator, it must include the standard indicator in its table. When a standard indicator isn't available for a proposed project result, the Applicant should include a custom indicator for that result. Custom indicators proposed for a project should be a mix of output and outcome indicators, in alignment with the result level(s). As described in the [Monitoring and Evaluation Policy](#), custom indicators should also meet the criteria of being direct, objective, adequate, and practical. USDA/FAS does not require a specific number of indicators per result; however, the number of indicators should be sufficient to monitor the project's performance in achieving each result.

Applicants should review the FFPr program standard indicators carefully to propose indicators that will reflect applicable good agricultural practices activities. Applicants should capture additional results with custom indicators that reflect the specific objectives of the proposed project, and may consult publicly available, established indicator sets for ideas as relevant, including other USG standard indicator sets and validated indicators identified by relevant experts.

### **3) Evaluation Plan (8-page limit)**

Applicants must submit a draft partial evaluation plan as described below. Once an award is granted, USDA/FAS will require a comprehensive evaluation plan as described in the International Food Assistance Division's [Monitoring and Evaluation Policy](#). The comprehensive plan required post-award should be developed as a stand-alone document that can be shared with interested parties and the public and should provide a detailed approach to both monitoring and evaluating the project's performance and impact.

The partial evaluation plan submitted with the proposal will include only the key sections described below:

- **Evaluation Approach and Methodologies** – Describe the overall evaluation approach including how the Applicant will ensure a participatory process in the design of the evaluations, the roles and responsibilities of staff in their organization and other entities involved in the project, and the quantitative and qualitative evaluation methods that will be used throughout the project. An evaluation approach may include repeat cross-sectional designs or panel studies and may consist of direct observations, key informant interviews, focus group discussions and secondary data analysis. These methodologies should be described in detail, including sample design, expected sample sizes, and key informants. The Applicant should also describe the strengths and limitations of the proposed methodology for measuring impact and assessing attribution. If the Applicant is proposing an impact evaluation, the evaluation plan should identify the design (experimental or quasi-experimental) and method of attribution (e.g., a randomized control trial, difference-in-difference, or propensity score matching). If the Applicant will not include an impact evaluation, provide a justification excluding it and describe how the methodology will assess contribution. A good evaluation plan will demonstrate why the evaluation approach is appropriate to the project context and how that evaluation design will be useful for project learning.
- **Baseline Study** – Provide a description of the Applicant's plan to establish

performance indicator baseline information and targets that the project will use to measure performance and report to USDA/FAS at regular intervals. Baseline data will be collected for two purposes: (1) to measure progress on performance indicators, and (2) to assess project outcomes and impacts using evaluation methods. Specify who will conduct the baseline, the timeline, and how the project plans to use the baseline findings.

- **Midterm Evaluation** – Provide a description of the project’s midterm evaluation strategy and activities, if applicable. Identify the purpose and scope of the evaluation, preliminary key evaluation questions, methodology, and key audience for the evaluation. Include a timeline for conducting key evaluation activities and a description of how the project will use the evaluation findings and recommendations.
- **Final Evaluation** – Provide a description of the project’s final evaluation strategy and activities. Identify the purpose and scope of the evaluation, preliminary key evaluation questions, methodology, and the key audience for the evaluation. Include a timeline for conducting key evaluation activities and a description of how evaluation findings and recommendations will be used.
- **Monitoring and Evaluation Budget** (also included in Applicant’s Budget Narrative) – Applicants must allocate, at a minimum, three percent (3%) of the total project operating budget (*not* the Federal award amount) towards monitoring and evaluation. If the Applicant is proposing to conduct an impact evaluation, USDA/FAS expects costs to range from five to ten percent (5% - 10%) of the total operating budget. The percent invested is calculated as actual monitoring and evaluation costs divided by the operating budget minus any cost share. Applicants must not include cost share in the total operating budget and must exclude monitoring and evaluation staff salaries and staff travel from actual monitoring and evaluation costs when calculating the required monitoring and evaluation investment. Examples of items that count towards the three percent minimum investment are costs of designing a monitoring database, database licenses, infrastructure for data collection such as tablets, and external contracts for evaluations and special studies.

The draft evaluation plan submitted with the proposal should include a short table showing the evaluation budget broken into key line items, including separate lines for the baseline, midterm, and final evaluation costs. Applicants should also include a summary of the monitoring and evaluation budget in the General Explanatory Comments section of the Budget Narrative (see Appendix C - Budget Narrative Example).

#### **f. Commodity Management (5-page limit)**

The funding for this award is predicated on the sale of U.S. agricultural commodities. The ability to manage the monetization of commodities is an essential element of successfully implementing FFPr Program award. In this section, Applicants must document the reasoning for their commodity selection and demonstrate that a sufficient level of market analysis has been performed to determine the most appropriate commodity. This includes considerations of local demand, cost recovery, the impact on local production and markets, previous monetization efforts in the market with the commodity, the impact on commercial sales, and any specific country concerns that would impact the potential sale.

Applicants that have experience successfully monetizing commodities should include information relevant to their experience. If there is no prior experience, Applicants should describe their proposed plans to hire an experienced agent or third-party consultant to perform this element of the award.

### **1) Commodity List**

Applicants must provide the following information:

- Commodity type(s): Applicants may consider a basket of approved commodities.
- Commodity specifications or target grades and standards
- Commodity end use: Specify how the commodity will be used, e.g., food sector, feed sector, etc. Provide details on the market conditions for the end use of the commodity in the monetization country or countries.
- Quantity in metric tons (MT): Tonnages must be whole numbers only and in multiples of 10.
- Destination country or specific countries within the same trade region. Analysis must not use a whole region. Up to five specific countries (where monetization is likely to occur) within a region must be listed and used for analysis.
- Any potential positive benefit or negative cost to the country, countries, and/or region due to the monetization
- Estimated delivery to U.S. port (month and year)
- Estimated delivery to destination port (month and year)
- Estimated sales price per MT
- Estimated proceeds
- Estimated U.S. and Foreign Freight costs
- Estimated rate of return: The target is a minimum of 70%.

### **2) Special Needs and Distribution Methods**

Each proposal must include detailed information on special needs and distribution of commodities, including the following:

- **Transportation and Storage**  
Provide assurances to USDA/FAS that the port, transportation infrastructure, and storage facilities are sufficient to prevent undue spoilage or waste of the commodities. Describe the following: (1) the discharge port facilities in the importing country, including offloading and storage capacity, number of discharge berths, depth of draft, and who will receive the commodities at the discharge port; and (2) storage capacity at port of discharge and destination, and structure and level of security at the port and during inland routing; Applicants should provide the names of any third-party contractors (e.g., marine surveyors and cargo expeditors) used for this analysis and include their findings. Third-party assessments and assistance are viewed favorably.

USDA/FAS reserves the right to require the offered and performing vessel to have a vetting approval from RightShip. The vetting evaluation of the performing vessel may require a RightShip inspection. The Applicant/Recipient must ensure RightShip or their contracted inspection company is allowed to perform the required inspection at the ship owner's expense. Any vessel that fails to meet vetting approval (at least a RightShip

Safety Score of three out of five) or does not allow an inspection when required, may be subject to booking or contract termination. Cargo preference applies to ocean transportation of donated U.S. commodities.

- **Economic Impact**

Provide information indicating how the commodities were selected. Describe why the commodities can be imported and distributed without resulting in a substantial disincentive to or interference with domestic production or marketing patterns, and why the sale or barter of the commodities will not displace or interfere with any sales of U.S. commodities that may otherwise be made to or within the target country. Highlight current local agricultural risks, aberrations, and marketing practices for locally produced foods. Discuss how these factors have been considered in the commodity selection process and monetization plan. Applicants must include plans to conduct a monetization impact assessment, which must be designed to examine the market or markets where the actual monetization will occur. The impact assessment will look at pricing and market structure for the monetized commodity or commodities, as well as relevant substitutes, prior to monetization, during the period of monetization (if there are multiple tranches), and for at least 12 months after the last tranche is delivered. The impact assessment must be budgeted for and reflect the size and scale of the monetization activity. Thus, if the sales plan is regional or involves multiple countries, the budget for this task should reflect that complexity.

Include recent production and consumption statistics, along with sources to support these statements. Applicants must provide the names of third-party “monetization agents” used for the analysis and include their findings. Third-party assessments and assistance for the sale are viewed favorably.

### 3) **Monetization**

The Applicant must enter information on the proposed sale of the donated commodity(ies). Please use the following guidance when entering this information.

- **Private Sector Participation in Sales of Commodity**

Provide information that describes how the commodities will be sold (i.e., open tender, tender with negotiation, or direct negotiation) and why this method of sale has been selected. Direct negotiation may only be approved by USDA/FAS under extenuating circumstances. Dual tender or advertising bids for commodities other than the assigned commodity is not allowed. Discuss how private sector buyers will be encouraged to participate in the sales process, and any constraints that may hinder or aid the sales process (e.g., number of buyers, number of banks, letter of credit fees, storage facilities at processing plants, etc.). Indicate which measures the Applicant will undertake to guard against an uncompetitive sale due to limited potential buyers.

- **Reaching 70 Percent Minimum Return or Better**

Per the [Food for Progress Act of 1985](#), as amended, all FFPr Program projects must meet a 70% rate of return (cost recovery) on monetization efforts. The Food for Progress Act of 1985 provides that the rate of return shall be equal to the proportion that the proceeds from the monetization of the donated commodities bear to the cost to the Federal

Government to procure and ship the commodities to the country where they are monetized (see 7 U.S.C. § 1736o(b)(10)). Detail how the Applicant plans to achieve at least a 70% cost recovery with its commodity monetization plan. Note alternatives in the event the proposed commodity may face potential restrictions, such as biosafety regulations. If attaining at least a 70% cost recovery seems unlikely and no other alternatives exist, explain how the Applicant will adjust its commodity and freight finances and related project budget to account for that outcome.

