



FOREIGN AGRICULTURAL SERVICE

International Food Assistance Division
Global Programs

FY 2022 Proposal Instructions and Request for Applications

**MCGOVERN-DOLE INTERNATIONAL FOOD FOR EDUCATION AND
CHILD NUTRITION PROGRAM
NOTICE OF FUNDING OPPORTUNITY**

March 4, 2022

U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service

EXECUTIVE SUMMARY: The United States Department of Agriculture’s (USDA) Foreign Agricultural Service (FAS) is soliciting applications for the McGovern-Dole International Food for Education and Child Nutrition Program (McGovern-Dole) for Fiscal Year (FY) 2022. FAS expects to enter into multiple cooperative agreements under McGovern-Dole to make awards, totaling up to \$220,000,000 **SUBJECT TO AVAILABILITY OF FUNDING**. These awards will be for approximately four- to five-year projects. FAS will accept applications for the following priority countries: Angola, Burundi, The Gambia, Lesotho, Madagascar, Mauritania, Tanzania, and Timor-Leste. FAS will accept applications for non-priority countries; however, FAS will give priority consideration to fund proposals for the identified priority countries. McGovern-Dole provides for the donation of U.S. agricultural commodities, local and regional agricultural commodities, as well as financial and technical assistance, to carry out school feeding projects that strengthen food security, reduce the incidence of hunger, and improve literacy and education, particularly with respect to girls, and maternal, infant, and child nutrition programs. Projects under McGovern-Dole are carried out in low-income, food-deficit countries around the world.

Applications must be submitted to USDA through the [Food Aid Information System \(FAIS\)](#) by 5:00:00 P.M. Eastern Daylight Time (EDT) on May 6, 2022. Late applications received after this date and time will not be considered. FAS advises Applicants to begin the application process early to allow time to address any information technology difficulties that may arise. There will be no exceptions to this application deadline. Applications received by the closing date of this announcement and found to be incomplete will be contacted by FAS via email. FAS will grant a grace period of up to three business days from the date of contact for an Applicant to submit missing content and forms via FAIS. **Any applications remaining incomplete after the grace period will be rejected and will NOT be considered for funding.** Refer to [Part C Section 1](#) for Applicant eligibility information and [Part D Section 3b](#) for application completeness requirements. Questions regarding this request for applications will be considered to the extent practicable and should be submitted to ppded@usda.gov. Questions must be received no later than 5:00:00 P.M. EDT on April 29, 2022. Responses to questions will be posted on Grants.gov.

NEW in FY22

- 1. Grace Period for Missing Key Documents:** Applications received by the closing date of this announcement and found incomplete will be contacted by FAS by email. FAS will grant up to three business days from the date of contact for an Applicant to submit missing content and forms via FAIS. Please see [Part D Section 1](#) for key dates and [Part D Section 3 b](#) for a list of required content and forms. **Any applications still remaining incomplete after the grace period will be rejected and will NOT be considered for funding.**
- 2. List of Acronyms:** To improve the clarity of Applications and reduce confusion, Applicants must include a list of acronyms as part of their application package. There is no page limit required for the list of Acronyms. Please see [Part D Section 3 b](#) for a list of required content and forms.
- 3. Climate and Gender as Cross-Cutting Topics:** Applicants are encouraged to review new language under the Introduction and Strategic Analysis, and Plan of Operations in [Part D Section 3 d](#) Content Guidance regarding these two relevant cross-cutting topics.
- 4. Updated Anthropometry Language:** [Part D Section 3 d](#) Content Guidance language has been updated to now include use of anthropometry and nutritional outcome measures in the Plan of Operations, as well as under Monitoring and Evaluation. Applicants are encouraged to develop anthropometry as an activity in the Plan of Operations and may develop corresponding indicators and monitoring and evaluation plans.
- 5. Reorganization of Strategic Analysis and Plan of Operations under [Part D Section 3 d](#) Content Guidance:** To discourage unnecessary duplication between the Introduction and Strategic Analysis and the Plan of Operations sections, some bullets under this section have been reorganized from previous years. Applicants are encouraged to review and follow the guidance closely under these sections to ensure they include all necessary components in the relevant sections of their application.

LIST OF ACRONYMS

CCC	Commodity Credit Corporation
CFR	Code of Federal Regulations
COLA	Cost of Living Adjustment
CV	Curriculum Vitae
FAIS	Food Aid Information System
FAS	Foreign Agricultural Service
FFPr	Food for Progress Program
FICA	Federal Insurance Contributions Act
FtF	Feed the Future
FY	Fiscal Year
GFSS	Global Food Security Strategy
IFAD	International Food Assistance Division
IR	Intermediate Results
ITSH	Internal Transportation, Storage, and Handling
LRP	Local and Regional Food Aid Procurement Program
M & E	Monitoring and Evaluation
MCN	Maternal and Child Nutrition
McGovern-Dole	McGovern-Dole International Food for Education and Child Nutrition Program
MOU	Memorandum of Understanding
MT	Metric Ton(s)
NICRA	Negotiated Indirect Cost Rate Agreement
NOFO	Notice of Funding Opportunity
NTD	Neglected Tropical Disease
OMB	Office of Management and Budget
PL	Public Law
PMP	Performance Monitoring Plan
PSM	Propensity Score Matching
PTA	Parent Teacher Association
PVO	Private Voluntary Organization
R&R	Rest and Recreation
RCT	Randomized Control Trial
ROM	Results Oriented Management
RF	Results Framework
SAM	System for Award Management
SFP	School Feeding Program
SO	Strategic Objective
UEI	Unique Entity Identifier
UN	United Nations
USAID	United States Agency for International Development
USDA	United States Department of Agriculture
USG	United States Government
WB	World Bank
WHO	World Health Organization

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NOTE: If you are going to apply for this funding opportunity and have not obtained a Unique Entity Identifier (UEI) number or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a (UEI) number, if applicable, and then to register immediately in SAM at www.sam.gov. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM. Detailed information regarding (UEI)and SAM is also provided in [Part C Section 2](#) Eligibility Criteria, and [Part D Section 4](#), Unique Entity Identifier and System for Award Management (SAM).

A. PROGRAM DESCRIPTION

1. Issued By

Foreign Agricultural Service, Global Programs, International Food Assistance Division (IFAD)

2. Assistance Listing Number - Formerly known as CFDA [10.608](#)

3. Assistance Listing Title

Food for Education

4. Notice of Funding Opportunity (NOFO) Title

FY 2022 MCGOVERN-DOLE INTERNATIONAL FOOD FOR EDUCATION AND CHILD NUTRITION PROGRAM

5. NOFO Numbers

USDA-FAS-10.608-0700-22-(508) - Angola
USDA-FAS-10.608-0700-22-(543) - Burundi
USDA-FAS-10.608-0700-22-(577) - Gambia
USDA-FAS-10.608-0700-22-(507) - Lesotho
USDA-FAS-10.608-0700-22-(687) - Madagascar
USDA-FAS-10.608-0700-22-(682) - Mauritania
USDA-FAS-10.608-0700-22-(621) - Tanzania
USDA-FAS-10.608-0700-22-(472) - Timor Leste (East Timor)
USDA-FAS-10.608-0700-21-(000) – Non-priority country applications

Please refer to [Appendix B](#) for Country Guidance for each priority country.

6. Authorizing Authority for Program

McGovern-Dole is authorized by section 3107 of the Farm Security and Rural Investment Act of 2002 ([7 U.S.C. 1736o-1](#)).

7. Appropriation Authority for Program

- The Continuing Appropriations Act, 2022 Public Law (PL) 117-43
- Consolidated Appropriations Act, 2021 PL 116-260
- Further Consolidated Appropriations Act, 2020, PL 116-94
- Consolidated Appropriations Act, 2019 PL 116-6
- Consolidated Appropriations Act, 2018 PL 115-141
- Consolidated Appropriations Act, 2017 PL 115-31
- Consolidated Appropriations Act, 2016 PL 114-113
- Consolidated and Further Continuing Appropriations Act, 2015 PL 113-235
- Consolidated Appropriations Act, 2014 PL 113-76
- Consolidated Appropriations Act, 2013 PL 113-6
- Consolidated and Further Continuing Appropriations Act, 2012 PL 112-55
- Department of Defense and Full-Year Continuing Appropriations Act, 2011 PL 112-10
- Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2010, PL 111-80
- Omnibus Appropriations Act, 2009 PL 111-8
- Omnibus Appropriations Act, 2008 PL 110-161
- Revised Continuing Appropriations Act, 2007 PL 110-S
- Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2006 PL 109-97
- Consolidated Appropriations Act, 2005 PL 108-447
- Consolidated Appropriations Act, 2004 PL 108-199
- Consolidated Appropriations Act, 2003 PL 108-07

8. Announcement Type

New Agreements

9. Program Regulations

Awards within this funding opportunity that are made to Applicants other than foreign public entities (as defined in [2 CFR Part 200](#)) will be subject to the McGovern-Dole regulations, [7 CFR Section 1599](#) (updated on November 26, 2019). As provided in [7 CFR Section 1599](#), awards to Applicants other than foreign public entities will also be subject to [2 CFR Part 200](#), as supplemented by [2 CFR Part 400](#) and [7 CFR Section 1599](#), with the exception that Subsection F

of [2 CFR Part 200](#) will not apply to a foreign organization (as defined in [2 CFR Part 200](#)) or a for-profit entity.

10. Program Overview, Objectives, and Priorities

The principal objectives of the McGovern-Dole Program are to carry out: 1) preschool and school food for education programs in foreign countries to improve food security, reduce the incidence of hunger, and improve literacy and primary education, particularly with respect to girls; and, 2) maternal, infant, and child nutrition programs for pregnant women, nursing mothers, infants, and children who are five years of age or younger.

McGovern-Dole feeds school children and improves literacy (especially for girls) in low-income, food-deficit countries around the world. The program provides for the procurement of U.S. agricultural commodities, local and regional agricultural commodities, as well as financial and technical assistance, to support McGovern-Dole objectives. Section 3107 of the Farm Security and Rural Investment Act of 2002, the program authorizing legislation requires that the agreement include provisions to achieve graduation from the program or to provide other long-term benefits to targeted populations of the country ([7 U.S.C. 1736o-1\(j\)](#)).

By providing school meals, teacher training, government capacity-building, and related education and nutrition support, McGovern-Dole helps boost school enrollment, increase attendance, and improve reading outcomes and literacy results. McGovern-Dole also provides support to Maternal and Child Nutrition (MCN). To improve health, nutrition, and dietary practices, McGovern-Dole encourages the inclusion of health- and nutrition-sensitive activities such as the use of micronutrient-fortified products, take-home rations, treatments for deworming, and diarrhea, water, sanitation and hygiene (WASH), school gardens, and curriculum-based nutrition education.

The donation of U.S. commodities is an integral part of McGovern-Dole and Applicants are strongly encouraged to use U.S. donated commodities to maximize program reach of targeted beneficiaries in the most cost-effective manner. In addition, Applicants are strongly encouraged to allocate approximately ten percent of the total proposed federal award amount for local and regional procurement component. FAS prioritizes sustainability in efforts to reduce poverty and food insecurity in vulnerable economies on their path to becoming self-sufficient. FAS is focusing on helping communities develop sustainable sources of food supplies while building resilience in their food sourcing practices.

FAS will consider proposals from all eligible organizations, including current recipients and new organizations. FAS may also review submissions from eligible Applicants for non-prioritized countries, however FAS will give priority consideration to fund proposals for the identified

priority countries. For additional information on the priority countries for this funding opportunity, applicants should refer to [Appendix B – Country Guidance](#).

FAS expects that proposals will build upon McGovern-Dole activities and what has been accomplished to date.¹ Expansion beyond current target regions will be considered and should be sufficiently justified. If this is a new McGovern-Dole country, FAS expects that the proposal will lay the foundation for a strong McGovern-Dole program, complementing school feeding efforts already in place. Applications must focus on transition of McGovern-Dole activities to the host governments and/or communities and set the path to sustainability. Applicants must work with countries that have a national government that is committed to or is working towards, through a national action plan, the goals of the [World Declaration on Education for All](#). Furthermore, applications must align with the McGovern Dole Program Project-Level Results Framework (See [Part D Section 3 c v Monitoring and Evaluation](#)).