#### **g. Budget**

Applicants must submit a full budget in their application, using the templates provided by USDA/FAS (see Appendix B and Appendix C for further information). Applicants must submit an estimated budget for U.S.-provided commodities (Commodity Cost) and Freight Cost. The estimates should be realistic and sufficient, and account for rising commodity and freight rates. The templates include a budget summary tab as well as a detailed budget tab. The budget must be submitted in U.S. Dollars (USD) and present figures using two decimal places in all documents. Formulas and references must be visible, and the budget must not contain hidden or otherwise inaccessible cells. Proposed budgets should be cost effective, *demonstrating responsible and efficient use of federal funds to achieve proposed project outcomes*; accurate (*calculations should be clear*); and consistent between budget documents.

USDA/FAS requires all Applicants to provide the following budgetary materials:

- 1) **Budget Summary (1 page)** that presents the proposed overall funding for administrative, internal transportation, storage and handling, and activity expenses. This must also show funding amounts for the specific line items that make up those expense categories (see Appendix B). The estimated Commodity, Freight, and Administrative Cash requests should also be included in this document, and the anticipated program income (including interest on monetization proceeds) denoted separately at the end of the Budget Summary and incorporated into the overall operating budget.
- 2) **Detailed Budget (no page limit)** that presents the line-item level cost calculations for each year for the following budget categories and information: salaries/personnel; benefits; travel; professional services/contractual; office; supplies; equipment; other; indirect costs; anticipated program income; and cost share (see instructions in Appendix A on how to access this template). Proposed administrative costs and each proposed activity should be detailed in unique and separate tabs, the totals of which align with the Budget Summary. Applicants should duplicate the sheet labelled *Activity n* to add all proposed activities. The total cumulative proposed costs should also be included in a unique and separate tab to show aggregate costs over the proposed life of project. This document must be submitted in Excel format. Additional tabs may be added for activities only.
- 3) **Budget Narrative (15-page limit)** that describes the composition of each line item, the budget's overall cost effectiveness, and an adherence to applicable cost principles (see Appendix C). This narrative should explain why costs are reasonable, allocable, allowable, and necessary to project implementation. For every line-item request reflected in the detailed budget, only the total of that request needs to be included in the narrative; the detailed budget should include the calculations, and the totals across all budget documents must match. The Applicant should justify unit rates for each

cost category proposed with supporting information to clearly identify the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, etc. Any assumptions should be clearly stated. The narrative must also include the calculation of expected interest.

- 4) **Negotiated Indirect Cost Rate Agreement (NICRA) (attachment, no page limit)** that details the organization's approved indirect cost rates. An Applicant should attach its most up-to-date NICRA. Organizations that do not currently have a NICRA may elect to charge a de minimis rate of up to 15 percent of modified total direct costs, which may be used indefinitely. As provided in 2 CFR 200.403, Factors Affecting Allowability of Costs, the Applicant must consistently charge costs as either indirect or direct costs but not double charge or inconsistently charge as both. If the Applicant chooses this methodology, it must use it consistently for all federal awards until such time as the Applicant chooses to negotiate for a rate, which it may apply to do at any time. For more information, see 2 CFR 200.414. If the Applicant does not have a NICRA, or chooses not to use the de minimis rate, attach a brief note explaining the absence of this document.
- 5) **SF-424, Application for Federal Assistance (attachment, no page limit)** Applicants must complete, sign, and submit to FAIS the SF-424. Please note that an unsigned SF-424 will not be accepted. Applicants can download a blank SF-424 from grants.gov at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

### **4.3 ELECTRONIC SIGNATURES**

Consistent with the Electronic Signatures in Global and National Commerce Act (ESIGN Act), USDA/FAS uses and accepts electronic signatures for application and award documents. USDA/FAS will neither solicit nor send physical copies of documents.

### **4.4 PROPRIETARY INFORMATION**

Applicants should generally refrain from including the details of proprietary information in applications. In cases where, in the applicant's judgement, the inclusion of proprietary information is essential to application review and scoring, the applicant should clearly indicate information it wishes to designate as proprietary.

### **4.5 OTHER APPLICATION INFORMATION**

After USDA/FAS notifies its intent to make a Federal award, but prior to granting a Federal award, successful Applicants must submit the following information if the Applicant request for funding or the intended award amount is over \$100,000:

- [Grants.gov Lobbying Form](#)
- [Standard Form SF-LLL](#), Disclosure of Lobbying Activities, if applicable to the Applicant

## **5. SUBMISSION REQUIREMENTS AND DEADLINES**

### **5.1 ADDRESS TO REQUEST APPLICATION PACKAGE**

This Notice of Funding Opportunity contains all information required to submit a complete application package.

## **5.2 UNIQUE ENTITY IDENTIFIER (UEI) AND SYSTEM FOR AWARD MANAGEMENT (SAM)**

Each Applicant must:

- (i) Be registered in SAM before submitting its application;
- (ii) Provide a valid UEI in its application; and
- (iii) Continue to maintain an active registration in SAM with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal agency.

Please contact [ppded@usda.gov](mailto:ppded@usda.gov) if you have questions about this requirement.

## **5.3 SUBMISSION INSTRUCTIONS**

Applications must be submitted through the [Food Aid Information System](#) by the Application Submission Deadline. Applications received after the Submission Deadline will not be accepted. Applicants are advised to make their submissions one to two days before this deadline in case of computer problems. Any automatic response from FAIS that USDA/FAS received the application does not constitute a statement that the application is complete. Before a potential Applicant can view the FAIS homepage, it must first establish a FAIS account. See the FAS website on FAIS at <https://www.fas.usda.gov/food-aid-information-system> for more information.

USDA-managed computer systems require Applicants to have an identity-proofed account through the [login.gov](#) platform, and in some cases may require at least two persons. Identity-proofing and subsequent registration with any USDA-managed computer system may take several days, and Applicants who do not already have system access should begin the registration process immediately even if they are unsure they will apply to this funding opportunity.

Applicants who require assistance with any USDA-managed computer system must reach out to the agency contact listed in subsection 1.9, Agency Contact Information, prior to the application submission deadline date in subsection 5.4, Submission Dates and Times. USDA/FAS strongly encourages Applicants to reach out at least five business days in advance of the application submission deadline to ensure resolution prior to the application submission deadline date. Applicants should provide as much detail as possible to facilitate resolution of the issue. USDA/FAS will make a reasonable effort to resolve the issue, and in rare cases may offer alternative avenues for application submission. Applications submitted through alternative methods will be ineligible unless prior to the application submission deadline Applicants (1) have confirmed their registered status in FAIS, (2) contact USDA/FAS, and (3) obtain prior written approval by USDA/FAS for such alternative submission methods.

## **5.4 SUBMISSION DATES AND TIMES**

**Application Submission Deadline:** July 31, 2025 at 5:00 P.M. EDT. Applications received after this time will NOT be accepted. Applicants are advised to make their submissions one to two days before this deadline in case of computer problems.

## **5.5 INTERGOVERNMENTAL REVIEW**



This funding opportunity is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

## **6. APPLICATION REVIEW INFORMATION**

### **6.1 ELIGIBILITY THRESHOLD REVIEW**

USDA/FAS will conduct an eligibility threshold review of all applications submitted to determine that:

- The Applicant is eligible, as defined in Section 2, Eligibility;
- The application was submitted by the application submission deadline date and time as specified in Section 5, Submission Requirements; and
- The Applicant submitted a complete application, including all required forms and documents as defined in Section 4, Application Content and Formats, and Section 5, Submission Requirements.

An application that does not include all documentation required by this notice of funding opportunity at the time of application will be deemed ineligible.

If an Applicant is determined to be ineligible, USDA/FAS will notify the Applicant prior to commencing with evaluation of applications, usually within five business days after the Application Submission Deadline. An applicant that feels such determination was made in error may request reconsideration, highlighting evidence supporting their claim, by e-mail to the agency contact listed in Section 1, Agency Contact Information, within one business day of notification. USDA/FAS will not review late applications.

Pages included in the application excess of the page limitation outlined in Section 4 will not be reviewed. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.

### **6.2 REVIEW CRITERIA**

USDA/FAS reviews applications based on the extent to which they demonstrate that they have the capabilities, staff, and resources to successfully perform the proposed project, as well as the quality and clarity of their application. More specifically, USDA/FAS will evaluate applications based on Section 4, Application Contents and Formats; Section 5, Submission Requirements and Deadlines; and Table 2 (below), using the point values specified in Table 2 below.

**Table 2: Content and Points**

| <b><u>Content</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>Points</u></b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <p><b>Strategic Analysis</b></p> <p>USDA/FAS will evaluate Applicants on the quality of the content and the extent to which they clearly adhere to the requirements of the NOFO, including strength of analysis; technical soundness of strategy to meet the strategic objectives in the country context; understanding of the country context; alignment with relevant programs and interventions; effectiveness, feasibility, and approach; and effectiveness of integration of cross-cutting topics into analysis and strategy, including the risk assessment and management strategy and measures <b>to reduce fraud, waste, and misuse of U.S. provided resources.</b></p> | 15                   |
| <p><b>Plan of Operation</b></p> <p>USDA/FAS will evaluate Applicants on the quality of the content and the extent to which they clearly adhere to the requirements of the NOFO, including demonstrating how the proposed activities align with the Applicant's own strategic analysis; the technical soundness of activities to achieve project goals within the specific local context; clear sequencing, <b>prioritizing cost-effectiveness and operational efficiencies</b>; and sustainability of the activities.</p>                                                                                                                                                       | 35                   |
| <p><b>Organizational Capacity and Staffing</b></p> <p>USDA/FAS will evaluate Applicants on the quality and extent to which they clearly provide the required information in this section and how effectively they demonstrate that their organization and proposed staff, including subrecipients, have the relevant experience, expertise, and will operate as cost effective as possible to perform assigned roles for successful program completion and sustainable results.</p>                                                                                                                                                                                             | 12                   |
| <p><b>Monitoring and Evaluation</b></p> <p>USDA/FAS will evaluate Applicants on the quality of the content and the extent to which they demonstrate monitoring and evaluation competency; adhere to the criteria; and provide a comprehensive, technically sound description of the Program-Level results framework, narrative theory of change, performance indicator table, and Evaluation Plan.</p>                                                                                                                                                                                                                                                                          | 18                   |
| <p><b>Commodity Management</b></p> <p>USDA/FAS will evaluate Applicants on the quality of the content and the extent to which they clearly provide the required information in this section and describe a feasible, comprehensive approach to monetization. USDA/FAS will also evaluate Applicants on how well they demonstrate a plan for conducting market studies and show that proposed commodities will not have negative market impacts.</p>                                                                                                                                                                                                                             | 5                    |

| <b><u>Content</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b><u>Points</u></b>                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <p><b>Budget</b></p> <p>USDA/FAS will evaluate Applicants on the necessity, reasonableness, allowability, and allocability of costs. <b>USDA/FAS will evaluate the cost-effectiveness of the proposal including the relative return on investment that proposed activities provide compared to the overall cost of the project</b>, along with the adequacy of the proposed budget to accomplish its goals. USDA/FAS will also evaluate the extent to which budget documents are detailed, organized, in-scope, and appropriate, including consistency of information across the budget summary, detailed budget, and budget narrative.</p> <p>There is no cost share or match requirement for this program. However, applications that include well-reasoned cost share contributions, as defined in 7 CFR 1499.2, may receive up to 2 bonus points. To be considered for bonus points, the cost share must be equivalent to one percent or more of the total operating budget. Inclusion of cost share does not guarantee bonus points. USDA/FAS will evaluate proposed cost share in terms of value to the project, the ability of the Applicant to provide and use the cost share, level of detail, sustainability, verifiability, and clarity of commitment.</p> | <p>15 (+2 potential bonus points for cost share)</p> |

## 6.3 PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE REVIEW

In addition to the content the Applicant submits in subsection 4.2.d., Organizational Capacity and Staffing, USDA/FAS will consider the following factors, if applicable, when making funding recommendations:

- (i) USDA/FAS or another USG agency has expressed concerns via official letter between agency leadership, regarding the Applicant's past performance of a USDA/FAS — or Commodity Credit Corporation (CCC) — funded project.
- (ii) USDA/FAS or another USG agency has terminated an agreement with the Applicant within the current or past three fiscal years from the date of application as a result of a violation of the agreement by the Applicant.
- (iii) The Applicant failed to pay a single substantial debt, or a number of outstanding debts (not including sums owed to the USG under the Internal Revenue Code) owed to any Federal agency or instrumentality, provided the debt is uncontested by the Applicant or, if contested, provided that the Applicant's legal and administrative remedies have been exhausted. (This information will be sought by USDA/FAS within [SAM.gov](https://www.sam.gov)).
- (iv) The Applicant failed to submit to USDA/FAS, or submitted after the due date, at least two required reports within the current or past three fiscal years from the date of application. Required documentation includes semiannual performance reports, semiannual financial reports, A-133 audits, Subrecipient agreements, and

- any other documentation required under an agreement between the Applicant and USDA/FAS or CCC.
- (v) The Applicant has 1) on at least two occasions within the current or past three fiscal years from the date of application failed to respond, or responded late, to a USDA/FAS deadline for documents required during a compliance review or during the closeout of an agreement between the Applicant and USDA/FAS or CCC, or 2) failed to notify USDA/FAS of commodity losses within 15 days.
  - (vi) The Applicant has had multiple USDA/FAS compliance reviews with multiple negative findings in the past five years.
  - (vii) The Applicant has been designated high-risk by USDA/FAS (per 2 CFR 200.206), another Federal government agency (as designated in SAM.gov), or an external auditor within the current or past three fiscal years from the date of application or the organization's most recent audit identifies material weaknesses or significant deficiencies.
  - (viii) The Applicant was responsible for a commodity loss valued at \$20,000 or greater, under an agreement between the Applicant and USDA/FAS or CCC, during the current or past three fiscal years from the date of application.

In evaluating Applicants under items (i) through (viii), USDA/FAS will consider relevant information from sources such as agency files, SAM.gov, and current and prior awarding agencies of awards to Applicants (e.g., to verify and/or supplement the information provided by the Applicant).

## **6.4 REVIEW AND SELECTION PROCESS**

USDA/FAS will convene a review panel to review the eligible applications against the evaluation criteria described above. USDA/FAS documents that reviewers, whatever their affiliation, are free from a conflict of interest that would affect their assessment of an Applicant, whether positively or negatively.

The reviewers will ensure that the Applicant can deliver the programs/activities as described in the announcement based on the Applicant's project narrative and assign a score and provide summary comments based on the evaluation criteria identified below. The review panel will make a recommendation list to the selecting official, who is not a member of the panel.

The selecting official may select applications out of rank order in consideration of strategic program priorities, such as geographical distribution or congressional directive. Selection determinations are final and cannot be appealed.

Prior to selection, the agency may contact the highest-ranking Applicants to seek clarification and to negotiate technical and programmatic aspects of the application. If an application includes a subaward, USDA/FAS may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an award.

## **6.5 RISK REVIEW**

Prior to making a Federal award, the Federal awarding agency is required by 2 CFR 200.206, [31 U.S.C. § 3321](#) and [41 U.S.C. § 2313](#) to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the Applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, currently \$250,000, the federal agency must review and consider any information about the Applicant that is in the responsibility/qualification records available in SAM.gov (41 U.S.C. § 2313).

- An Applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.
- Before making decisions in the risk review required by 2 CFR 200.206, the Federal awarding agency will consider any comments by the Applicant along with information available in the responsibility/qualification records in SAM.gov.

## 7. AWARD NOTICES

USDA/FAS will notify Applicants of the status of their application/award by e-mail via [ppded@usda.gov](mailto:ppded@usda.gov) and in FAIS. Notification to successful Applicants is not authorization to proceed, and such notification should be construed as provisional until an award document has been signed by authorized officials of USDA/FAS and the recipient. Award documents will be transmitted by e-mail to the individuals or offices who submitted them, or to those persons or offices that USDA/FAS believes, to the best of its information, are proper. The Applicant is recommended to ensure that the agency is provided with the correct point(s) of contact.

This notice will outline allowable pre-award costs which may be incurred at the selected Applicant's own risk. Once the selected Applicant accepts the selection notice in FAIS, USDA/FAS will begin negotiations with the selected Applicant to develop a cooperative agreement. Until the cooperative agreement is signed, USDA/FAS reserves the right not to fund a selected application.

These negotiations may include but are not limited to the following subjects:

- Appropriateness of the budget for the proposed project;
- Appropriateness of proposed staff;
- Appropriateness of proposed locations;
- Scope and type of activities to be implemented;
- Suitability of proposed indicators; and
- Any special terms and conditions.

USDA/FAS may require the selected Applicant to submit additional information to enable USDA/FAS to determine whether the Applicant is capable of complying with applicable statutes and regulations, including the requirements in 7 CFR 1499 and any special terms and conditions.

During negotiations, USDA/FAS will also ensure that any allowable cost share proposed by the selected Applicant is retained and included in the agreement.

Failure to satisfactorily resolve an issue that arises during the negotiation of a cooperative agreement may prevent the timely signing of an agreement and may result in USDA/FAS electing not to fund an application and rescinding the Notice of Award, in which case the Applicant will not receive funding for any incurred pre-award costs.

The use of a cooperative agreement as the funding instrument entails substantial involvement between USDA/FAS and the selected Applicant, with both parties sharing responsibility for the management, control, direction, or performance of the agreement, as specified in the agreement. The agreement will incorporate project details as approved by USDA/FAS in accordance with the Food for Progress Program regulations, 7 CFR 1499.4.

An unsuccessful Applicant may send a written request to [ppded@usda.gov](mailto:ppded@usda.gov) to receive a written summary of the strengths and weaknesses of its application related to the evaluation criteria. Unsuccessful Applicants must submit requests for feedback no later than September 30, 2025.

USDA/FAS will endeavor to send a written summary to the Applicant within 60 days of the request.



## **8. POST-AWARD REQUIREMENTS AND ADMINISTRATION**

### **8.1 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

#### **Acceptance of Terms and Conditions**

All successful Applicants for all grant and cooperative agreements are required to comply with the applicable General Terms and Conditions, which can be found at [https://fas.usda.gov/grants/general\\_terms\\_and\\_conditions](https://fas.usda.gov/grants/general_terms_and_conditions).

The Applicant is presumed to have read, understood, and accepted these terms when accepting a USDA/FAS award. Applicants with questions about the applicable terms should contact the program officer(s) listed in Section 1.9, Agency Contact Information.

Before accepting an award, an Applicant should carefully read all award documents for instructions on administering the award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

### **8.2 REPORTING**

#### **a. Financial Reporting**

Recipients must submit semiannual financial reports via FAIS and follow the Budget Summary template in Appendix B.

For the October 1 through March 31 reporting period, the due date is April 30. For the April 1 through September 30 reporting period, the due date is October 30. If the first semiannual financial report would be due less than 60 days after the agreement is signed, it will be exempted from submission requirements for that partial reporting period. The first report will be due for the following reporting period. A final financial report must be submitted no later than 120 calendar days after the end date of the period of performance.

USDA/FAS requires only the financial report that appears in FAIS and does not require the SF-425 under Food for Progress. USDA/FAS may request for more frequent reporting, but no more frequent than quarterly, in the agreement.

#### **b. Performance Reporting**

Recipients must submit semiannual performance reports via FAIS. Performance reports must provide information on the overall progress of the project. A final performance report must be submitted no later than 120 calendar days after the end date of the period of performance.

For the October 1 through March 31 reporting period, the due date is April 30. For the April 1 through September 30 reporting period, the due date is October 30. If the first semiannual financial report would be due less than 60 days after the agreement is signed, it will be exempted from submission requirements for that partial reporting period. The first report will be due for the following reporting period.

USDA/FAS may request for more frequent reporting, but no more frequent than quarterly, in the agreement.

**c. Subaward and Executive Compensation Reporting**

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established in 2 CFR 170, should they be selected for funding.