B. FEDERAL AWARD INFORMATION

1. Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO:	Up to \$220,000,000; <u>Subject to the availability of funding</u>
Estimated number of Awards:	8
Estimated Funding per Award:	\$10 million - \$27.5 million

All projects in this announcement will be funded **subject to availability of appropriated funding**. Per Part A Section 7 Appropriation Authority for Program, FAS may award available funding from past fiscal year appropriations; up to \$220 million of available funding may come from FY 2022 appropriations. Issuance of this solicitation does not constitute an award or commitment on the part of the United States Government (USG) to make awards, nor does it commit the USG to pay for costs incurred in the preparation and submission of a concept note or full application.

Period of Performance:	Approximately 48 to 60 months
Projected Period of Performance Start Date(s):	10/01/2022

¹ All McGovern-Dole projects are subject to independent third-party evaluations. To promote continued learning and evidence-based decision making, FAS publishes evaluations on the [Development Experience Clearinghouse](#) maintained by the U.S. Agency for International Development.

Projected Period of Performance End Date(s):
Cost Share or Match Requirements:

09/30/2026 - 09/30/2027
None/Not Required

All projects in this announcement will be funded **subject to availability of appropriated funding**. Issuance of this solicitation does not constitute an award or commitment on the part of the United States Government (USG) to make awards, nor does it commit the USG to pay for costs incurred in the preparation and submission of a concept note or full application. McGovern-Dole Program awards may be eligible for extensions to their period of performance. Refer to [Part H Section 1 Extensions](#).

2. Funding Instrument

All awards will be made in the form of cooperative agreements. In a cooperative agreement, FAS will be substantially involved throughout the award period of performance. Substantial involvement may include, but is not limited to, the following:

- 5 FAS specification of the manner, method, performance, or timing of the work in an approved work plan;
- 6 FAS review and approval of one stage of work before a subsequent stage may begin during the performance period;
- 7 FAS review and approval of an evaluation plan;
- 8 FAS review and approval of proposed subawards and contracts, prior to award;
- 9 FAS participation in the selection and approval of the individuals or organizations that will conduct all required evaluations;
- 10 FAS participation in data collection and analysis for required evaluations and other performance reports;
- 11 FAS approval of an organizational chart identifying the names, roles and responsibilities of all the Applicant's key personnel and any subsequent changes or absences; and
- 12 FAS provision of specific direction or redirection of the work during the period of performance.

Procurement contracts or subawards may be awarded under this cooperative agreement. Procurement contracts must have an operational or administrative objective and subawards must be related to achieving objectives of project activities. Please note that no subaward or contract may include personnel costs of the prime award recipient.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

In accordance with the McGovern-Dole authorizing legislation, [7 U.S.C. 1736o-1](#), the following entities are eligible Applicants:

- Private Voluntary Organizations (See [7 CFR Section 1599.2](#) for the definition of a private voluntary organization);
- Cooperatives;
- Intergovernmental Organizations;
- Governments of developing countries and their agencies; and
- Other organizations

2. Eligibility Criteria

Each Applicant, unless exempted by FAS under [2 CFR Section 25.110](#) (d), is required to:

- Be registered in SAM before the closing date of this announcement;
- Provide a valid unique entity identifier (UEI) in its application; and
- Continue to maintain an active SAM registration with current information at all times during which the Applicant has an active Federal award or an application or plan under consideration by FAS.

All Applicants must have an active registration in the SAM database at www.sam.gov – pending or expired registrants are not eligible. This requirement must be met by the closing date of the announcement and will not be waived. Please contact ppded@usda.gov if you have questions about this requirement. **Applicants without an active SAM registration will be found ineligible and the application will NOT be considered for funding.** All subrecipient organizations must also have active SAM registrations before the subaward is signed, unless the organization has an exemption approved by FAS under [2 CFR Section 25.110](#) (d). Contact ppded@usda.gov early if a subrecipient exemption is sought.

Applicants must include a valid Unique Entity Identifier (UEI) in the organizational unit section of Block 8 of the SF-424. All subrecipients listed in the proposal must have a current UEI number. Organizations that do not have a UEI number can obtain a UEI number at no cost by using the web-based form available at: <http://fedgov.dnb.com/webform>.

Refer to [Part D Section 4, Unique Entity Identifier and System for Award Management](#), where SAM requirements are also discussed.

3. Debarment and Suspension

An Applicant will be considered ineligible to receive an award under the McGovern-Dole program if the entity or one of its principals has been debarred or suspended in USG funded procurements or non-procurement transactions, or otherwise prohibited by applicable U.S. law or executive order or U.S. policies. See 2 CFR parts 180 and 417. FAS will review the Federal Awardee Performance and Integrity Information System (FAPIS.gov) and System for Award Management (SAM.gov) to verify that the Applicant, potential subrecipients and contractors, and their principals have not been debarred or suspended.

4. Other Submission Requirements and Information

For an application to be considered complete, the Applicant must submit in FAIS all required content and forms as listed in [Part D Section 3 b, Required Content and Forms](#), by the closing date of the announcement. Applications received by the closing date of this announcement and found incomplete will be contacted by FAS by email. FAS will grant a grace period of up to three business days from the date of contact for an Applicant to submit omitted content and forms via FAIS. Please see [Part D Section 3 b](#) for a list of required content and forms. **Any applications remaining incomplete after the grace period will be rejected and will NOT be considered for funding.** As specified in this NOFO, an Applicant must also submit required information to ppded@usda.gov and SAM.gov. There is no limit on the number of applications which an Applicant may submit. FAS may also review submissions from eligible Applicants for non-prioritized countries, however FAS will give priority consideration to proposals for identified priority countries.

All Applicants and subrecipients must comply with the conflict of interest requirements in [2 CFR Part 400.2](#).

Note: The required forms vary depending on whether an Applicant is a domestic entity, a foreign organization, or a foreign public entity. An Applicant must submit all of the forms that are required to be submitted by the category of entity to which it belongs.

5. Cost Share or Match

Cost sharing or matching is not required for eligibility but is encouraged to maximize program impacts and engender in-country sustainability. If Applicants choose to provide cost share or matching, Applicants must identify and explain any cost sharing in the budget summary and narrative ([7 CFR Section 1599.4\(b\)\(4\)\(i\)](#)). Applicants should include cost share and in-kind contributions as part of the total award value on the SF-424 and other required budget documents. Cost share may not be used to reach the three percent minimum monitoring and evaluation budget nor the ten percent local and regional procurement budget. Unrecovered indirect costs by the Applicant are not allowable cost share. Food vouchers and cash-based transfers are not allowable procurement methods and thus cannot be considered cost share within McGovern-Dole projects.

Cost share will be reviewed and considered for bonus points by the review panel as part of the Budget content section.

If an award is made, the Applicant will be responsible for obtaining and providing any cost share and in-kind contributions that are included in the agreement. Award recipients shall not procure

these resources with FAS funding. Refer to [Part E Section 1 Application Evaluation Criteria](#), for details on how cost share or match will be evaluated.

D. APPLICATION AND SUBMISSION INFORMATION

1. Key Dates and Times

Application Start Date: **March 4, 2022**

Question Submission Deadline: **April 29, 2022**

Questions regarding this NOFO will be considered to the extent practicable and should be submitted to ppded@usda.gov. Please include “FY22 McGovern-Dole NOFO” in the subject line of your email. Responses to questions will be posted on Grants.gov.

Application Submission Deadline: **May 6, 2022** prior to 5:00:00 P.M. EDT

FAS will run a report from the FAIS system showing all submissions prior to 5:00:00 P.M. EDT on May 6, 2022. **Applications received after this date and time will be considered late and will not be considered.** For applications received by this date in FAIS which are found to be incomplete, Applicants will be contacted via email and given up to three business days from the date of contact to submit omitted content and forms via FAIS. Please see [Part D Section 3 b](#) for a list of required content and forms. Applicants should begin the application process early to allow time to address any technical difficulties that may arise. It is the responsibility of the Applicant to ensure that their proposal is complete in FAIS.

There will be no exceptions to the application deadlines.

Anticipated Funding Selection Date: **July 15, 2022**

Anticipated Award Date: **September 15, 2022**

2. Address to Request Application Package

This NOFO plus the appendices constitute the full application package. [Instructions for submitting the application](#) are located on the FAIS homepage. Before you can view the FAIS homepage, you must first establish an FAIS account. See the following website for more information: <https://www.fas.usda.gov/food-aid-information-system>. These documents are also located on www.grants.gov. However, all applications must be submitted via FAIS. If an Applicant does not have access to the internet or experiences trouble accessing FAIS, the Applicant can request a hardcopy of the full NOFO by calling (202) 236-1095 between 9:00 A.M. and 5:00 P.M. EDT or by contacting FAS in writing at:

McGovern-Dole Branch Director
1400 Independence Ave. SW, Room 6970
Washington, DC 20250

This NOFO plus the appendices constitute the full application package.

3. Content and Form of Application Submission

a. Application Format

All submitted applications must:

- Be written in English;
- Be written using 12-point font; tables and graphs may have a smaller font as appropriate;
- Be typed on standard 8.5” x 11” sized paper with 1-inch margins;
- Be paginated with each page consecutively numbered;
- Cite source information and/or provide an explanation of the analysis undertaken;
- Be submitted in PDF; and
- Adhere to the maximum page limits in [Part D Section 3 b](#), Required Content and Forms.

Note: If an application exceeds the page limit for any section, the application will be reviewed, but the review will be restricted to the section’s page limit.

b. Required Content and Forms

Applications that do not provide the required content and forms by the closing date of this announcement will be contacted by FAS via email. FAS will grant up to three business days from the date of contact for an Applicant to submit omitted content and forms via FAIS. Any incomplete applications after the grace period will be rejected and will NOT be considered for funding. An Application Content Checklist can be found in [Appendix A](#).

Each application must include the following content and forms to be considered complete:

- Introduction and Strategic Analysis – 21 pages
 - Project Map (no page limit restrictions)
 - List of Acronyms (no page limit restrictions)
- Plan of Operation and Activities – 20 pages
- Sustainability and Lasting Impact – 5 pages
- Organizational Capacity and Staffing – 8 pages
 - Capacity and Staffing – 6 pages
 - Organizational Chart – 1 page

- In-Country Registration – 1 page
- Curriculum Vitae for Project Lead (no page limit restrictions)
- Project-specific Commitment Letters from anticipated subrecipients (if subrecipients are proposed) (no page limit restrictions)
- Past Performance Reviews (no page limit restrictions)
- Applicant’s most recent Single Audit (no page limit restrictions)
- Monitoring and Evaluation – 25 pages
 - Project-Level Results Framework – 6 pages
 - Performance Indicators – 5 pages
 - Evaluation Plan – 14 pages
- Commodity Management – 6 pages
- Budget – 26 pages
 - Standard Budget Summary – 1 page
 - Budget Narrative – 25 pages
 - Applicant’s most recent approved NICRA agreement (no page limit restrictions) (See [Part D Section 3 d vii Budget](#) for more on indirect costs)
 - Excel spreadsheet demonstrating how NICRA rates were applied to the budget.
 - [SF-424A](#) (See [Appendix I](#) for instructions)
- [SF- 424](#)
- [SF-LLL Disclosure of Lobbying](#) (Required if Applicant is involved in lobbying activities.)

Additional details on the content of each section of the proposal are found below in [Part D Section 3 d, Content Guidance](#). Applicants should review the content guidance to determine what sections may be submitted as attachments and what information is required to be input directly into FAIS. 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.

c. Required Grants Forms

FAS will verify in SAM.gov that the proper forms are completed, and if not, an applicant will be contacted and directed to complete them. An agreement will not be signed until the proper forms are completed within [SAM.gov](#).

Please be aware that OMB Memorandum 18-24: Strategies to Reduce Grant Recipient Reporting Burden has been approved. Various required forms needed to apply for Federal Financial Assistance no longer need to be completed individually at time of application. They are covered in the Financial Assistance General Certifications and Representations Report.

Effective January 1, 2020, the Financial Assistance General Certifications and Representations Report is a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations ([2 CFR Part 200.208](#) Certifications and Representations). Those non-Federal entities who intend to apply for, or are already recipients of Federal grants or agreements, must read and agree to the corresponding certifications and representations. Registrants who reply yes to the question are required to keep these certifications and representations current, accurate, and complete as part of their entity registration.

All of the terms do not apply to foreign entities however all entity types receiving financial assistance from FAS must respond yes because the Lobbying Disclosure term does apply to foreign entities along with being registered in SAM. All other terms do not apply to foreign entities.

d. Content Guidance

All McGovern-Dole proposals must include the following as attachments:

i. Introduction and Strategic Analysis

An Applicant must provide a one-paragraph summary of the proposed project. The summary will be an introduction and should include the duration of the project, estimated costs, number of targeted school-age children, number of direct beneficiaries, number of targeted schools, and the focus of the intervention.