**d. Closeout**

No later than 120 calendar days after the end date of the period of performance or after an amendment has been issued to close out a USDA/FAS financial assistance agreement, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

Recipients of Food for Progress must comply with Federal financial reporting requirements, program performance reporting requirements, and closeout reporting requirements. To meet these requirements, Recipients will be required to provide the following: semiannual financial reports, semiannual performance reports, annual property reports (if applicable), and closeout reports.

USDA/FAS will initiate the award closeout process 60 days before the end of the performance period.

Recipients must submit and upload within 120 days of the end of the period of performance the following documents to FAIS in the Agreement-Level Report page under the “List of Closeout Attachments” section:

- A final financial report and a final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance;
- A tax certification letter on company letterhead indicating that all required payroll taxes for the employees working in-country have been paid; and
- An equipment report and equipment disposition form.

A sample tax certification letter as well as an equipment disposition form are available on the FAIS homepage under “Forms and Guidance.” If the Recipient uses funds under an agreement to establish a Federal interest in real property, such as through construction, the Recipient will submit to USDA/FAS a Real Property Status Report ([Standard Form - 429](#)).

After final reports have been reviewed and approved by the agency, and any residual amount due to the Recipient or due to be returned to the agency has been returned, the award is subject to closeout. Acceptance of final reports by the agency constitutes a closeout of the award with no further notice or obligation to either party. This acceptance will indicate the period of performance has expired, and any remaining funds will be deobligated. Records must be retained for a minimum of three years after the final reports are submitted.

### **8.3 MONITORING**

USDA/FAS, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. During site visits, USDA/FAS will review recipients' files related to the project.

As part of any monitoring and project evaluation activities, recipients must permit USDA/FAS, upon reasonable notice, to review assistance agreement-related records and to interview the organization's staff and other knowledgeable persons regarding the project, and to respond in a timely and accurate manner to agency requests for information relating to their project(s).

### **8.4 CONFLICT OF INTEREST**

The Applicant's Conflict of Interest (COI) Point of Contact as defined in USDA/FAS Conflict of Interest Policy must notify the USDA/FAS contact identified in Section 1, Agency Contact Information, of this solicitation regarding any actual or potential conflict of interest, of which they are aware, that may provide the Applicant an unfair competitive advantage in the application process. The Applicant shall notify USDA/FAS within 10 calendar days of becoming aware of the conflict of interest. Examples of an unfair competitive advantage include, but are not limited to, situations in which a USDA/FAS employee has reviewed, commented on, and/or drafted all or part of an Applicant's application. However, in the instance that a USDA/FAS employee solely provides an Applicant with an assessment regarding the eligibility of the Applicant's proposed project to compete for funding, USDA/FAS will not consider this a COI conferring an unfair advantage. In addition, assistance agreements made under this solicitation will include a term and condition notifying recipients of their COI disclosure obligations and responsibilities under the award, including the need to have systems in place to address, resolve, and disclose COIs to USDA/FAS.

### **8.5 MANDATORY DISCLOSURES**

As required by [2 CFR 200.113](#), non-federal entities or Applicants for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in [2 CFR 200.339](#) including suspension and debarment.

### **8.6 OTHER AGREEMENT REQUIREMENTS**

#### **a. Annual Work Plan**

Within 60 days after the agreement is signed, Recipients must provide a detailed work plan covering the entire life of project (LOP) for USDA/FAS's approval. The work plan will describe all activities, their sequence and timeframes, outputs and results, and milestones and key performance indicators with targets. The work plan must also include a management and staffing plan, annual travel plan, project map, Gantt chart, and a list of planned submission dates for deliverables and reports the Recipient will submit during the next fiscal year. Recipients will submit annual updates to the work plan for USDA/FAS approval each fiscal year during the period of performance of the agreement according to a schedule specified by USDA/FAS. USDA/FAS must approve changes in the original project timelines prior to their implementation.

**a. Subaward or Subcontract Requirements**

USDA/FAS requires that Recipients submit subaward agreements through FAIS. Applicants must submit any subcontract that exceeds the Simplified Acquisition Threshold to USDA/FAS through FAIS.

**b. Audit Compliance**

A Recipient other than a foreign public entity, a foreign organization, or a for-profit entity must comply with the timeframes established in [2 CFR 200 Subpart F](#) when submitting audits to the Federal Audit Clearinghouse. In addition, if USDA/FAS requires an annual financial audit that is not required by 2 CFR 200 Subpart F, with respect to a particular agreement, and USDA/FAS provides funds for this purpose, the Recipient shall arrange for such audit and submit it to USDA/FAS via FAIS.

## 9. OTHER INFORMATION

### 9.1 EXTENSIONS

Extensions to this program may be permitted, subject to approval.

### 9.2 NO AWARDS

USDA/FAS reserves the right to make no awards under this competition.

### 9.3 SAM.GOV REGISTRATION INSTRUCTIONS

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using [login.gov](https://login.gov) to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes several steps and validations and is not complete until the registration is shown as Active. Please review the [Entity Registration Checklist](#) for details on this process.

Foreign entities (defined at 2 CFR section 200.1 as “[foreign organizations](#)” and “[foreign public entities](#)”) must obtain a North Atlantic Treaty Organization Commercial and Government Entity (NCAGE) Code prior to registering in SAM.gov. You can submit your request for an NCAGE Code by going to the North Atlantic Treaty Organization Support Activity (NSPA) NCAGE Request Tool at [CAGE/NCAGE Code Request](#), which contains detailed instructions. You can complete the SAM.gov registration once you enter your NCAGE Code.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization’s legal business name and address. Please review the [Frequently Asked Question](#) on the difference for additional details.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the [Federal Service Desk](#) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

### 9.4 FAITH-BASED ORGANIZATIONS

Faith-based organizations may apply for an award on the same basis as any other organization, as set forth at, and subject to the protections and requirements of, 7 CFR part [16](#) and any applicable constitutional and statutory requirements, including [42 U.S.C. 2000bb](#) et seq. USDA/FAS will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or

on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization.

A faith-based organization that participates in this program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

A faith-based organization may not use direct Federal financial assistance from USDA/FAS to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by USDA/FAS, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

## **APPENDIX A – Application Content Checklist**

### **1. Applicant Requirements**

- ☐ System for Award Management (SAM)
  - ☐ Active Registration
  - ☐ Current Financial Assistance General Certifications and Representations
- ☐ Unique Entity Identifier (UEI) number for Applicant
- ☐ UEI number(s) for proposed subrecipient(s)

### **2. Required Content and Forms (submitted as attachments in FAIS)**

- ☐ Strategic Analysis
- ☐ Plan of Operation and Activities
- ☐ Results Framework and Monitoring and Evaluation
  - ☐ Project-Level Results Framework with Narrative
  - ☐ Performance Indicators
  - ☐ Evaluation Plan
- ☐ Commodity Management
- ☐ Organizational Capacity and Staffing
  - ☐ Capacity and Staffing Narrative
  - ☐ Organizational Chart
  - ☐ In-Country Registration
  - ☐ CV of Project Lead
  - ☐ Project-Specific Commitment Letters (if subrecipients are proposed)
  - ☐ Applicant's Single Audit (most recent)
- ☐ Budget
  - ☐ Budget Summary (template provided at Appendix B)
  - ☐ Detailed Budget (template provided at grants.gov as part of the section "related documents" with this NOFO)
  - ☐ Budget Narrative (example provided at Appendix C)
  - ☐ Applicant's NICRA (most recent)
- ☐ SF-424
- ☐ SF-LLL (Required if Applicant is involved in lobbying activities)
- ☐ Proof of 501(c)(3) determination
- ☐ Grants.gov Lobbying Form

### **3. Submitted to [ppded@usda.gov](mailto:ppded@usda.gov)**

- ☐ Completed Past Performance Reviews for Applicant (by reference)
- ☐ Completed Past Performance Review for Subrecipient (by reference) (if applicable)

### **4. Required Fields in FAIS**

- ☐ Introduction Section
  - ☐ Introduction Details (complete these fields)
  - ☐ Key Personnel (indicate where this information can be found)
- ☐ Results Section
  - ☐ Results (indicate where this information can be found)
  - ☐ Activities (indicate where this information can be found)
  - ☐ Activity Mapping (indicate where this information can be found)
  - ☐ Other Details (indicate where this information can be found)
- ☐ Commodity Section
  - ☐ Commodity List (complete these fields)
  - ☐ Special Needs & Distribution Methods (indicate where this information can be found)
  - ☐ Monetization (indicate where this information can be found)
- ☐ Budget Section
  - ☐ Budget Narrative (indicate where this information can be found)



## APPENDIX B – Budget Summary

**Note:** This template is also available as an Excel file on the [FAIS](#) homepage under the “Forms and Guidance” section.

| ATTACHMENT C-1                                                                        |                                      |                                         |               |                                        |                                 |
|---------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------|---------------|----------------------------------------|---------------------------------|
| Budget Summary                                                                        |                                      |                                         |               |                                        |                                 |
| Program (FFPr or MGD):                                                                | FFPr                                 |                                         |               |                                        |                                 |
| Country of Operation:                                                                 |                                      |                                         |               |                                        |                                 |
| Implementing Organization:                                                            |                                      |                                         |               |                                        |                                 |
| Fiscal Year:                                                                          | 2020                                 |                                         |               |                                        |                                 |
| Agreement or Proposal Number:                                                         | Fxx-xxx-20xx/0xx-00                  |                                         |               |                                        |                                 |
| <b>Total Amount of Federal Funds Obligated</b>                                        |                                      |                                         |               |                                        |                                 |
| Funding Source<br><br>(CCC for FFPr)<br>(FAS for MGD)                                 | Funding Year                         | Commodity Cost                          | Freight Cost  | Administrative Costs<br>(cash portion) | Total Federal Funding Obligated |
| CCC                                                                                   | 2020                                 | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| <b>Project Operating Budget</b>                                                       |                                      |                                         |               |                                        |                                 |
| Expense Type                                                                          | Monetization Proceeds<br>(FFPr Only) | FAS or CCC Funds<br>(CCC is Admin Only) | Cost Share    | Total w/out Cost Share                 | Total w/Cost Share              |
| <b>Administration</b>                                                                 |                                      |                                         |               |                                        |                                 |
| Salaries/Personnel                                                                    | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Benefits                                                                              | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Travel                                                                                | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Professional Services/Contractual                                                     | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Equipment                                                                             | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Office                                                                                | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Supplies                                                                              | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Other                                                                                 | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| <b>Total Administration</b>                                                           | <b>\$0.00</b>                        | <b>\$0.00</b>                           | <b>\$0.00</b> | <b>\$0.00</b>                          | <b>\$0.00</b>                   |
| <b>Activities</b>                                                                     |                                      |                                         |               |                                        |                                 |
| Activity 1: <i>Insert Description</i>                                                 | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Activity 2: <i>Insert Description</i>                                                 | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Activity 3: <i>Insert Description</i>                                                 | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Activity 4: <i>Insert Description</i>                                                 | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| <i>(Insert additional activities as needed)</i>                                       |                                      |                                         |               |                                        |                                 |
| <b>Total Activities</b>                                                               | <b>\$0.00</b>                        | <b>\$0.00</b>                           | <b>\$0.00</b> | <b>\$0.00</b>                          | <b>\$0.00</b>                   |
| <b>Commodity and Food Purchases (N/A to FFPr)</b>                                     |                                      |                                         |               |                                        |                                 |
| Commodity Procurement                                                                 | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Food Vouchers (N/A to MGD)                                                            |                                      |                                         |               |                                        |                                 |
| Cash Transfers (N/A to MGD)                                                           |                                      |                                         |               |                                        |                                 |
| <b>Total Commodity Procurement</b>                                                    | <b>\$0.00</b>                        | <b>\$0.00</b>                           | <b>\$0.00</b> | <b>\$0.00</b>                          | <b>\$0.00</b>                   |
| <b>ITSH (N/A to FFPr)</b>                                                             |                                      |                                         |               |                                        |                                 |
| Salaries                                                                              | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Benefits                                                                              | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Transportation                                                                        | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Professional Services                                                                 | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Warehouse                                                                             | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Supplies                                                                              | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| Other                                                                                 | \$0.00                               | \$0.00                                  | \$0.00        | \$0.00                                 | \$0.00                          |
| <b>Total ITSH</b>                                                                     | <b>\$0.00</b>                        | <b>\$0.00</b>                           | <b>\$0.00</b> | <b>\$0.00</b>                          | <b>\$0.00</b>                   |
| <b>Total Direct Costs</b>                                                             | <b>\$0.00</b>                        | <b>\$0.00</b>                           | <b>\$0.00</b> | <b>\$0.00</b>                          | <b>\$0.00</b>                   |
| <b>Indirect Costs</b>                                                                 |                                      |                                         |               |                                        |                                 |
| ICR on Administration                                                                 | \$0.00                               | \$0.00                                  |               | \$0.00                                 |                                 |
| ICR on Activities                                                                     | \$0.00                               | \$0.00                                  |               | \$0.00                                 |                                 |
| ICR on Commodity and Food Purchases (N/A to FFPr)                                     | \$0.00                               | \$0.00                                  |               | \$0.00                                 |                                 |
| ICR on ITSH (N/A to FFPr)                                                             | \$0.00                               | \$0.00                                  |               | \$0.00                                 |                                 |
| <b>Total Indirect Costs</b>                                                           | <b>\$0.00</b>                        | <b>\$0.00</b>                           |               | <b>\$0.00</b>                          |                                 |
| <b>Anticipated Program Income</b>                                                     |                                      |                                         |               |                                        | \$0.00                          |
| <b>Grand Total Costs</b>                                                              | <b>\$0.00</b>                        | <b>\$0.00</b>                           | <b>\$0.00</b> | <b>\$0.00</b>                          | <b>\$0.00</b>                   |
| <b>Total Amount of Federal Award (Total Federal Funds Obligated Plus Cost Share):</b> |                                      |                                         |               |                                        | <b>\$0.00</b>                   |

## APPENDIX C – Budget Narrative Example

Non-program specific budget narrative guidance is also available on the FAIS Homepage.

**Program:** Food for Progress

**Country:** Country X

**Fiscal Year:** 2023

**Organization:** Food Development

**Point of Contact:** Johnny Appleseed, [Johnny.Appleseed@fooddev.org](mailto:Johnny.Appleseed@fooddev.org)

*This document contains examples of the types of information to be provided in Budget Narratives submitted to the International Food Assistance Division (IFAD). The examples used in this document are fictitious and are provided to show the required level of detail in Budget Narrative submissions.*

### SECTION 1: GENERAL EXPLANATORY COMMENTS

Food Development (FD) will implement a 4-year Food for Progress (FFPr) Program project in Country X. The total Federal award amount is \$21,064,691. This includes commodity (\$15,007,000), freight (\$5,070,000), and administrative costs (cash portion) (\$987,691). The total operating budget (grand total costs) for this project is \$9,027,110; this includes \$10,000 in cost share. The following budget narrative describes the operating budget and does not describe the commodity and freight portions of Federal funding.

|                                       |                    |
|---------------------------------------|--------------------|
| Gross Monetization Proceeds*          | \$8,029,419        |
| CCC Funding                           | \$987,691          |
| Cost Share                            | \$10,000           |
| <b>Total Project Operating Budget</b> | <b>\$9,027,110</b> |

\*Including anticipated interest

| <b>Summary of Total Project Operating Budget<br/>(Includes Cost Share)</b> |                    |
|----------------------------------------------------------------------------|--------------------|
| Administration                                                             | \$4,312,455        |
| Activities                                                                 | \$3,337,531        |
| ICR on Administration                                                      | \$844,411          |
| ICR on Activities                                                          | \$532,713          |
| <b>Total</b>                                                               | <b>\$9,027,110</b> |

1. Any cost escalations expected during this project, and the manner in which they are accounted for throughout the budget (for example, an annual X% increase in expenses per year);
2. A summary and total amount for program income<sup>4</sup> which may be earned by the proposed project;
3. A summary of the indirect rates applied to the proposed budget and their base of

<sup>4</sup> For further information on program income, see [2 CFR 200.307](#), as well as the definition of “program income” in [7 CFR 1499.2](#) and [7 CFR 1499.11](#) in the program specific regulation.

- application across Administration and Activity expenses; and
4. A summary of the Monitoring and Evaluation (M&E) Budget including a breakout of constituent costs. For example: The M&E budget for FD's project is \$465,000 or **5.2%**<sup>5</sup> of the total operating budget (excluding cost share) of \$9,027,110.

For the initial proposal version of the narrative<sup>6</sup>, this section should also include:

1. The organization's financial capacity;
2. An explanation of the methodology of how costs were estimated/calculated;
3. A summary of how the budget components will contribute to the implementation of the project;
4. A description of the overall cost effectiveness of the project;
5. Discuss how monetization proceeds will be deposited into a separate, interest-bearing account and when proceeds will be disbursed from the account for program activities, the persons who will have access to the funds, and how the accounts will be monitored and audited. Also include a total of the estimated interest to be earned over the life of project (If no interest is expected over the life of the project, then describe the reasons for this).

## **SECTION 2: ADMINISTRATION**

**Total Administration Costs: \$5,156,866 (\$4,164,175 in monetization, \$987,691 in CCC funds, \$5,000 in cost share)**

- **Total Direct Costs: \$4,312,455** (\$3,610,462 in monetization, \$696,993 in CCC funds, and \$5,000 in cost share).
- **Total Indirect Costs: \$844,411** (\$553,713 in monetization and \$290,698 in CCC funds)

### **2.1. Salaries/Personnel<sup>7</sup> – Total \$1,479,600 (\$1,379,600 monetization and \$100,000 in CCC funds)**

**Home Office (HO).** FD HO salary rates are based on current annual salaries of staff. The FD HO team will be led by the HO Director of Agricultural Programs, who oversees the HO team in the project's interventions, including compliance, and provides technical support. The HO Program Director, with the Senior Program Associate, will serve as the primary day-to-day support to the field team. They will be supported by the home office Monitoring, Evaluation, and Learning (MEL) Director.

**U.S. Nationals (USN).** USN are budgeted for the proposed Director to remain through the life of the project. The Director provides project oversight and management and maintains technical standards. The Director has a demonstrated track record of USG funds management experience and has a robust in-country network to advance project implementation. Their salary rate is based on commensurate salaries for similar projects

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<sup>5</sup> The M&E budget must be at least 3% of the total operating budget. If a project is conducting an impact evaluation, the M&E budget is expected to range between 5-10% of the total operating budget.

<sup>6</sup> These items should ONLY be included in proposal. Do not include these items in the final negotiated budget narrative.

<sup>7</sup> See [2 CFR 200.430](#) for cost principle information on compensation for personal services.

being implemented in Country X. The Director's salary is distributed between Administration and Activities.

**Cooperating Country National (CCN) Staff.** The majority of CCN staff are budgeted to remain on the project throughout the life of the project. Proposed salary rates are in line with current in-country staff salaries from X project, which FD is currently implementing in Country X.

## **2.2. Fringe Benefits<sup>8</sup> – Total \$622,969 (\$560,009 in monetization, and \$62,960 in CCC funds)**

### **Fringe Benefits – Headquarters (HQ), U.S. Nationals, and Third Country Nationals (TCN)<sup>9</sup>**

FD charges actual fringe benefit costs. It is currently estimating an average fringe benefits rate of 40.51% for total Headquarters, Expatriate and Third Country National salaries.

This includes:

- Medical Insurance: 6% of annual income
- Social Security: 8.13% of annual income
- Bonus Payments: 16.66% of annual income, based on a merit review of employee performance
- Severance: 9.72% of annual income

Total HQ, USN, and TCN Fringe = \$200,000

### **Fringe Benefits – Cooperating Country Nationals<sup>10</sup> Employees**

Fringe benefits for Cooperating Country Nationals are budgeted at 43.05% of their total salary and are based on FD's current practice in-country and applicable laws. This includes:

- Medical Insurance: 6% of annual income
- Social Security: 10.67% of annual income
- Bonus Payments: 16.66% of annual income, based on a merit review of employee performance
- Severance: 9.72% of annual income

Total CCN Fringe = 422,969

## **2.3. Travel<sup>11</sup> – Total \$247,090 (\$231,567 in monetization, and \$15,523 in CCC funds)**

### **International Travel (\$60,043)**

FD headquarters staff/consultants will make 8 international trips during the course of the period of performance. The purpose of the trips will be to provide monitoring and technical

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<sup>8</sup> See [2 CFR 200.431](#) for cost principle information on fringe benefits.