In a table, under the one-paragraph summary, provide the estimated administration cost, activities cost, locally and regionally procured commodity and food purchases cost², ITSH (Internal Transportation, Storage and Handling) cost, total indirect costs, as well as estimate U.S. commodity costs and freight costs, and cost share. All Applicants, including foreign organizations, are required to include costs relating to ITSH: the moving of commodities from designated ports or points of entry to storage and distribution sites as well as costs of storing and distributing all commodities.

² Applicants must include local or regional procurement of agricultural commodities. Applicants are strongly encouraged to allocate approximately ten percent of the total proposed federal award amount for local and regional procurement component. Applicants must propose contextually appropriate and feasible uses of locally and regionally procured commodities. Applicable local and regional procurement commodity component costs include the cost of the commodities and may include transportation, storage, and handling costs associated with getting such commodities to the beneficiaries, as well as staff time and benefits directly related to the procurement. Indirect costs associated with these direct costs are allowable. The local and regional commodity procurement component will not include capacity building costs (activities). Please refer to both [Part D Section 3 c. vii Budget](#) and [Appendix E: Budget Narrative](#) for more guidance on allowable costs and how FAS requires this portion of the budget to be presented.

Table 1

Cost Type	Total Budget (USD)
Administration	
Activities	
Commodity and Food Purchases	
ITSH	
Total Indirect Costs	
Sub-total FAS Cash	
U.S. Commodity Cost	
Freight Cost	
TOTAL PROGRAM VALUE (not including cost share)	
Cost Share	

Proposals must include a comprehensive analysis of the potential needs, challenges, opportunities, and constraints that may impact the implementation and success of the proposed project. This section should explain the strategy behind the proposed method of intervention.

The strategic analysis will be evaluated based on the appropriateness and technical merit of the intervention strategy; how well the project is aligned with host government laws, policies, and programs; how well the proposed project will coordinate within the U.S. government, multilateral, private sector, or other stakeholder development strategies or frameworks; how well the project aligns with the [Appendix B Country Guidance](#); and how well the proposed program will build upon existing or past McGovern-Dole projects and/or complement and not duplicate existing projects and programs. This section should also include if an Applicant has been working in the proposed country, whether through McGovern-Dole or other projects, what challenges they have faced and how they plan to overcome or mitigate those challenges. This section should cite any sources and provide an explanation of any analyses undertaken by the Applicant.

The following must also be included in this section:

- *Overview and Background*

- Explanation of Need: Applicants must include an explanation of the need for a McGovern-Dole project in the target country and how the Applicant's proposed activities would address that need. Additionally, the Applicant must provide information regarding (1) the country's current school feeding operations, and financial commitments, if they exist, the length and sessions of a typical school year, and current funding resources; and (2) teacher training, parent-teacher associations, community infrastructure, health, nutrition, water, and sanitation conditions.
- Method of Choosing Beneficiaries: Applicants must identify the criteria and methodology used to target the geographic area(s) and the beneficiary group(s). Criteria and methodology should help to distinguish why some regions or beneficiary groups will receive resources (funds or agricultural products) while others may not. Applicants should consider the following questions when preparing a response:
 - Why and with what methodology did the Applicant select the particular geographic area(s), and beneficiary group(s)?
 - What are the specific needs of the proposed beneficiaries?
 - Which sources of information did the Applicant use (i.e. government agency survey, computer database, interviews, assessments, etc.)?
 - With whom did the Applicant collaborate to target particular regions, institutions, and beneficiaries?
- Target Geographic Area: List the targeted geographic areas where the proposed activities will take place. Applicants must include map(s) to illustrate the areas of activity intervention.
- Local Capacity Building: Applicants must explain how they will involve indigenous institutions as well as local communities and governments in the development and implementation of the activities to foster local capacity building and leadership.
- Applicants should describe any current programs, policies, interventions, and strategies of other stakeholders (government of target country, USG and other public and private donors, private sector, etc. including those USG Agencies involved in the USG International Basic Education Strategy or Feed the Future/Global Food Security Strategy) that are working in relevant sectors (education, agriculture, nutrition, etc.). Applicants should include information on how the Applicant will coordinate with these stakeholders.
- List of Acronyms: Applicants must include a list of all acronyms used in the proposal. This requirement does not count towards the section page limits.
- The expected method of educating the public: State the methods of notifying consumers in the Applicant country of the source of funding for program activities.
- Literacy and Education
 - Applicants should include information specifically identifying opportunities to collaborate per the USG International Basic Education Strategy and USDA/USAID

Memorandum of Understanding (MOU, which can be found on the FAIS homepage). This could include coordinating on policy dialogue, teacher training and coaching, reading, teaching, and learning materials, and assessments in advance of activity design. In addition, where feasible (if not, it is important to address why not), co- location in designated schools, districts, and regions is desirable to leverage resources, and to promote cost-efficiency, efficacy, and increased impact.

- Commitment to Education: Applicants must provide a statement verifying the commitment of the government of the targeted country to work, through a national action plan, toward the goals of the World Declaration on Education for All ([Jomtien Declaration](#)), and the follow-up [Dakar Framework for Action](#) of the World Education Forum).
- *Nutrition and Health:*
 - Applicants should include a description of any current programs, policies, interventions, and strategies of other stakeholders (government of target country, USG and other public and private donors, private sector, etc.) that are working in nutrition-related sectors (school feeding; maternal and child nutrition (MCN); community-based nutrition; water, sanitation and hygiene (WASH); etc.) and how the Applicant intends to coordinate with some of these stakeholders.
 - Information about current efforts in the proposed target areas to mitigate the spread of parasitic disease through deworming, including helminth infection rates.
 - Describe the nutritional context of the target population, including typical diet and cultural feeding practices, dietary quality issues and nutrient gaps, and nutrition issues of the school children and any other beneficiaries if MCN activities are proposed. Provide malnutrition and morbidity rates among school children if available.
 - Provide information on the health system and how it interacts with the school system in the proposed catchment area.
 - Provide information on national and subnational nutrition strategies and policies.
 - Provide information on micronutrient fortification, biofortification and supplementation at the national level and in the proposed target areas.
 - Analyze how requirements for donated household foods may affect household food security for vulnerable families and how heavy voluntary workloads associated with running the school feeding program may affect the nutritional status of vulnerable children, women, and their families.
 - The Applicant should include information about the target population's access to safe water and sanitation facilities as well as sanitation and hygiene practices and behaviors. Describe the current WASH conditions in the proposed schools and target areas.
- *Local and Regional Procurement:*

- The Applicant should include information regarding the feasibility of procuring the local or regional agricultural commodities; access to diverse, nutritious, and quality foods; the capacity of relevant producers and producer organizations; and market linkages to proposed project schools in the target region(s). The Applicant should also demonstrate that the seasonality of the selected commodities has been considered, including verifying that sufficient quantities and storage (as applicable) will be available at times that align with the school calendar.
- Describe how local and regional procurement will contribute to the implementation strategy. Illustrative uses of local and regional procurement are to mitigate pipeline breaks; to transition from the USDA-donated commodity to enhance project sustainability; to improve dietary diversity of beneficiaries by incorporating fresh fruits and vegetables, animal source foods, biofortified crops, etc. into the ration; to target specific populations, i.e. pregnant and lactating women and children under five; and to build community economics and create new markets. Applicants are encouraged to propose contextually appropriate and feasible uses of locally and regionally procured commodities and are not limited to the above examples. Applicants must still include U.S. donated commodities in the project proposal, which are an integral part of the McGovern-Dole program and reaching a significant number of beneficiaries.
- *Cross-Cutting Topics:*
 - Identification of specific in-country constraints, including the potential risks related to weather variability and water availability that could obstruct the project's efforts to address the identified needs.
 - Information on the current impact of climate change on food security and food systems in the country, especially the impact it has on school-age children.
 - Applicants should address gender in the context of the target region, describing both how gender affects aspects of the project and how the project can mitigate inequities through a gender-sensitive approach.
 - If the proposed project interventions include volunteer/uncompensated support from the community, the Applicant should analyze the impact on both the households and individuals involved and the longer-term sustainability of such contributions.

ii. Plan of Operation and Activities

This section must include a list of each of the activities to be implemented, with a brief statement of the objectives to be accomplished under each activity, the anticipated number of beneficiaries, and a detailed description of the activity, including the steps involved in its implementation, and the anticipated timeline. The Applicant should address anticipated challenges and how they will be overcome during the implementation period.

Proposed activities must address the needs as identified in [Part D Section 3 d i](#) Introduction and Strategic Analysis. The activities should accurately capture the project scope, beneficiaries, and deliverables. Furthermore, this section must detail how each activity will lead to the results as stated in the [Project-Level Results Framework](#). The activities should not only identify the project's targeted interventions, but also demonstrate how the project will complement existing efforts. The Applicant should distinguish for each activity if it will be implemented by the Applicant or by proposed subrecipients. The Applicant should describe successes and challenges from previous experiences and efforts to improve project implementation. Applicants are encouraged to propose approximately 10-18 focused activities as part of a McGovern-Dole project, with clear activity titles. Applicants are discouraged from having a very small number of activities with multiple sub-activities.

Applicants should include information on their proposed plans for integrating gender throughout the project cycle, at minimum describing their intended methods of gender analysis or assessment. Applicants are encouraged to submit a gender-sensitive proposal and should describe how their proposed intervention will recognize gender differences in the local context, minimize gender inequities, and contribute to child safeguarding.

Applicants are encouraged to include information on how proposed activities will take into account climate change vulnerabilities. Applicants are encouraged to propose climate-informed interventions, such as, but not limited to, fuel-efficient stoves, climate-smart agriculture adaptations to school gardens, adapted WASH infrastructure, and climate resilience committees.

The activities section will be evaluated on the completeness, quality and technical merit of the content submitted. With respect to this, Applicants must adhere to the following technical guidance:

Literacy and Education

Proposed literacy activities, in support of McGovern-Dole Strategic Objective 1, must adhere to evidence-based approaches and best practices that sustainably improve reading and literacy outcomes for all learners. Activities designed to improve basic reading and literacy skills should be part of a holistic approach to the challenge of ensuring that disadvantaged children are physically, nutritionally, and cognitively fit to succeed in school.

The Applicant must demonstrate an understanding of the reading and literacy needs and barriers in the local system and propose tailored, contextually relevant, and evidence-based interventions to sustainably improve reading and literacy outcomes for all learners. For more information on local systems, see USAID's [Local Systems: A Framework for Supporting Sustained Development](#). The Applicant should consider the [USAID Reading MATTERS Conceptual Framework](#) which presents the components of the ideal system that evidence shows are critical to supporting reading acquisition for all children, including the marginalized and vulnerable.

The Applicant must ensure that all reading, and literacy activities are designed and implemented to sustain positive outcomes in improved literacy and reading beyond the life of the McGovern-Dole project. If feasible, the Applicant should also consider co-locating with a USAID-funded education activity.

Per the USDA-USAID MOU and USG Education Strategy, the Applicant must demonstrate strategic program coordination and complementarity in countries where both McGovern-Dole and USAID have active or planned activities, while keeping in mind the importance of seeking to leverage “lessons learned” or best practices where applicable. This could include, but is not limited to, coordinating on the following:

- Geographic location, including co-location where feasible (if not feasible, it is important to explain why)
- Evidence-based standards, benchmarks, policies, and curriculum
- Teaching and learning materials
- Teacher training and coaching
- School administration
- Regular assessments to inform instruction
- Extra reading practice and support outside of school
- Monitoring and evaluation

School Feeding and Ration Justification

Providing school meals must be a central part of all McGovern-Dole projects. Proposed school feeding activities, in support of McGovern-Dole 1.2.1.1, 1.3.1.1, must describe the ration: whether it is a snack, beverage, or meal; and specify what it will consist of, i.e. U.S. commodities, locally and regionally procured foods, or community donated foods. Applicants must describe how often (per week, per month, etc.) the foods will be provided. In addition, Applicants must describe how they will ensure each child receives his/her/their food portion under bulk cooking situations. Applicants can consider providing a chart as an attachment to illustrate the ratio of food needed compared to the number of children, and preparation instructions that cooks must follow (will not be counted towards the page limit of the Plan of Operations and Activities. If contextually appropriate, Applicants may provide rations for pregnant and lactating women and children under five who live within the communities that receive McGovern-Dole school meals.