<sup>9</sup> TCN is defined as: A person who is employed by an international organization and who comes neither from the country where the organization has its main base, nor from the country where they are working.

<sup>10</sup> CCN is defined as: An individual - employee who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

<sup>11</sup> See [2 CFR 200.475](#) for cost principle information on travel costs.

guidance. The Chief of Party (COP) will make 2 international trips to Headquarters in Washington, DC to attend training events. The total international travel cost estimate is \$60,043. This includes flights, per diem, lodging, local travel costs, and visas. Flight costs are based on current quotes for economy airfare. Per diem and lodging rates are based on current State Department rates for Country X and GSA rates for Washington DC.

#### **Local Travel (\$119,926)**

FD estimates \$119,926 for quarterly local travel by staff. These trips will be for project and field office monitoring. The estimate includes per diem and lodging costs. Rates are based on FD's internal travel policy and represent a reasonable local rate in Country X.

#### **Vehicle Fuel and Rentals (\$67,121)**

FD estimates the cost for vehicle fuel for 3 vehicles to be \$40,000. This is based on FD's historical experience implementing like projects in Country X.

FD plans for vehicle rentals at 10 days/month during high volume travel periods. Over the life of project, periodic vehicle rentals will be more cost effective than procuring an additional vehicle. Rentals and taxi service are estimated at \$27,121 over the life of the project.

### **2.4. Professional Services/Contractual<sup>12</sup> – Total \$1,031,913 (\$731,913 in monetization and \$300,000 in CCC funds)**

#### **Monetization Agent Fee (\$260,896)**

The Monetization Agent fee is estimated at 2.7% of monetization proceeds received for a total of \$260,896.

#### **Support Services (\$166,017)**

FD has included expenses related to support services over the life of the program. These costs are directly attributable to the project and include: local legal services (\$62,450), security services (\$50,749), IT services (\$35,123), and translation services (\$17,695).

#### **Evaluations (\$465,000)**

FD estimates the consultant fee for the Baseline, Midterm, and Final Evaluations to be \$150,000, \$175,000, and \$140,000 respectively. FD will perform a request for proposals to identify a contractor to conduct these evaluations based on their capabilities and experience working in Country X.

#### **Special Study (\$15,000)**

In Y2, FD will secure the services of an external evaluator to conduct a monetization impact study for \$15,000. FD will go through a bidding process to select the external evaluator. FD will take into consideration factors such as the soundness of the proposal, unique capabilities of the bidder, the amount of the bid, delivery schedule, technical competency of the key personnel proposed for the study, etc.

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<sup>12</sup> Any costs associated with a subrecipient agreement or contract should be provided here. See Procurement Standards found in [2 CFR part 200](#).

**2.5. Equipment – Total \$90,000 (\$90,000 in monetization, and \$0 in CCC funds)<sup>13</sup>**

FD plans to purchase three 4x4 vehicles at \$30,000 each, totaling \$90,000. FD conducted a cost analysis comparing leasing and purchasing options, and purchasing vehicles is more cost effective due to low in-country availability of leasing options and high leasing prices.

**2.6. Supplies<sup>14</sup> – Total \$155,497 (\$110,518 in monetization, and \$44,979 in CCC funds)  
Appliances (\$99,708)**

FD plans to purchase 2 servers, 12 laptops, 12 computer workstations, and related equipment. FD plans to replace computer equipment transferred from prior projects in Y3. Equipment to be replaced in Y3 includes: 10 laptops and workstations, 2 printers, 1 scanner, 1 projector, 14 cell phones, 2 satellite phones, 12 office furniture sets, 2 AC units, 2 cash safes, hardware, and 2 digital cameras. Estimated costs: \$99,708.

**M&E Supplies (\$3,000)**

FD will purchase 20 tablets for 20 field M&E staff at a cost of \$100 each for a total of \$2,000.

In Y1, FD will purchase a subscription and licenses for EvalU-PLUS+, a highly effective M&E software system for \$1,000. All necessary M&E staff will have access to this system.

**Office Supplies (\$52,789)**

The monthly consumable office supply cost is estimated at \$863.30 per month. The costs cover all necessary office supplies at our in-country project office such as notebooks, pens, calculators, office bags, clip files, registers, photocopy paper, flip chart paper, markers, transparency paper, flip chart boards, etc. Our estimates are based on programs of similar size and market research.

**2.7. Office – Total \$630,386 (\$456,855 in monetization, and \$173,531 in CCC funds) In-Country Office**

FD estimates the costs of its main in-country project office to be \$630,386. The costs include rent, office safety upgrades, utilities, generator fuel, cleaning and maintenance, bank charges, branding and marking, recruitment, staff development, internet, landline phone service, cell phone services, printing, postage, shipping, tax, and software licenses. Estimated rates are based on FD's in-country experience and current market rates.

**2.8. Other – Total \$50,000 (\$50,000 in monetization, and \$0 in CCC funds)**

**Maintenance (\$20,000)**

FD estimates equipment and supply maintenance to be \$20,000 for the life of the project. This

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<sup>13</sup> Equipment is defined as “tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.” See [2 CFR 200.1](#).

<sup>14</sup> Supplies is defined as “all tangible personal property other than those described in the definition of equipment in [2 CFR 200.1]. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.” See [2 CFR 200.1](#).

includes maintenance on vehicles and office technology.

#### **Insurance (\$25,000)**

FD estimates vehicle insurance to be \$25,000 for the life of the project. This is based on current quotes for comprehensive insurance on three vehicles.

#### **Training (\$5,000)**

FD plans for \$5,000 in onboarding and training of staff on FD agreement policies in Country X in Y1. Expenses include the printing of training materials and venue rental.

#### **2.9. Cost Share<sup>15</sup> – Total \$5,000**

FD will provide \$5,000 in in-kind cost share in the form of the time of two headquarters staff to facilitate staff onboarding and training in Y1. This volunteer labor time is valued based on each employee's regular rate of pay plus a reasonable amount of associated fringe benefits. \$2,500 is allocated to Admin: Salaries and \$2,500 to Admin: Travel.

#### **2.10. Indirect Costs<sup>16</sup> – Administration – Total \$844,411 (\$553,713 for monetization and \$290,698 for CCC)**

In accordance with FD's most recently approved NICRA, indirect costs are estimated at \$844,411.

### **SECTION 3: ACTIVITIES – Total \$3,870,244 (\$3,865,244 in monetization funds and \$5,000 in cost share)**

- **Total Direct Costs: \$3,337,531** (\$3,332,531 in monetization funds and \$5,000 in cost share)
- **Total Indirect Costs: \$532,713** (in monetization funds)

#### **Activity 1: Capacity Building: Government institutions – Total \$293,225**

##### **3.1.1 Salaries/Personnel – \$47,994**

**Home Office (HO).** FD HO salary rates are based on current annual salaries of staff. The FD HO team will be led by the HO Director of Agricultural Programs, who oversees the HO team in the project's interventions, including compliance, and provides technical support. The HO Program Director, with the Senior Program Associate, will serve as the primary day-to-day support to the field team. They will be supported by the home office Monitoring, Evaluation, and Learning (MEL) Director.

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<sup>15</sup> See [2 CFR 200.306](#) for clarification on what constitutes cost share. Please note IFAD will not consider cost share on indirect costs.

<sup>16</sup> See [2 CFR 200.414](#) for cost principle information on indirect costs.

**U.S. Nationals (USN).** USN are budgeted for the proposed Director to remain through the life of the project. The Director is an expatriate who has worked in Country X for more than 10 years. The Director provides project oversight and management and maintains technical standards. The Director's salary is distributed between Administration and Activities.

**Cooperating Country National (CCN) Staff.** The majority of CCN staff are budgeted to remain on the project throughout the life of the project. Proposed salary rates are in line with current in-country staff salaries from X project, which FD is currently implementing in Country X.

### **3.1.2 Fringe Benefits – Total \$20,661**

See Section 2.2 for details regarding Benefit rates.

### **3.1.3 Professional Services/Contractual – Total \$60,000**

FD will identify a contractor to implement capacity building workshops in Y2-Y4 for a total of \$60,000. FD will select said contractor based on its capabilities and experience working in Country X.

### **3.1.4 Office – Total \$76,303**

FD estimates the cost of a field office in Province X to be \$76,303. The costs include rent, start-up and closeout costs, utilities, generator fuel, office safety improvements, and cleaning and maintenance. Estimated rates are based on FD's in-country experience and current market rates.

### **3.1.5 Supplies – Total \$20,300**

Office supplies are estimated at \$17,300. This includes costs related to the procurement of 8 laptops, 1 printer, 4 tablets, and 8 cell phones.

FD will procure 6 motorcycles with a unit cost of \$2,000 for use by the Organizational Technicians and Agriculture Production Technicians. The cost will be shared across Activities based on staffing. The total for Activity 1 is \$3,000.

### **3.1.6 Travel – Total \$17,550**

FD will primarily use motorcycle travel because it is most efficient in country X due to road constraints. Motorcycle fuel costs will equal \$17,500. Estimates are based on current market rates.

### **3.1.7 Other – Total \$50,417**

Food Development will implement the following workshops:

#### ***Capacity-Building Government Institutions Workshop (\$13,229)***

One workshop per quarter has been budgeted at roughly 15 attendees per workshop. Cost associated with this workshop includes refreshments, copies of training materials, and transportation for meeting participants.

#### ***Coordination Committee Sessions/Meetings Workshop (\$ 5,594)***



Each workshop/event will last for 1 day and host roughly 20 attendees. There will be one event in Years 1 and 5, and two events in Years 2-4. Costs include venue rental, training materials, per diem, and transportation for meeting participants.