The rations offered may include USDA-funded commodities alone or combined with other locally available foods provided with non-USDA funds or by the community, or through school or community gardens, orchards, or local value chains, livestock and fisheries. Applicants must provide a ration justification that includes the following information:

- Explain how the commodity selection (both U.S. donated and locally and regionally procured) would be culturally and nutritionally appropriate for the local diet.

- Provide a clear explanation of how the requested commodity and ration size addresses identified nutritional deficiencies of the beneficiaries.
- Fortified foods should address identified nutrient gaps and complement existing micronutrient delivery policies and programs.
- Applicants must describe both pre-cooked and cooked ration (for example, 100g of CSB+ per serving per child equals about three portions of cooked porridge). For the school-feeding ration, the goal is to meet the age appropriate 1/3 of the daily requirement if one meal is provided, breakfast or lunch, and/or 1/4 of the daily requirement if a snack is provided. Therefore, Applicants must explain the intended per serving age-appropriate nutritional contribution from the ration, including calories, protein, carbohydrates, and key micronutrients.
- To meet the full nutritional requirements in this section, Applicants must offer at least three food components, and are encouraged to add seasonal vegetables, fruits, and/or animal-sourced proteins. This will encourage dietary diversity and may teach children about nutrition and healthy eating. Applicants who do not offer at least three food components will need to justify the reason for the omission.
- The applicant should also demonstrate that the seasonality of the selected commodities has been considered, including verifying that sufficient quantities and storage (if applicable), will be available at times that align with the school calendar.
- If applicants included an MCN ration, they must also describe the ration size and nutritional contribution, including calories and nutrients.
- LRP rations should complement the U.S.-donated commodities, including how these foods fulfill nutrient requirements and promote dietary diversification.

Nutrition, Health, and MCN

In addition, and as it supports McGovern-Dole Strategic Objective 2, Applicants must develop tailored, contextually relevant, and evidence-based nutrition-specific and -sensitive activities. Examples include but are not limited to, WASH, school gardens, micronutrient supplementation, nutrition and health education, deworming in areas with a 20% or higher helminth infection rate, etc. In areas with high helminth infection rates, i.e. 20 percent or more, Applicants must include and describe a strategy to implement school-based deworming in target schools if other actors are not currently doing so. Applicants are also encouraged to include community-level nutrition-specific and -sensitive activities in the same target areas as the schools and Applicants must describe how they will be coordinated with the school meals component.

To build capacity and better understand both the impact of school meals on the nutritional status of children and utility and feasibility of anthropometry in school settings, Applicants are encouraged to carry out anthropometric measurements of all, or a subset of, school children at the start and end of each school year. This may be done using such measurements as weight-for-height, weight-for-age, body mass index (BMI), BMI-for-age, or middle upper arm

circumference, and should follow identified best practices for this age group. Applicants should explain how the data will be used and include anthropometric indicators in the M&E section, in addition to describing how it will be carried out in the Plan of Operations. Anthropometric measurements may be done by the health system or the school system, as appropriate, and Applicants may propose to build in-country capacity toward this end. Applicants may propose piloting anthropometric measurements in a subset of students to better understand the feasibility and utility of this activity.

If contextually appropriate, Applicants may implement or coordinate MCN activities with targeting pregnant and lactating women and children under five. Illustrative examples of MCN activities include, but are not limited to, early childhood development centers; growth monitoring and promotion; take-home rations conditional upon promoted maternal, infant, and young child feeding and care behaviors; and social and behavior change interventions like counseling, peer group education, cooking demonstrations, and mass media campaigns. Applicants may also consider the need for medical referrals for childhood illnesses, acute malnutrition, maternal malnutrition, and other related conditions. Applicants must describe how their proposed project aligns with existing MCN policies, strategies, institutional structures, and programs at the national and sub-national levels in the target country, and ensure their project is carried out in collaboration with the Ministry of Health or other relevant ministries where possible. In implementing MCN activities, Applicants are encouraged to work with, and build on, any existing nutrition activities to maximize impact, including other activities implemented by the Applicant, other organizations, or target country government agencies in the same target areas. Applicants should distinguish the activities that will be implemented only by the Applicant from the activities that will be implemented in coordination with other entities.

iii. Sustainability and Lasting Impact

Applicants must explain (1) how the benefits of education, enrollment, and attendance of children in schools in the targeted communities will be sustained when assistance under McGovern-Dole terminates and (2) the estimated period of time required until the targeted country or the Applicant would be able to sustain the program without additional assistance under McGovern-Dole.

Applications should include a detailed timeline that shows the project's progression towards graduation with measurable and achievable targets at each stage, including work with any public, private, and local entities. If the graduation of an activity to the target country government, community, or another eligible organization is not imminent, the Applicant must explain the barriers to graduation.

If an Applicant is proposing to continue an existing project, it must be clear whether the proposed project will carry forward activities with the same beneficiaries towards the same long-

term goals as the prior project, and build upon previous results, demonstrating progression towards sustainability and graduation. Furthermore, the Applicant should demonstrate any prior successes regarding graduation of food assistance, education, or nutrition projects, especially those funded by USG agencies.

Applicants should include information on their collaboration with the host government and their efforts to build government capacity to take over the activities. All Applicants are strongly encouraged to enter into a MOU with the government detailing a path forward on sustainability.

iv. Organizational Capacity and Staffing

In a six-page narrative section, Applicants must clearly demonstrate organizational capabilities to develop, manage, implement, monitor, report, and provide for accountability and sustainability for the proposed project in the target country. Applicants must also describe in this narrative, their project management capability and current and past experience in implementing food aid (literacy, agriculture, nutrition, or logistics and procurement projects), including experience within the target country.

The narrative should also include a staffing plan that demonstrates the technical and regional or national expertise required for efficient and effective project implementation, administration, and management. The staffing plan should include a brief description of staff positions and levels of experience. The staffing plan should describe staff positions related to project implementation. FAS does not require descriptions for service-level staff such as cleaning staff. The staffing plan should be as cost effective as possible. The staffing plan should demonstrate a solid understanding of key technical and organizational requirements and an appropriate mix of skills, while avoiding excessive staffing. The Applicant must also identify a key personnel position or positions in the staffing plan. Applicants should refer to their organization's internal administrative policies for determining key personnel, which may include positions such as the Chief of Party, Country Director, or Program Manager. If appropriate for project implementation, an Applicant may designate staff of proposed subrecipients as key personnel. Please note, FAS will only be responsible for monitoring the award recipient and any changes in the recipient's key personnel. Recipients will be responsible for monitoring the subrecipient and any subrecipient key personnel issues/changes. FAS may request changes to the final staffing plan during award negotiation or project implementation.

Within the six-page Organizational Capacity and Staffing narrative, Applicants must also identify any subrecipient that would be involved and provide a description of each subrecipient's responsibilities. Subrecipient means an entity that enters into a sub agreement with a recipient for the purpose of implementing in the target country activities described in an agreement. Such an entity would receive commodities, FAS-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 such commodities, funds, program income, sale proceeds, or resources. The subrecipient's unique entity identifier number must be included in the description.

- ***Project-specific commitment letter*** (submitted as a separate attachment, no page limit): Applicants must include a project-specific commitment letter from each proposed subrecipient. These project-specific commitment letters should be separate attachments beyond the six-page Organizational Capacity and Staffing narrative.
- ***Organizational Chart*** (1 page): Applicants must include an appropriate and adequate organizational chart identifying all proposed positions (including subrecipients). The Organizational Chart should show the links and reporting structure between staff. The Applicant must also identify a key personnel position or positions. Applicants should refer to their organization's internal administrative policies for determining key personnel, which may include positions such as the Chief of Party, Country Director, or Program Manager.
- ***Curriculum Vitae (CV)*** (submitted as a separate attachment, no page limit): The Applicant must attach the CV for the key personnel position with major oversight of the proposed project, i.e., the Chief of Party, Country Director, or Program Manager. The CV must clearly demonstrate the project lead's relevant work experience and qualifications.
- ***In-Country Registration*** (1 page): The Applicant must disclose its registration status in the targeted country. Applicants not registered must include a plan to become registered and a timeline to complete the registration process.
- ***Past Performance Reviews*** (submitted as separate attachments beyond the page limits of the Organization Capacity and Staffing narrative): Applicants should identify references for at least one and no more than three grants, cooperative agreements, or contracts implemented by the organization. Each reference should complete a Past Performance Review form (see [Appendix G](#)) and submit it to ppded@usda.gov by the closing date of the announcement. FAS will confirm reviews received via ppded@usda.gov. When selecting references to submit past performance review forms, Applicants are encouraged to select references with knowledge about the Applicant's past performance of projects that are of similar scope and size to the programming in the Applicant's current proposal, including those grants, cooperative agreements, or contracts implemented in the proposed country and/or specifically mentioned in the Applicant's Introduction and Strategic Analysis section of the proposal. Applicants are encouraged to include at least one review from a reference with knowledge of the Applicant's performance from a past or

active award outside of the McGovern-Dole International Food for Education and Child Nutrition Program, the Local and Regional Procurement Program, or the Food for Progress (FFPr) Program. Applicants may not request references from current McGovern-Dole branch staff. These reference forms do not have page limit restrictions.

If a proposed subrecipient will receive 30% or more of the proposed operating budget, one Past Performance Review for the subrecipient must be submitted by a reference to ppded@usda.gov by the closing date of the announcement. Receipt of this review will be confirmed. If applicable, this one Past Performance Review for the subrecipient is in addition to the Applicant's one-to-three references.

v. Monitoring and Evaluation

There are three monitoring and evaluation documents required in the proposal: 1) a Results Framework (graphic and narrative); 2) a Performance Indicators Table; and 3) an Evaluation Plan.

1. **Results Framework (6-page limit):** All Applicants are required to submit a Project-Level Results Framework (RF). This must clearly identify how the proposed project will contribute to McGovern-Dole program-level results framework, as shown in [Appendix F](#). The RF should be no more than 6 pages. A project-level results framework has two components:
 - a. A graphical representation of the project's theory of change. The suggested length of the graphical RF is 2-3 pages. A strong graphical RF should:
 - Use the McGovern-Dole Program-Level RF as the basis of the Project-Level RF.
 - Identify which results the proposed project will contribute to, and which results the proposed 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 proposed 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 a proposed activity will logically lead to a result.
 - Include the names of any external entities with whom the Applicant proposes to coordinate to achieve the result, e.g. USAID or a host government ministry, for any relevant result. Applicants are responsible for subrecipients' work, so proposed subrecipients should not be separately identified from the Applicant.
 - Add custom results, beyond what is available in the program-level RF, to communicate additional results the proposed project is designed to

achieve. Applicants should use the LRP Program’s Program-Level RF ([Appendix F](#)) as a starting point to identify the specific desired results of proposed activities related to the local and regional procurement component and should add custom results as needed. Applicants proposing maternal and child nutrition activities should add additional, complementary results reflecting these activities to their Project-Level RF, in addition to linking these activities to existing results including intermediate result, “Increased knowledge of nutrition” (McGovern-Dole 2.3), and objective, “Increased use of Health, Nutrition and Dietary Practices” (McGovern-Dole SO2), as relevant.

- b. A narrative text, articulating the project’s theory of change and describing the cause-and-effect linkages outlined in the Introduction and Strategic Analysis section. The suggested length of the narrative is 3-4 pages. A strong narrative should:
- Reference existing research to support the described causal linkages.
 - Identify critical assumptions that support the theory of change. Critical assumptions are external conditions that are necessary for success of the project, but over which the project implementers have little or no control. Critical assumptions that have a high probability of occurring and, if realized, will prohibit the project from achieving its desired results are defined as “killer assumptions.” Generally, projects should not have killer assumptions.
 - For each McGovern-Dole program-level result that the proposed project does not plan to contribute to, explain why.

Overall, the results framework 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 strategic objectives. If activities do not align with results, these should be reconsidered, and the budget should be revised to include activities that directly support results.

2. **Performance Indicator Table (5-page limit)**

Applicants must identify and submit a table of both 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 Targets (numbers to correspond

to each year in the project), and Life of Project Target. The indicator table submitted as part of the application process should be no more than 5 pages.

[Standard McGovern-Dole performance indicators](#) are required, where appropriate. Each result the proposed project is working towards should have one or more corresponding indicators in the indicator table. When a standard indicator is not available, 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 levels of result(s) they reflect. As described in the [monitoring and evaluation policy](#), custom indicators should also meet the criteria of being direct, objective, adequate, and practical. FAS does not require a specific number of indicators per result, however the proposed indicator table should include a sufficient number of indicators for monitoring the proposed project's performance in achieving each result.

Indicator considerations for the McGovern Dole program include the following:

- **Local and Regional Procurement indicators:** The Applicant must propose indicators that reflect the desired results of the local and regional procurement component of their project. Applicants should include the following two indicators in their proposal:
 - (LRP Standard Indicator 5) Cost of commodity procured as a result of USDA assistance (by commodity and source country)
 - (LRP Standard Indicator 6) Quantity of commodity procured (MT) as a result of USDA assistance (by commodity and source country)

Applicants are encouraged to review and use the USDA Local and Regional Food Aid Procurement (LRP) Program standard indicators where relevant to their projects, and also to propose custom indicators for local and regional procurement as needed.

- **Complementary foods:** For proposals that include offering additional complementary components to feed children, whether locally or regionally procured (see above) or added via project activities such as school gardens or partnerships with other entities, Applicants are required to track these additions using one or more custom indicators. Potential custom indicators may include, but are not limited to: number of meals provided that include fruits, vegetables, legumes, and/or animal-sourced foods in addition to the USDA-funded commodities; number of kilograms of fruits, vegetables, legumes, and/or animal-sourced foods provided in addition to the USDA-funded commodities; and/or number of children who receive [x] or more meals per week that include fruits, vegetables, and/or animal-sourced proteins in addition to the USDA-funded commodities.

- Nutritional Status indicators:** If Applicants have proposed anthropometry for school children under the Plan of Operations and Activities, they should propose custom indicators reflecting the proposed anthropometric measures, e.g. % of children with low BMI, % of children who are underweight, % of children with normal Middle Upper-Arm Circumference etc. These measurements may contribute to formative research at the start of the project and the resulting data may help determine the sorts of nutritional challenges the school children are facing and ways the ration and other activities can address those challenges. If funded, Applicants may be able to use the data taken at the start and end of each school year to assess whether project is having an impact on children’s nutritional status. External evaluators may analyze the anthropometric data collected to produce findings or recommendations related to nutrition. Applicants may also propose piloting anthropometric measurements in a subset of students. Finally, if anthropometric measures are not feasible or appropriate in the proposed context, applicants should propose other custom indicators that reflect desired nutrition changes. Proposing nutrition-specific indicators may enable implementing partners to determine more specifically the nutritional status of the children at the start of the project and whether activities are achieving the intended results.
- Maternal and Child Nutrition:** Applicants must propose custom indicators to measure any proposed MCN results, following global best practices for nutrition monitoring and evaluation, if results are not already addressed by [McGovern-Dole standard indicators](#). Relevant Feed the Future indicators have been incorporated into the set of McGovern-Dole standard indicators beginning in FY 2019. Applicants may also wish to review the relevant USAID Bureau for Humanitarian Assistance (formerly Food for Peace) indicators (see Food for Peace indicator handbooks [part I](#) and [part II](#)), among other resources, to identify applicable, established indicators if custom indicators are needed. During the agreement negotiation phase, successful Applicants may be required to add applicable disaggregates for pregnant and lactating women and children under five years old to relevant standard indicators.

3) Evaluation Plan (14-page limit)

Applicants must submit a draft evaluation plan as an attachment. Each evaluation plan should include a comprehensive approach to evaluating the project’s performance and impact. Please review the International Food Assistance Division’s [Monitoring and Evaluation Policy](#) for information that will shape the evaluation plan. For example, please note that, if an award is made, recipients will be required to hire external evaluators to conduct evaluations of the project.

The evaluation plan should be developed as a stand-alone document that can be shared with interested entities and the public. This evaluation plan should be no more than 14 pages, and must include, at a minimum, the following information:

- **Introduction:** Provide a brief description of the purpose of the evaluation plan and how it will be used by the project and other entities with which the Applicant will be working.
- **Project Overview:** Provide a summary description of the project strategy including the project strategic objectives and expected results. The Project-Level RF can be referenced here, and the overview should provide a brief description of the project activities and corresponding targeted project beneficiaries. The project overview will provide important context to the evaluation plan and methodology proposed.
- **Evaluation Approach and Methodologies:** Describe the overall evaluation approach, how participants will be involved cooperatively in the design of evaluations to ensure a participatory process, and the quantitative and qualitative evaluation methods that will be used throughout the length of the project. An evaluation approach may include repeat cross-sectional designs or panel studies and also 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 weaknesses in the proposed methodology for measuring impact and assessing attribution. If the applicant is proposing an impact evaluation, the evaluation plan should identify the proposed design (experimental or quasi-experimental) and method of attribution (e.g. a randomized control trial (RCT), difference-in-differences (DID), or propensity score matching (PSM)). If the project will not include an impact evaluation, provide a justification for why not 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:** 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. Provide a description of the organization's plan to establish performance indicator baseline information and targets for which the project will measure performance and report to USDA on a periodic basis. 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. Identify the purpose and scope of the evaluation, preliminary key evaluation questions, methodology, and key audience for the evaluation. Include a timeline for the conduct of key evaluation activities and a description of how the project plans to utilize the evaluation findings and recommendations.

All McGovern-Dole projects should include questions in the midterm and final evaluations that aim to assess the project’s effect on improving early grade reading outcomes of school-age children, including how the project intends to measure changes in reading outcomes, particularly the use of a context-appropriate early grade reading assessment. Evaluation plans should also address how to measure the use of health, nutrition, and dietary practices.

- **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 the conduct of key evaluation activities and a description of how evaluation findings and recommendations can be utilized.
- **Alignment with the McGovern-Dole Learning Agenda:** Review the [McGovern-Dole Learning Agenda](#). Applicants must include a short section in their evaluation plan explaining which questions in the Learning Agenda their proposed evaluations and/or special studies will contribute to answering. The section should also explain *how* the proposed research will contribute to answering the question(s), which may include, for example, specifying the proposed methods to be used to generate evidence on a specific question.
- **Learning:** Briefly describe the project’s dissemination strategy for improving the knowledge base and sharing evaluation findings and lessons learned. Also describe how the Applicant intends to use evaluation findings, ideally including examples of how findings or evidence have been used in similar contexts, and potentially referencing the organization’s overall learning culture.
- **Special Studies** (where applicable): Proposals may include plans to conduct special studies focused on a particular intervention, sector or thematic area that may aid in identifying project effectiveness, impact, or lessons learned complementary to the required midterm and final evaluations. Proposals may also conduct qualitative or anthropologic studies that help to triangulate evaluation information, provide context to evaluation findings, or offer a better understanding of evaluation findings.

- **Evaluation Management:** Briefly describe an evaluation management structure that reflects standards and principles of evaluation independence and credibility. Describe whether the organization maintains an evaluation unit, and if so, where it is located and how it will be involved in managing project evaluations. The evaluation plan should also address the roles and responsibilities of other entities with which the project will be working and key interested parties throughout the evaluation process. More detailed descriptions of the roles and responsibilities of the Applicant’s Monitoring and Evaluation staff should be included in the staffing plan and organizational chart as described in [Part D 3 d ii Plan of Operations](#) above.
- **Evaluation Budget:** Applicants must allocate, at a minimum, three percent (3%) of the operating budget (Grand Total Costs) towards monitoring and evaluation. Cost share is not included in the operating budget (Grand Total Costs) when calculating the required investment. The three percent minimum excludes monitoring and evaluation staff salaries and staff travel and excludes the required annual market study. 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. For evaluation plans which include conducting impact evaluations, FAS expects costs to range between five to ten percent (5% - 10%) of the operating budget (Grand Total Costs). The draft evaluation plan submitted with the proposal should include a short table showing the evaluation budget broken into key line items. Applicants should also include a summary of the monitoring and evaluation budget in the General Explanatory Comments section of the Budget Narrative. (See [Appendix E Budget Narrative](#))

vi. Commodity Management

Commodity List

Each proposal must include lists of requested commodities (one for U.S. donated and one for locally or regionally procured commodities) which includes the information below. All U.S. donated commodities must adhere to food safety standards established by the U.S. Food and Drug Administration. Applicants are responsible for complying with commodity import laws in target countries. Applicants are encouraged to consult with FAS Posts regarding necessary import documentation and approval procedures, especially for products that are derived from genetically engineered crops. For U.S. donated commodities, Applicants must provide the following required information:

- Commodity (i.e. Fortified Rice, 5/20 Long Grain, Well Milled)

- Total Quantity MT (Metric Tons): Tonnages should be whole numbers only and in multiples of ten.
The quantity of each commodity must be calculated using the following formula:
MT of each commodity = (Grams per student per day x Total number of students receiving commodity x the Number of days the ration will be provided) divided by 1,000,000. For example: 100,000 students receive 100 grams of Corn Soy Blend plus (CSB+) per student over a 180-day school year term. The total tonnage of CSB+ required for that year is 1,800 MT.
- Commodity Usage: Select direct feed or monetization to specify how the commodity will be used. The direct feed option includes take-home rations. Barter and Food for Work are also options but are considered only under extraordinary circumstances.
- Package Size/Type (i.e. 50 kg bag/ Packaged)
- Estimated Delivery to U.S. Port (Month & Year)
- Destination Port/Country

For local and regional procured commodities, Applicants must provide the following required information:

- Commodity: Applicants are encouraged to list specific commodities (e.g. cowpeas, eggs (chicken), orange-fleshed sweet potatoes) or at minimum, a specific food group (e.g. fresh vegetables, fresh fruits), but are strongly discouraged from lumping all LRP commodities together (e.g. fresh fruits, vegetables, and eggs).
- Total Quantity MT: Applicant should follow the same calculation method as shown above for U.S. donated commodities.)
- Commodity Usage: Select direct feed to specify how the commodity will be used. The direct feed option includes take-home rations. Food for Work is also an option but is considered only under extraordinary circumstances.
- Package Size/Type
- Estimated Arrival to Destination Country (Month & Year)
- Country of Origin³

Recommended format for locally and regionally procured commodities:

³ Please identify origin of commodities, in compliance with the below regulations found in:
[7 CFR Section 1599.6\(b\)\(5\)](#): If the recipient procures an unprocessed commodity, it must ensure that the commodity has been produced either in the target country or in another developing country within the target region.
[7 CFR Section 1599.6\(b\)\(6\)](#): If the recipient procures a processed commodity, it must ensure that the processing took place, and the primary ingredient has been produced, either in the target country or in another developing country within the target region. The primary ingredient is determined on the basis of weight in the case of solid foods, or volume in the case of liquids.

Commodity	Total Quantity Metric Tons	Commodity Usage	Package Size/Type	Estimated Arrival to Destination Country	Country of Origin

Method of Procurement for Local and Regional Procured Commodities

Applicants must describe the method of procurement for local and regional agricultural commodities and provide a justification for why the method was chosen. Food vouchers and cash-based transfers are not allowable procurement methods under the local and regional procurement component of McGovern-Dole. The Applicant should demonstrate that commodities can be procured at a reasonable market price and that vendors can respond to the increased demand without causing a shortage of the selected commodities or causing prices to rise for other low-income consumers who are not part of the project. In this section, Applicants must demonstrate how the project will consider seasonal fluctuations or procurement challenges in agricultural harvests, labor markets, and food commodity prices, including those for same or like products (suitable commodities).

Applicants must demonstrate how they will comply with [7 CFR Section 1599](#) for local or regional procurement. Per [7 CFR Section 1599.6\(b\)\(7\)](#), if the Applicant procures qualified⁴ commodities through a competitive tender, the applicant must specify the minimally acceptable commodity specifications and food safety and quality assurance standards in the tender. Purchases that are made from commercial wholesalers in a local or regional market must meet the food safety and quality assurance standards specified in 7 CFR section 1599.6(b)(2), (3), and (4). The applicant should demonstrate that the proposed method of procurement is feasible and complies with applicable regulations.

Locally and regionally procured commodities, processed and unprocessed, must satisfy relevant nutritional, quality, labeling, and food safety standards of the target country, as determined by the U.S. Secretary of Agriculture. If the Secretary has determined that the target country does not have nutritional, quality, labeling, and food safety standards for a commodity that will be procured locally in that country or regionally and shipped to that country for distribution, an award recipient must ensure that, when it procures such commodity, the commodity complies with the Codex Alimentarius Recommended International Code of Practice: [General Principles](#)

⁴ Salt is not a qualified agricultural commodity and therefore cannot be included as part of the calculated local and regional procurement component. Alternatively, the purchase of salt can be an allowable activity cost or cost share contribution, if Applicants demonstrate that the use of salt would enhance the effectiveness of the proposed activity.