***Lessons Learned Seminars Workshop (\$7,923)***

Each workshop/event will last for 1 day and host roughly 50 attendees. These meetings will be held once a year for the life of the project. Costs include venue rental, training materials, per diem, transportation, and posters for meeting participants.

***Facilitation of Links with Research Institutions Workshop (\$23,671)***

Each workshop/event will last for 1 day and host 50 attendees, 25 of whom will be from out-of-town. There will be one workshop in Years 1 and 5, and two workshops in Years 2-4. Costs include venue rental, training materials, per diem, transportation, and training materials for meeting participants.

**Activity 2: Post-Harvest Infrastructure Support – Total \$1,016,801 (\$1,011,801 in monetization and \$5,000 in cost share)**

**Salaries/Personnel – Total \$500,700**

**Home Office (HO).** FD HO salary rates are based on current annual salaries of staff. The FD HO team will be led by the HO Director of Agricultural Programs, who oversees the HO team in the project's interventions, including compliance, and provides technical support. The HO Program Director, with the Senior Program Associate, will serve as the primary day-to-day support to the field team. They will be supported by the home office Monitoring, Evaluation, and Learning (MEL) Director.

**U.S. Nationals (USN).** USN are budgeted for the proposed Director to remain through the life of the project. The Director is an expatriate who has worked in Country X for more than 10 years. The Director provides project oversight and management and maintains technical standards. The Director's salary is distributed between Administration and Activities.

**Cooperating Country National (CCN) Staff.** The majority of CCN staff are budgeted to remain on the project throughout the life of the project. Proposed salary rates are in line with current in-country staff salaries from X project, which FD is currently implementing in Country X.

**Fringe Benefits – Total \$215,551**

See Section 2.2 for details regarding Benefit rates

**Travel – Total \$17,550**

FD will primarily use motorcycle travel because is most efficient in country X due to road constraints. Motorcycle fuel costs will equal \$17,500. Estimates are based on current

market rates. Costs will be divided equally among four activities.

**Supplies – Total \$3,000**

FD will procure 6 motorcycles with a unit cost of \$2,000 for use by the Organizational Technicians and Agriculture Production Technicians. The cost will be shared across Activities based on staffing. The total for Activity 2 is \$3,000.

**Other – Total \$275,000**

***Post-Harvest Workshops (\$15,000)***

FD will facilitate post-harvest workshops for grant recipients. Each workshop/event will last for 1 day and host 25 attendees. Workshops will be held in Years 2-4. Estimated cost per workshop is \$5,000. Costs include venue rental, training materials, per diem, and transportation for meeting participants.

***Post-Harvest Processing Cash Grants (\$210,000)***

FD will provide 210 farmers with \$1,000 cash grants to purchase materials and equipment with the goal of improving production capacity and diversifying the types of food provided in school meals.

***Capacity-Building Cash Grants (\$50,000)***

FD will allocate cash grants of up to \$1,000 to farmer cooperatives in 50 municipalities to conduct soil improvement trainings and provide participating farmers with seed and fertilizer.

**Cost Share – Total \$5,000**

The farmer cooperatives will provide venue space for trainings and events at no cost to the project. The total venue space costs would be estimated at \$5,000 based on reasonable daily rental rates.

**Activity 3: Financial Services: Facilitate Agricultural Lending – Total \$975,674**

**3.3.1 Salaries/Personnel – Total \$41,248**

**Home Office (HO).** FD HO salary rates are based on current annual salaries of staff. The FD HO team will be led by the HO Director of Agricultural Programs, who oversees the HO team in the project's interventions, including compliance, and provides technical support. The HO Program Director, with the Senior Program Associate, will serve as the primary day-to-day support to the field team. They will be supported by the home office Monitoring, Evaluation, and Learning (MEL) Director.

**U.S. Nationals (USN).** USN are budgeted for the proposed Director to remain through the life of the project. The Director is an expatriate who has worked in Country X for more than 10 years. The Director provides project oversight and management and maintains technical standards. The Director's salary is distributed between Administration and Activities.

**Cooperating Country National (CCN) Staff.** The majority of CCN staff are budgeted to remain on the project throughout the life of the project. Proposed salary rates are in line with current in-country staff salaries from X project.

### **3.3.2 Fringe Benefits – Total \$17,757**

See Section 2.2 for details regarding Benefit rates.

### **3.3.3 Supplies Total – \$3,000**

FD will procure 6 motorcycles with a unit cost of \$2,000 for use by the Organizational Technicians and Agriculture Production Technicians. The cost will be shared across Activities based on staffing. The total for Activity 3 is \$3,000.

### **3.3.4 Travel – Total \$17,550**

FD will primarily use motorcycle travel because it is most efficient in country X due to road constraints. Motorcycle fuel costs will equal \$17,500. Estimates are based on current market rates. Cost will be divided equally across four activities.

### **3.3.5 Other – Total \$896,119**

FD will implement two financial services workshops per year in Y2-4. Each workshop will last for three days and host 50 attendees. Total workshop cost will be \$146,119. Costs include venue rental, training materials, per diem, transportation, and lodging for meeting participants.

Subrecipient A: \$750,000: To oversee financial literacy trainings for producers and cooperatives in Province X. Subrecipient A brings technical expertise in access to finance and in country X to carry out these trainings most effectively.

## **Activity 4: Training: Improved Agricultural Production Techniques – Total \$1,051,831**

### **3.4.1 Salaries/Personnel – Total \$383,000**

**Home Office (HO).** FD HO salary rates are based on current annual salaries of staff. The FD HO team will be led by the HO Director of Agricultural Programs, who oversees the HO team in the project's interventions, including compliance, and provides technical support. The HO Program Director, with the Senior Program Associate, will serve as the primary day-to-day support to the field team. They will be supported by the home office Monitoring, Evaluation, and Learning (MEL) Director.

**U.S. Nationals (USN).** USN are budgeted for the proposed Director to remain through the life of the project. The Director is an expatriate who has worked in Country X for more than 10 years. The Director provides project oversight and management and maintains technical standards. The Director's salary is distributed between Administration and Activities.

**Cooperating Country National (CCN) Staff.** The majority of CCN staff are budgeted to remain on the project throughout the life of the project. Proposed salary rates are in line with current in-country staff salaries from X project.

#### **3.4.2 Fringe Benefits – Total \$163,281**

See Section 2.2 for details regarding Benefit rates.

#### **3.4.3 Supplies – Total \$3,000**

FD will procure 6 motorcycles with a unit cost of \$2,000 for use by the Organizational Technicians and Agriculture Production Technicians. The cost will be shared across Activities based on staffing. The total for Activity 4 is \$3,000.

#### **3.4.4 Travel – Total \$17,550**

FD will primarily use motorcycle travel because is most efficient in country X due to road constraints. Motorcycle fuel costs will equal \$17,500. Estimates are based on current market rates. Cost will be divided equally across four activities.

#### **3.4.5 Other– Total \$485,000**

FD will enter into 3 subrecipient agreements as follows:

Subrecipient A: \$310,000: To provide training workshops to local farmers on water use efficiency in province Y. Subrecipient A has specialized experience in water use and a long-established presence locally to easily carry out these trainings.

Subrecipient B: \$50,000: To provide training to local farmers on pest management in provinces X and Y. Subrecipient B is highly experienced in pest management research and application and will build capacity locally and of other project staff before transitioning off the project in year 3.

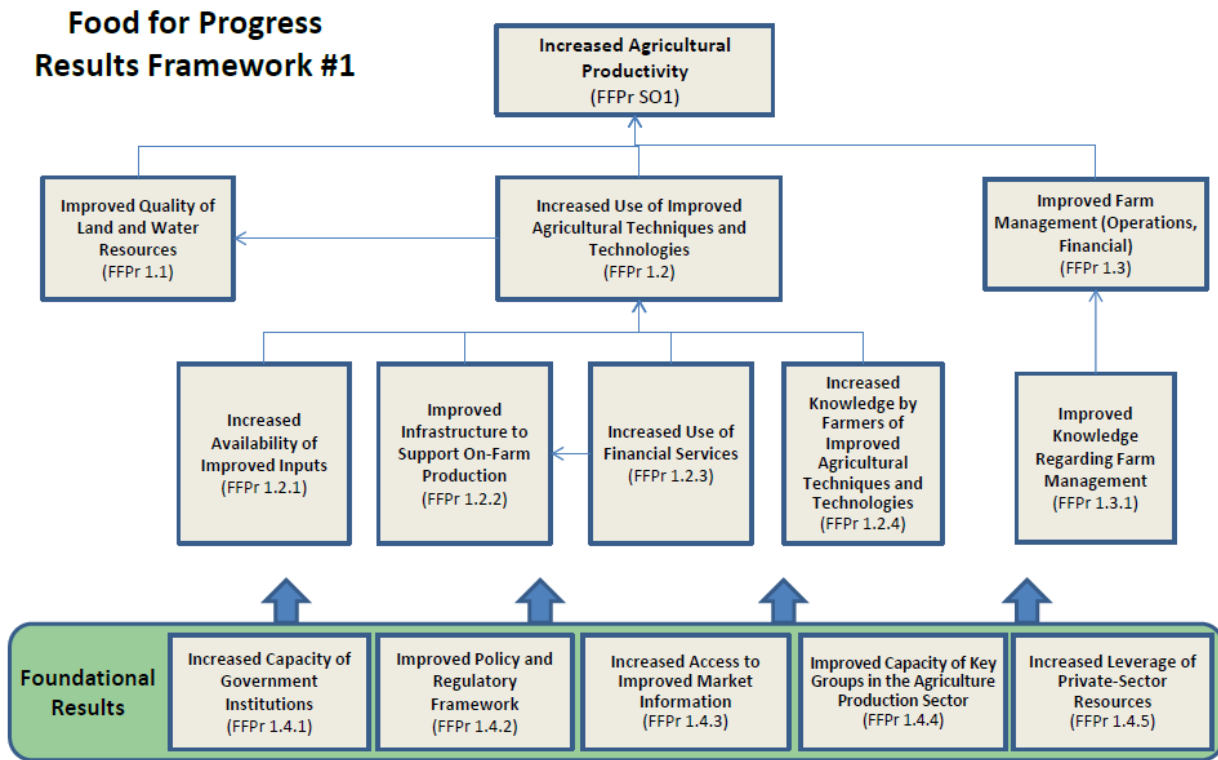
Subrecipient C: \$125,000: To provide training to local farmers and extension agents on crop rotation in provinces X and Y. Subrecipient C is highly experienced locally and has long relationships with cooperatives and local governments so they can build extension agents capacity for sustainability.