[of Food Hygiene CAC/RCP 1-1969 Rev 4-2003, including Annex Hazard Analysis and Critical Control Point \(HACCP\) System and Guidelines](#). Applicants must demonstrate that they have considered how to meet the standards and have plans or protocols in place to meet them during project implementation. Applicants may consider working with producers and other agricultural development projects to build capacity in this area and ensuring that locally and regionally procured commodities meet reasonable food safety standards. To diversify the diet, applicants are encouraged to procure local fruits, vegetables, animal-source foods, and biofortified crops and fortified products to supplement the U.S. donated commodities.

The applicant must ensure that the selected commodity, if applicable (such as commodities that are cereals, groundnuts, or tree nuts, or derived from thereof) is tested for aflatoxin and has the moisture content certified. The maximum acceptable total aflatoxin level is 20 parts per billion per the U.S. Food and Drug Administration action level for aflatoxin in human foods.

For the purposes of commodities that are locally or regionally procured, a country that is included among the “Low-Income Economies,” “Lower-Middle-Income Economies,” or “Upper-Middle-Income Economies” on the World Bank Country and Lending Groups list at World Bank will meet the definition of a “developing country” in [7 CFR 1599.2](#).

Transportation and Storage

The Applicant must provide a clear description of any port, transportation, storage, and warehouse facilities in sufficient detail to demonstrate that the facilities would be adequate to handle the requested commodities without undue spoilage or waste, and, in the cases where the Applicant proposes to distribute some or all of the requested commodities, a clear description of how they would transport commodities from the receiving port or procurement market to the point at which distribution is made to the beneficiaries. The Applicant must address inland transportation, handling and storage (at all levels) of both the U.S. donated commodities and the locally or regionally procured commodities. Applicants should also address warehouse safety, storage and commodity handling practices, and fire prevention and protection. Additionally, 24-hour security is required at warehouse and surrounding premises as long as there are commodities on site. Applicants should plan for security costs in their budget.

Applicants should be aware that cargo preference applies to both U.S. donated commodities and locally or regionally procured commodities. In the event that locally or regionally procured commodities will require ocean transportation, successful Applicants should contact FAS for further guidance.

Processing or Packaging

The Applicant must provide information on any reprocessing or repackaging of the requested commodities that would take place prior to the distribution, sale, if monetized, or barter ([7 CFR](#)

[Section 1599.5\(d\)\(2\)\(viii\)](#)). Applicants should indicate if no reprocessing or repackaging of the requested commodities will take place. Applicants should request additional packaging in case of damage during shipping or internal transportation. When needed, FAS recommends Applicants add an additional two percent to the requested number of bags or cartons needed for commodity packaging.

Duty-Free Entry

The Applicant must indicate that USDA-funded commodities for direct distribution will be imported and distributed free from all customs, duties, tolls, and taxes ([7 CFR Section 1599.9\(a\)](#)). The Applicant should cite any information or written documentation that supports this. If the commodities will not enter duty free, indicate who will be responsible for paying any applicable customs, duties, tolls, or taxes and if this payment will affect the amount of proceeds realized from any sale if monetized. FAS will not pay for any customs, duties, tolls or taxes on USDA-funded commodities. Outline any additional steps taken to ensure seamless entry into each country, including the payment of local expeditors or agents.

Economic and Market Impact

The Applicant must assert that, to the best of its knowledge, the importation, if applicable, and distribution of the USDA-funded commodities in the target country will not result in a substantial disincentive to or interference with domestic production or marketing in that country.

The Applicant must describe why the U.S. donated commodities will not displace or interfere with any sales of U.S. commodities that may otherwise be made to or within the target country.

The Applicant should demonstrate that any local or regional procurements are unlikely to do discernible economic harm to key market actors, such as producers, buyers, distributors, and consumers, and that the commodities can be procured without a disruptive impact on farmers and producers located in, or the economy of, the target country or any country in the target region. The Applicant will also assert that the commodities can be procured without unduly disrupting world prices for agricultural commodities or normal patterns of commercial trade with foreign countries.

Applicants must provide a preliminary analysis of the potential impact of proposed procurement(s) on markets in the location of the commodity origin and distributions in the project implementation area. Applicants should also provide a plan for conducting an annual market study of the impacts of procurement of commodities, such as unusual changes in commodity prices.

vii. Budget

Per [7 CFR Section 1599.4\(b\)\(4\)](#), Applicants must submit a budget summary and budget narrative that details the amount of any FAS-provided funds and program income that the Applicant proposes to use to fund the administration costs, internal transportation, storage, and handling costs, and activity costs. In order to assess the overall cost effectiveness of a proposal, FAS requires all Applicants to provide the following budgetary materials. In all documents, Applicants must present figures using no more than two decimal places.

For international organizations and agencies within the United Nations system, the available funding amount indicated in Part B is *inclusive* of the U.N. Development Coordination Levy, if applicable. If determined to be applicable, this levy will be “agency-administered” and must explicitly be accounted for in the application and budget submitted in response to this NOFO.

- **Budget Summary** (*one page*) that presents the proposed overall funding for administrative, internal transportation, commodity and food purchases, storage and handling and activity expenses, and shows funding amounts for the specific line items that make up those expense categories (see [Appendix D](#)). The Applicant must submit an estimated budget for U.S. donated commodities (Commodity Cost) and Freight Cost. The estimates should be realistic, sufficient, and take into account rising commodity and freight rates.⁵
- **Budget Narrative** (*25-page limit*) that demonstrates in greater detail the composition of each line item, the budget’s overall cost effectiveness, and an adherence to applicable cost principles. Applicants should refer to [Appendix E](#) Budget Narrative Example and provide a similar cost categorization structure and level of detail in their application’s Budget Narrative.
 - Within the budget narrative, provide a summary description of the local or regional procurement budget. Applicants are strongly encouraged to allocate approximately ten percent of the total federal award value towards the local or regional commodity procurement component. This budget is composed of costs found in multiple line items of the budget summary. It is composed of both the direct and indirect costs of purchasing locally or regionally produced commodities and may include transportation, storage, and handling costs associated with getting such commodities to the beneficiaries, as well as staff time directly related to the procurement. It will not include capacity building costs, nor can cost share be used to meet the recommended ten percent. Food vouchers or cash-based transfers are not an allowable procurement method under the McGovern-Dole Program. Please refer to the budget narrative guidance in Appendix E for more on how to represent the overall local or regional procurement budget.

⁵ USDA’s Agricultural Marketing Service (AMS) publishes quarterly International Commodity Procurement Reports, available here: <https://www.ams.usda.gov/reports/international-commodity-procurement-information>

- ***Negotiated Indirect Cost Rate Agreement*** (NICRA) (*attachment, no page limit*) that details the organization’s approved indirect rates; Applicants should attach the organization’s most up-to-date NICRA. If the Applicant’s organization does not have a NICRA, or it is not applicable, attach a brief note explaining the absence of this document.
 - Applicants should also provide an Excel spreadsheet demonstrating how NICRA rates were applied to the budget.
- **SF-424** (*attachment no page limit*). Applicants must complete, sign, and upload the SF-424 to FAIS. Please note that an unsigned SF-424 will not be accepted.
- **SF-424A** (*attachment, no page limit*). Applicants must complete and upload the SF-424A to FAIS. Instructions for this form and an example SF-424A can be found in [Appendix I](#) and [Appendix J](#).

e. Food Aid Information System (FAIS)

Due to the technical limitations of FAIS, data must be input into the following fields in order for an application to be successfully submitted to the system:

- Introduction Section
 - Introduction Details: complete these fields
 - Key Personnel (indicate where this information can be found)
- Result 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 Not Applicable)
- Budget Section
 - Budget Narrative (indicate where this information can be found)

To reduce the administrative burden of submitting an application and minimize the duplicative entry of information that has already been provided by the Applicant in another part of the application, Applicants may enter language referencing the location of the information in the application in the Key Personnel, Results, Commodity, and Budget fields in FAIS. For example: “See Attachment X: Project Level Results Framework” can be entered in the field for Results.

It is the responsibility of the Applicant to ensure that their proposal is complete in FAIS.

4. Unique Entity Identifier and System for Award Management (SAM)

Each Applicant, unless exempted by FAS under [2 CFR Section 25.110\(d\)](#), is required to:

- Be registered in SAM before the closing date of this announcement;
- Provide a valid a unique entity identifier (UEI) in its application; and
- Continue to maintain an active SAM registration with current information at all times during which the Applicant has an active Federal award or an application or plan under consideration by FAS.

All Applicants must have an active registration in the SAM database at www.sam.gov – pending or expired registrants are not eligible. This requirement must be met by the closing date of the announcement and will not be waived. **Applicants without an active SAM registration will be found ineligible and the application will NOT be considered for funding.** Each subrecipient organization must also have an active SAM registration before the subaward is signed, unless the organization has an exemption approved by FAS under [2 CFR Section 25.110\(d\)](#). Contact ppded@usda.gov early if a subrecipient exemption is sought.

5. Intergovernmental Review

This program is not subject to E.O. 12372, Intergovernmental Review of Federal Programs.

6. Funding Restrictions

Generally, funds may not be used in any manner that is prohibited by the program regulations or by [2 CFR Part 200](#) and [2 CFR Part 400](#). Any funding restrictions stated within this NOFO also apply to FAS cooperative agreement funds. In addition, FAS cooperative agreement funds may only be used for the purposes set forth in the award and must be consistent with the statutory authority for the award. Cooperative agreement funds and non-monetary 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 serving in any capacity (paid or unpaid) with regard to any proposal submitted under this program. Federal employees may not receive funds under this award. Also, federal funds may not be used to sue the Federal Government or any other government entity. If an Applicant is selected for an award, the Applicant may incur pre-award costs consistent with the guidance provided in the award letter.

a. Management and Administration (M&A) Costs

M&A costs are not allowable.

b. Indirect Facilities & Administrative (F&A) Costs

F&A costs are allowable. Organizations with a current NICRA from a cognizant U.S. Government agency, must submit that NICRA with their proposal; indirect costs will be allowable as defined in that NICRA. If the Applicant is applying an indirect cost rate which is less than the rate approved under the current NICRA, an authorized representative of the applicant organization must state in the budget narrative that the Applicant is accepting a lower rate than allowed.

Organizations that have never had a NICRA may elect to:

- Charge a de minimis rate of 10% of modified total direct costs (MTDC), which may be used indefinitely. As described in [2 CFR Part 200.403](#), Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. For more information, see [2 CFR Part 200.414](#).
- Develop a negotiated rate, upon notification that an award will be made. In this case, organizations should develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the award.

7. Other Submission Requirements

The entire application package must be submitted electronically through FAIS, located at: <https://www.fas.usda.gov/food-aid-information-system>. **Any automatic response from FAIS that the proposal has been received does not constitute a statement that the proposal is complete.**

If an Applicant is experiencing technical difficulties, call: (202) 236-1095 or email: ppded@usda.gov for assistance.

E. APPLICATION REVIEW INFORMATION

1. Application Evaluation Criteria

Applications are evaluated on the content areas presented in Table 2, using the points specified in the same table. FAS may invite comments from other Federal and non-Federal reviewers on its award recommendations, but FAS will make the final determination on which applications to fund. The merits of each application will be reviewed only against other applications received for the same NOFO number (See [Part A Section 5 NOFO Numbers](#)).

Prior to making a Federal award, the Federal awarding agency is required by 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 as appropriate. Therefore, FAS may include the following risk-based considerations in its application evaluation criteria: (1) the Applicant’s financial stability; (2) the quality of the Applicant’s management systems and its ability to meet management standards; (3) the Applicant’s history of performance in managing Federal awards; (4) reports and findings from audits regarding the Applicant; and (5) the Applicant’s ability to effectively implement statutory, regulatory, or other requirements.

Table 2: Content Areas and Points

<u>Content Areas</u>	<u>Points</u>
Introduction and Strategic Analysis	20
Plan of Operation and Activities	20
Sustainability and Lasting Impact	12
Organizational Capacity and Staffing	12
Monitoring and Evaluation	15
Commodity Management	10
Budget*	10 (+2 potential bonus points for cost share)
Overall Application Quality	1

* There is **no** cost share or match requirement for this program. However, when applications are reviewed and scored, well-reasoned cost share contributions will be taken into consideration and may result in the addition of up to two bonus points within the Budget scoring criteria. To be considered for bonus points, cost share should be equivalent to one percent or more of the total operating budget (cash portion). Cost share will be evaluated in terms of both dollar value and reasonableness (ability to implement). Also refer to [Part C Section 5 Cost Share or Match](#).

The content requirements for each content area in Table 2 are described in [Part D Section 3 d Content Guidance](#), except for Overall Application Quality. The entire application package will be taken into consideration when the review panel scores Overall Application Quality. This will include spelling, grammar, commodity inconsistencies, page limits, overall consistency, and adherence to the NOFO and country guidance.

In addition to the content submitted by the Applicant in [Part D 3 d iv. Organizational Capacity and Staffing](#), the following factors, if applicable, will be considered by the review panel in determining a score for this section:

- FAS or another USG agency has formally expressed concerns, either via letter or email, regarding the Applicant's past performance of a FAS- or CCC-funded project.
- FAS or another USG agency has terminated an agreement with the Applicant within the past three years as a result of a violation of the agreement by the Applicant.
- 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 FAS within [FAPIIS.gov](#))
- The Applicant failed to submit to FAS, or submitted after the due date, at least two required reports within the past three years. 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 FAS or CCC.
- The Applicant has, on at least two occasions within the past three years, failed to respond, or responded late, to an FAS deadline for documents required during a compliance review or during the closeout of an agreement between the Applicant and FAS or CCC, or failed to notify FAS of commodity losses within 15 days.
- The Applicant has been designated high-risk by FAS (per [2 CFR Part 200.206](#)), another Federal government agency (as designated in [SAM.gov](#)), or an external auditor within the past three years or the organization's most recent audit identifies material weaknesses or significant deficiencies.
- The Applicant was responsible for a commodity loss valued at \$20,000 or greater, under an agreement between the applicant and FAS or CCC, during the past three years.

2. Review and Selection Process

a. Review Process

FAS will conduct an initial review of each application submitted in response to the NOFO to determine whether the Applicant is eligible and the application is responsive. If an Applicant is determined to be ineligible (see [Part C Eligibility Information](#)) or an application is determined to be non-responsive, FAS will notify the Applicant.

FAS will not review or provide feedback regarding Applicants or applications that are:

- **Ineligible**
Please refer to [Part C Section 1](#), for a description of which entities are eligible to submit an application.
- **Incomplete**
Please refer to [Part D Section 3](#) for a description of what elements and attachments must be included for an application to be considered complete.
- **Late**
All applications must be submitted by the application deadline. There are **no** exceptions for any reason.

The eligible and complete applications will be reviewed as described below:

- FAS will assemble a panel committee consisting of technical reviewers for each NOFO number to review applications submitted for such country. This panel may include both Federal and non-Federal persons. Applications will only compete against applications within the same NOFO Number.
- Following each panel committee review, technical reviewers who participated in the panel will score each application reviewed by the panel and provide summary comments based on the evaluation criteria identified above in [Part E Section 1, Application Evaluation Criteria](#).

b. Selection Process

The panel committee shall review the programmatic merits of the applications based on the evaluation criteria. However, the FAS Administrator per guidance from IFAD Senior Director, makes the final selection. The FAS Administrator will give serious consideration to recommendations from IFAD's Senior Director and the panel committees, but may also consider the following factors in making the award selections:

- a. Agency priorities, such as achieving greater geographical dispersion, program balance, or diversity;
- b. Agency's alignment within USG's whole of government approaches to international education, nutrition, and school-feeding, determined by USDA.

Following the review of applicant integrity and performance information, outlined in Part E Section 2 c, FAS will notify all Applicants electronically of funding decisions. Applicants may

send a written request to ppded@usda.gov to receive a written summary of the strengths and weaknesses of its proposal related to the evaluation criteria. Applicants should submit requests for feedback no later than September 30, 2022. Additional information will not be provided. FAS will send the written summary to the Applicant within 60 days of the request.

3. Review of Applicant Integrity and Performance Information

Prior to making a Federal award with a total amount Federal share greater than the simplified acquisition threshold as defined by 41 U.S.C. 134, FAS is required to review and consider any information about the Applicant that is in the designated integrity and performance system accessible through SAM.gov (currently FAPIS).

An Applicant, at its option, may review information in the designated integrity and performance system accessible through SAM.gov and comment on any information about itself that a Federal awarding agency previously entered and is currently in the system.

FAS will consider any comments by an Applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about factors such as the Applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by Applicants as described in [2 CFR section 200.205](#).

4. Confidentiality and Conflict of Interest

Technical and cost proposals submitted under this funding opportunity will be protected from unauthorized disclosure in accordance with applicable laws and regulations. FAS may use one or more support contractors in the logistical processing of proposals. However, funding recommendations and final award decisions will be made solely by FAS. To the extent permitted by law, during the review process, FAS will respect any information which the Applicant has marked as proprietary or business sensitive. Refer to [Part H Section 5](#) for additional information on marking proprietary information.

FAS screens all technical reviewers for potential conflicts of interest. To determine possible conflicts of interest, FAS requires potential reviewers to complete and sign conflicts of interest and nondisclosure forms. To the extent permitted by law, FAS will keep the names of submitting institutions and individuals, as well as the substance of the applications, confidential except to reviewers and FAS staff involved in the award process. FAS will destroy any unsuccessful applications after three years following the funding decision.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Notice of Award

FAS will notify each selected Applicant in writing of the decision regarding its application via FAIS. Approved Applicants will receive an award letter via email from ppded@usda.gov. The notice or award letter is not an authorization to begin performance but will outline allowable pre-award costs which can be incurred at the approved Applicant's own risk. Once the approved Applicant accepts the selection notice, FAS will begin negotiations with the approved Applicant to develop a cooperative agreement. Until the cooperative agreement is signed, FAS reserves the right not to fund a selected application.

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

- Amounts of U.S. donated and locally or regionally procured commodities
- 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;
- Any special terms and conditions;

The approved Applicant may be required to submit additional information to enable FAS to determine that the Applicant is capable of complying with the requirements in [7 CFR Section 1599](#) and any special terms and conditions.

During negotiations, FAS will also ensure that any allowable cost share proposed by the approved Applicant is retained and included in the agreement. Refer to [Part E 1 Application Evaluation Criteria](#) for details on how cost share or match will be evaluated.

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 the notice of award or award letter being rescinded.

The selection of a cooperative agreement as the funding instrument entails substantial involvement between FAS and the approved Applicant, with both parties sharing responsibility for the management, control, direction, or performance of the agreement. The agreement will incorporate project details as approved by FAS in accordance with the McGovern-Dole regulations, [7 CFR Section 1599](#).

2. Administration and National Policy Requirements

a. Domestic Entities

All selected Applicants who are registered in [SAM.gov](https://www.fas.usda.gov/grants/general_terms_and_conditions/default.asp) as **domestic entities**, are required to comply with both the current Administrative General Terms and Conditions and the current National Policy General Terms and Conditions for all grant and cooperative agreements, which are available online at:

https://www.fas.usda.gov/grants/general_terms_and_conditions/default.asp

In addition, domestic entities must adhere to the following additional terms and conditions:

- **Prohibition on Providing Funds to the Enemy**

1. The recipient must —

Exercise due diligence to ensure that none of the funds, including supplies and services, received under this grant or cooperative agreement are provided directly or indirectly (including through subawards or contracts) to a person or entity who is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, which must be completed through 2 CFR 180.300 prior to issuing a subaward or contract and;

Terminate or void in whole or in part any subaward or contract with a person or entity listed in SAM as a prohibited or restricted source pursuant to subtitle E of Title VIII of the NDAA for FY 2015, unless the Federal awarding agency provides written approval to continue the subaward or contract.

2. The recipient may include the substance of this clause, including paragraph (1) of this clause, in subawards under this grant or cooperative agreement that have an estimated value over \$50,000 and will be performed outside the United States, including its outlying areas.

3. The Federal awarding agency has the authority to terminate or void this grant or cooperative agreement, in whole or in part, if the Federal awarding agency becomes aware that the recipient failed to exercise due diligence as required by paragraph (1) of this clause or if the Federal awarding agency becomes aware that any funds received under this grant or cooperative agreement have been provided directly or indirectly to a person or entity who is actively opposing coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

- **Additional Access to Recipient Records**

1. In addition to any other existing examination-of-records authority, the Federal Government is authorized to examine any records of the recipient and its subawards or contracts to the extent necessary to ensure that funds, including supplies and services, available under this grant or cooperative agreement are not provided, directly or indirectly, to a person or entity that is actively opposing United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, except for awards awarded by the Department of Defense on or before December 19, 2017, that will be performed in the United States Central Command (USCENTCOM) theater of operations.

2. The substance of this clause, including this paragraph (2), is required to be included in subawards or contracts under this grant or cooperative agreement that have an estimated value over \$50,000 and will be performed outside the United States, including its outlying areas.

b. Foreign Entities

All selected Applicants who are registered in [SAM.gov](https://sam.gov) as **foreign entities**, are required to comply with the following terms and conditions, as applicable:

- Foreign public international organizations (as defined in 2 CFR 200.46(b)), such as UN organizations, will be subject to the [Terms and Conditions for Public International Organizations](#) (PIOs)
- Foreign organizations (as defined in 2 CFR 200.47) will be subject to the [Terms and Conditions for Foreign Organizations](#)
- Foreign governments will comply with the [Terms and Conditions for Foreign Governments](#)

Before accepting an award, a domestic or foreign Applicant should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under the award. Approved Applicants 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.

3. Reporting

Recipients that receive funding through a McGovern-Dole agreement will be required to provide the following: semiannual financial reports, semiannual performance reports, annual property reports (if applicable), and closeout reports.

a. Federal Financial Reporting Requirements

Semiannual financial reports must be submitted via FAIS and will follow the budget summary template.

For the October 1 – 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 (7 CFR section 1599.14(b)).

If the first semiannual financial report would be due less than two months after the agreement is signed, it will be exempted from submission requirements. The first report will be due for the following reporting period.

FAS requires only the financial report that appears in FAIS and does not require the SF-425 under the McGovern-Dole Program. All reports must be submitted via FAIS. FAS may provide for more frequent reporting, but no more frequent than quarterly, in the agreement.

b. Program Performance Reporting Requirements

Semiannual performance reports must be submitted via FAIS. Performance reports must provide information on the overall progress of the project.

For the October 1 – 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 (7 CFR section 1599.14(c1)).

If the first semiannual financial report would be due less than two months after the agreement is signed, it will be exempted from submission requirements. The first report will be due for the following reporting period.

All reports must be submitted via FAIS. FAS may provide for more frequent reporting, but no more frequent than quarterly. Changes in the original project timelines must be approved by FAS prior to their implementation.

c. Closeout Reporting Requirements

FAS will initiate the award closeout process 120 days before the end of the performance period. Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a cooperative agreement, whichever comes first, recipients must submit a final financial report and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. The recipient must also submit a tax certification letter on company letterhead indicating that all required payroll taxes for the employees working in-country have been paid. Lastly, an equipment disposition form must also be submitted. A sample tax certification letter as well as an equipment disposition form are available on the FAIS homepage under “Forms and Guidance.”

These documents must be uploaded onto the Agreement-Level Report page for the specific agreement being closed out under the “List of Closeout Attachments” section.

If applicable, an inventory of all construction projects that used funds under the McGovern-Dole program must be reported by a recipient using the Real Property Status Report ([Standard Form SF-429](#)).

After FAS has reviewed and approved these reports, it will complete a closeout notice to close out the award. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the records for three years from the final date of submission of reports required by 7 CFR 1599 (f) (1) and (2). The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated in its financial records.

4. Monitoring

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 a site visit, FAS will review the Recipients’ files related to the McGovern-Dole agreement.

As part of any monitoring and program evaluation activities, recipients must permit FAS, upon reasonable notice, to review McGovern-Dole project-related records and to interview the organization’s staff and clients regarding the program. In addition, Recipients must respond in a timely and accurate manner to FAS requests for information relating to its project.