Subrecipients will be selected based on a competitive bidding process. FD will take into consideration factors such as the soundness of the proposal, unique capabilities of the bidder, the amount of the bid, delivery schedule, technical competency of the key personnel proposed for the study, etc.

#### **3.5 Indirect Costs – Activities – Total \$532,713**

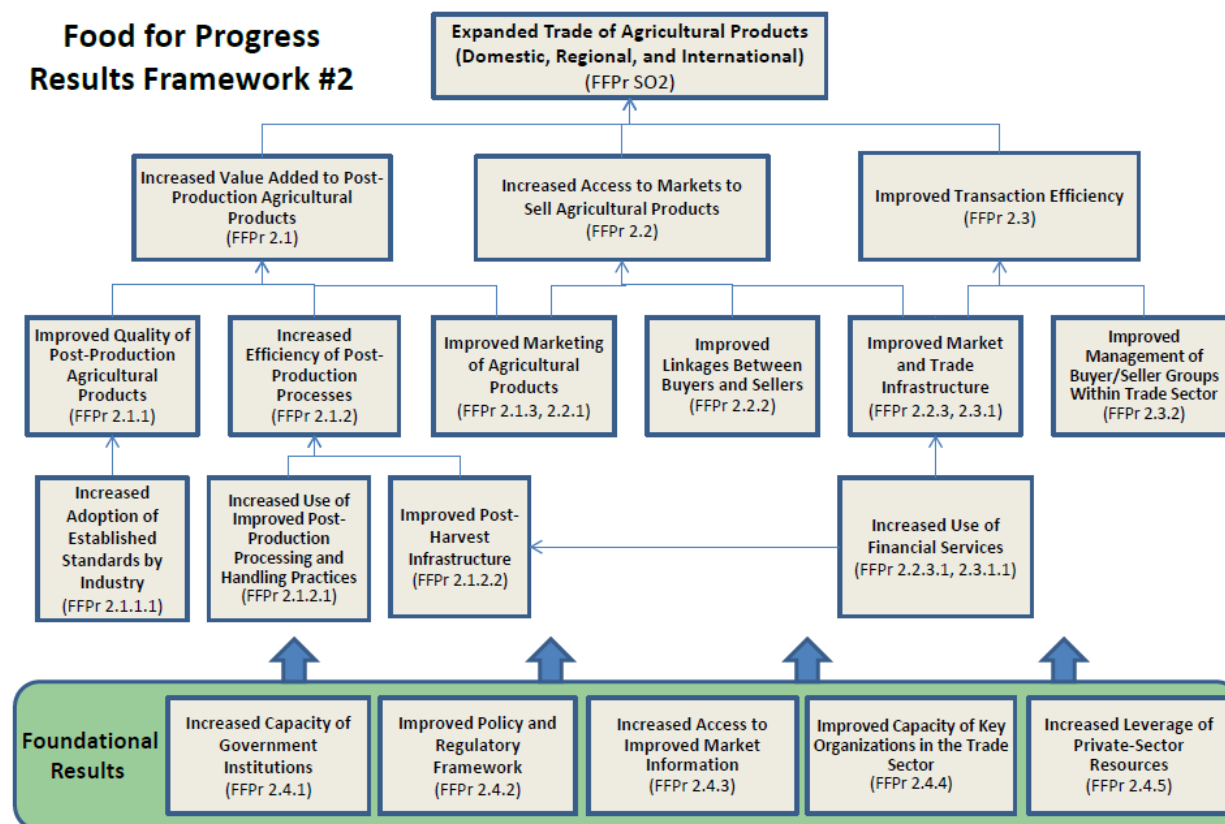
In accordance with FD's most recently approved NICRA, indirect costs are estimated at \$532,713 in monetization funds.

## APPENDIX D – Results Framework and Illustrative Examples of Foundational Results



**A Note on Foundational Results:** These results can feed into one or more higher-level results. Causal relationships sometimes exist between foundational results.

## Food for Progress Results Framework #2



**A Note on Foundational Results:** These results can feed into one or more higher-level results. Causal relationships sometimes exist between foundational results.

## APPENDIX E – Past Performance Review Template

Applicants should complete all information in Part I. If one of the items does not apply, simply note N/A in that row. Parts II and III should be completed by the reference organization/personnel. The reference organization/personnel must then submit the completed form to [ppded@usda.gov](mailto:ppded@usda.gov). Please use the subject line “Past Performance Reference for [Proposal Name].” USDA/FAS may contact the reference organization/personnel for verification.

|                                                                 |
|-----------------------------------------------------------------|
| <b>PART I: Award Information (to be completed by Applicant)</b> |
| 1. Name of Applicant’s Organization                             |
| 2. Applicant Contact Name:                                      |
| 3. Title:                                                       |
| 4. Phone Number:                                                |
| 5. Email Address:                                               |
| 6. Name of Project:                                             |
| 7. Award Number:                                                |
| 8. Award Type:                                                  |
| 9. Award Value:                                                 |
| 10. Description of Work/Services:                               |
| 11. Location Where Work was Performed:                          |
| 12. Contracting/Agreement Officer:                              |
| 13. Contracting/Agreement Officer Phone Number:                 |
| 14. Contracting/Agreement Officer Email Address:                |
| 15. Technical Officer (if applicable):                          |
| 16. Technical Officer Phone Number:                             |
| 17. Technical Officer Email Address:                            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PART II Performance Assessment (to be completed by Reference Organization)</b>                                                                                                                                                                                                                                                                                                                                                                                 |
| 1. Contact Name (person(s) completing this document):                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2. Title:                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3. Name and address of organization:                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4. Phone number:                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5. Email address:                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>PART III: Performance Assessment (to be completed by Reference Organization)</b>                                                                                                                                                                                                                                                                                                                                                                               |
| 1. Instances of good performance as measured by results achieved and quality of deliverables or services, including, but not limited to, the following: timeliness, consistency in meeting goals and targets, effectiveness and appropriateness of personnel, cooperation, and effectiveness of the organization in identifying or addressing problems, and cost control issues, including forecasting costs as well as accuracy in financial reporting. Comment: |
| 2. Instances of poor performance as measured by results achieved and quality of deliverables or services, including, but not limited to, the following: timeliness, consistency in meeting goals and targets, effectiveness, and appropriateness of addressing problems, and cost control issues, including forecasting costs as well as accuracy in financial reporting. Comment:                                                                                |
| 3. Significant achievements: including relationships with beneficiaries, initiation and management of several complex activities simultaneously, coordination among country partners, and correction of problems. Comment:                                                                                                                                                                                                                                        |
| 4. Significant Problems: including relationships with beneficiaries, initiation and management of several complex activities simultaneously, coordination among country partners, and correction of problems. Comment:                                                                                                                                                                                                                                            |



## APPENDIX F – Potential Available Commodities

Commodities are subject to change, based on price and availability.

|                                                |                                              |
|------------------------------------------------|----------------------------------------------|
| All Beef Packer Tallow                         | Nonfat, Non-fortified Dry Milk*              |
| All Purpose Flour                              | Northern Spring Wheat                        |
| Black Beans                                    | Parboiled, Well Milled, Long Grain Rice 2/7  |
| Bread Flour                                    | Parboiled, Well Milled, Long Grain Rice 5/20 |
| Bulgur                                         | Peas/Lentils Substitutable                   |
| Cornmeal                                       | Pinto Beans                                  |
| Corn-Soy Blend                                 | Ready-to-use nutritional food (RUSF or MQ)   |
| Corn-Soy Blend Plus                            | Salmon, Pink (Canned)*                       |
| Crude Degummed Soybean Oil                     | Small Red Beans                              |
| Dark Northern Spring Wheat                     | Soft Red Winter Wheat                        |
| Dark Red Kidney Beans                          | Soft White Wheat                             |
| Dehydrated Potato Granules*                    | Sorghum                                      |
| Dehydrated Potatoes Flakes*                    | Soybean Meal                                 |
| Distiller's dried grains with solubles         | Soybean Oil                                  |
| Extra Fancy Tallow                             | Soy-Fortified Bulgur*                        |
| Fortified Rice, 2/7 Long Grain, Well Milled    | Soy-Fortified Cornmeal                       |
| Fortified Rice, 2/7 Medium Grain, Well Milled  | Split Yellow Peas                            |
| Fortified Rice, 3/15 Long Grain, Well Milled   | Super Cereal Plus                            |
| Fortified Rice, 3/15 Medium Grain, Well Milled | Technical Tallow                             |
| Fortified Rice, 5/20 Long Grain, Well Milled   | Vegetable Oil                                |
| Fortified Rice, 5/20 Medium Grain, Well Milled | Vegetable Oil Substitutable                  |
| Great Northern Beans                           | Well Milled, Long Grain Rice 2/7             |
| Green Peas                                     | Well Milled, Long Grain Rice 3/15            |
| Green Split Peas                               | Well Milled, Long Grain Rice 5/20            |
| Hard Milled Long Grain Rice                    | Well Milled, Medium Grain Rice 5/20          |
| Hard Red Spring Wheat                          | Whole Green Peas                             |
| Hard Red Winter Wheat                          | Whole Yellow Peas                            |
| Kabuli Garbanzo Beans                          | Yellow Corn                                  |
| Lentils                                        | Yellow Grease                                |
| Lipid Based Nutrient Supplement (LNS SF)       | Yellow Soybeans                              |
| Milled Rice                                    |                                              |

\*Availability may vary.

For specific questions related to commodities, please contact [ppded@usda.gov](mailto:ppded@usda.gov).

For additional commodity specifications, please visit  
<https://www.ams.usda.gov/services/international-procurement/commodity-requirements>.