5. Other Agreement Requirements

a. Organizational Chart

A recipient will, within 30 days after the agreement is signed, submit to FAS for approval a complete organizational chart identifying all positions (including subrecipients). The recipient must also identify key personnel positions. Applicants should include names of persons in positions filled at the time the organizational chart is submitted. The organizational chart should show the links and reporting structure between staff. Following approval by FAS of the organizational chart, the recipient will be required to obtain written approval from FAS before hiring any new key person which is staff of the recipient organization. The recipient must also notify FAS within one week after the departure of any key person. Furthermore, the recipient must obtain written approval from FAS prior to the disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director. This is required by [2 CFR section 200.308\(c\)](#).

b. Annual Work Plan

Within 60 days after the agreement is signed, the recipient will provide a detailed annual work plan for the project, to be approved by FAS. The workplan will describe all activities, their sequence and timeframes, and all outputs and results, and will detail milestones and key performance indicators with targets. The work plan should also include: the management and staffing plan, annual travel plan, project map, Gantt chart, and a list of planned submission dates for deliverables and reports to be submitted the upcoming fiscal year. Subsequent annual work plan updates will be due on September 1 of each year.

c. Monitoring and Evaluation Requirements

Additionally, recipients will be required to provide: an evaluation plan, a Performance Monitoring Plan (PMP), a project-level results framework, terms of reference for evaluations, and to conduct a baseline study, midterm evaluation, and a final evaluation.

d. Local and Regional Commodity Procurement and Distribution Plan

Within 30 days after the signing of the agreement, the Recipient must provide a Local and Regional Commodity Procurement and Distribution plan. The procurement plan will include time periods, broken down by month, for commodity procurement, delivery, and distribution. Each commodity should be a separate line in the plan. A template and additional guidance will be provided post agreement signature. The agreement will require the recipient to comply with the procurement plan, as approved by FAS, and will prohibit the recipient from making any changes to the procurement plan without obtaining the prior written approval of FAS.

e. Market Study

Within 90 days after the signing of the agreement, the Recipient will provide a complete market study to be reviewed by FAS. The market study will be a detailed assessment of the market functionality to determine the most appropriate strategies for supplying targeted schools with the required quantities of commodities that have been selected for the program. This market study should analyze the level of production for each commodity, assess the level of the market functionality for each commodity, identify key market actors, assess any potential negative effects such as unusual changes in commodity prices, and evaluate the capacity of the market to meet the project's needs and formulate recommendations to inform the procurement plan. Recipients will need to submit an updated market study to FAS on an annual basis at the same time as the annual work plan for each subsequent year of the agreement.

f. Subaward or Subcontract Requirements

Recipients will be required to submit subaward agreements through FAIS. Any subcontract which exceeds the Simplified Acquisition Threshold must also be submitted to FAS through FAIS.

g. 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 – Subsection F](#) for the submission of their audits to the Federal Audit Clearinghouse. In addition, if FAS requires an annual financial audit with respect to a particular agreement, and FAS provides funds for this purpose, the recipient shall arrange for such audit and submit it to FAS via FAIS.

G. AWARDING AGENCY CONTACT INFORMATION

Contact and Resource Information

For general questions related to the McGovern-Dole Program, Applicants and other interested parties are encouraged to contact:

Lindsay Carter
Director, McGovern-Dole Branch
International Food Assistance Division
Global Programs, Foreign Agricultural Service
U.S. Department of Agriculture

Hours of Operation

Monday–Friday 9:00 A.M. – 5:00 P.M. EDT

Address

1400 Independence Ave. SW
Mail Stop 1034
Washington, DC 20250

Phone and Email

Phone: (202) 236-1095

Email: ppded@usda.gov

Website: <https://www.fas.usda.gov/food-aid-information-system>

Individuals with questions regarding the NOFO or Information Technology (IT) issues with FAIS must submit questions in writing to the above email address. Answers to all questions regarding the NOFO will be posted to Grants.gov.

Individuals lacking internet access who would like access to these questions and answers should contact IFAD at the number or address above. Provide your address or fax number and IFAD will provide all questions and responses posed about the NOFO.

H. ADDITIONAL INFORMATION

1. Extensions

Extensions to the performance period of a project funded through an award under this NOFO are allowed. Recipients may request a no-cost extension in order to complete all project activities. The request must be submitted 60 days prior to the expiration of the performance period. Requests for extensions are subject to approval by FAS.

2. Prior Approval

A recipient must not use donated U.S. commodities or locally or regionally procured commodities, sale proceeds, FAS-provided funds, interest, or program income for any activity or any expense incurred by the recipient or a subrecipient prior to the start date of the period of performance of the agreement, without the prior written approval of FAS. See [7 CFR Section 1599.12\(b\)](#). A Recipient must not transfer any funds budgeted for participant support costs, as defined in [2 CFR Part 200.1](#), to other categories of expense without the prior approval of FAS. (See [7 CFR Section 1599.12 \(h\)\(2\)](#)).

3. Budget Revisions

Transfers of funds between direct cost categories in the approved budget when such cumulative transfers among those direct cost categories exceed ten percent of the grand total costs approved in an agreement will require the prior approval of FAS, through an amendment. (See [7 CFR section 1599.12\(h\)\(1\)](#)). The Recipient shall obtain prior written approval for any budget revision that would result in the need for additional resources/ funds. The Recipient is not authorized at any time to transfer amounts budgeted for direct costs to the indirect costs line item or vice versa, without prior written approval.

4. Program Income

In the event program income becomes available, per [7 CFR Section 1599.12](#), it must be used in accordance with the agreement. Program income is defined by [7 CFR Section 1599.2](#) as interest

earned on proceeds from the sale of donated commodities, as well as funds received by a recipient or subrecipient as a direct result of carrying out an approved activity under an agreement. The term includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under a Federal award, the sale of items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Program income does not include proceeds from the sale of donated commodities; FAS-provided funds or interest earned on such funds; or funds provided for cost sharing or matching contributions, refunds or rebates, credits, discounts, or interest earned on any of them.

5. Proprietary Information

Recipients wishing to mark information in their applications as proprietary or business sensitive may do so. Applicants should indicate which information or pages are proprietary or business sensitive through footnote notations. FAS will treat the information as such. In the event of a request through the Freedom of Information Act (FOIA), FAS will work with the Applicant to ensure business sensitive information is respected to the extent permitted by law. Information which is proprietary, or business sensitive may be exempt from disclosure under FOIA Exemption (b)(4). The FOIA exemptions may be viewed [here](#).

APPENDIX A – Application Content Checklist

1. **Applicant Requirements**

- System for Award Management (SAM)
 - Active registration
 - Financial Assistance General Certifications and Representations Report
- Unique Entity Identifier number for Applicant
- Unique Entity Identifier number(s) for proposed subrecipient(s)

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

- Introduction and Strategic Analysis
 - Project Map
 - List of Acronyms
- Plan of Operations and Activities
- Sustainability and Lasting Impact
- Organizational Capacity and Staffing
 - Capacity and Staffing Narrative
 - Organizational Chart
 - In-Country Registration
 - CV for Project Lead
 - Project-Specific Commitment Letters (if subrecipients are proposed)
- Applicant's Single Audit (most recent)
- Monitoring and Evaluation
 - Project-Level Results Framework with Narrative
 - Performance Indicators
 - Evaluation Plan
- Commodity Management
- Budget
 - Budget Summary
 - Budget Narrative
- Applicant's NICRA (most recent)
 - Excel sheet demonstrating how the NICRA rate is applied to the budget
- SF-424
- SF-424A
- SF-LLL (Required if Applicant is involved in lobbying activities)

3. **Forms submitted to 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)
- Result 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 not applicable)
- Budget Section
 - Budget Narrative (indicate where this information can be found)

APPENDIX B – Country Guidance

FAS expects that proposals will build upon McGovern-Dole activities and what has been accomplished to date, and Applicants are encouraged to review previous McGovern-Dole and USDA LRP evaluations published on [the Development Experience Clearinghouse \(DEC\)](#) maintained by the U.S. Agency for International Development. For a new McGovern-Dole country, FAS expects that the proposal will lay the foundation for a strong McGovern-Dole program, complementing school feeding efforts already in place.

A. Angola Programming Priorities

Angola would be a new country for McGovern-Dole. Previously, FAS funded a McGovern-Dole project in Angola in 2009 for a value of \$29.5 million for a period of four years, targeting 200,000 school-age children in the Benguela region in central Angola.

The Government of the Republic of Angola (GRA) is committed to school feeding and is a member of the School Meals Coalition. Angola has a national school feeding program managed by the National Directorate for Social Action in Schools under the Ministry of Education. There is a budget line item for school feeding on the national budget allocated under the Ministry of Education, and a Presidential Decree spelling out the school feeding regulations.

However, Angola is facing a complex economic crisis that significantly impacts the government's ability to provide essential services and the GRA's ability to fulfill its budgetary commitments to the social sectors is constrained. The economic downturn, coupled with an exacerbating climate-related drought, is manifesting through increased malnutrition rates.

The GRA's vision is to expand and decentralize school feeding and achieve sustainability and improved local economies by focusing on local procurement and improvement of the supply chain for local products. Applicants should provide a balanced daily school meal using a combination of locally procured and donated foods, plus complementary activities that promote healthy nutrition and hygiene habits.

A strong proposal should demonstrate how the Applicant will build upon the national school feeding program, including working at the local, regional, and national levels of the government to strengthen budgetary support and create pathways for the eventual handover of McGovern-Dole school feeding activities to local communities and the national government. Additionally, Applicants should propose project activities (e.g., trainings, workshops) to strengthen management of the supply chain to procure local and/or regional commodities and will support the GRA's school meals objectives in addressing school-age children's nutrition.

To address high malnutrition rates among children under 5, Applicants are encouraged to propose MCN activities and seek to improve institutional capacity and address the significant challenges in nutrition and public health. In December 2021, UNICEF issued a humanitarian appeal to address the malnutrition crisis, and Applicants should demonstrate how they will coordinate with UNICEF’s nutrition programming.

Currently there are no active McGovern-Dole projects in Angola. Applicants are encouraged to target regions and beneficiaries based on need, ability to implement a successful McGovern-Dole project, and opportunities for meaningful collaboration with other activities to maximize the likelihood of program success. FAS recommends targeting Cunene, Huila, and Namibe provinces of Southern Angola.

B. Burundi Programming Priorities

FAS would be a new country for McGovern-Dole and there is no history of McGovern-Dole programming in Burundi.

The Government of Burundi (GoB) demonstrates a strong commitment to school feeding and is a member of the School Meals Coalition. GoB has a School Feeding Law and a National Division for School Feeding in the Ministry of Education, which in 2020-21 allocated US \$2.4 million for school meals for approximately 620,000 school children in 820 schools. The GoB has set ambitious goals to increase education quality and access under its 10-year National Development Plan with national priorities that align with McGovern-Dole. Towards the goal of graduating potential McGovern-Dole funded schools to host government ownership, a competitive proposal for Burundi will seek to establish and strengthen a strong working relationship with the GoB at all levels to improve and scale up the management and administration of its existing national school feeding program through technical assistance and school meals, including local and regional procurement. Applicant proposals should also design interventions to increase the capacity of local organizations that support the GoB’s National School Canteen Program.

Strong proposals should offer a comprehensive project reaching multiple beneficiary groups located in the most vulnerable and remote rural areas as applicable to fill gaps in coverage in the GoB’s existing National School Canteen Program. The Government’s school feeding policy vision depends on sustainable local sourcing of key meal components. The sustainability of this model relies on strong community engagement and ownership.

The need in Burundi is high, with 70 percent of the population lives in poverty and 54 percent of children under five years are stunted with higher levels of malnutrition among rural communities⁶. To address this widespread malnutrition, Applicants are encouraged to include a

⁶ <https://www.unicef.org/burundi/nutrition>

MCN component that targets pregnant and lactating women and children 0-59 months old alongside –and complementary to—addressing nutrition in school-age children. Rations for all targeted age groups will need to provide the optimal nutritional contribution and the appropriate micronutrient profile for each age group. A strong proposal will coordinate with existing in-country Ministry of Health and nutrition activities (USAID, UNICEF, PRONIANUT, etc.) that already target the delivery of high-quality and high-impact basic services in reproductive, maternal, and newborn health and nutrition to boost education outcomes. Alongside improving nutrition and health in schools, Applicants are encouraged to build the capacity of Ministry of Health staff in delivering these services in reproductive, maternal, and infant nutrition health.

Successful proposals should also consider climate-related shocks, high prevalence of infectious diseases, lack of dietary diversity, poor hygiene and access to clean water, and inadequate sanitation through activities aimed at improving access to safe water, sanitation, and hygiene (WASH) in formal and non-formal settings. Key programming activities will address poor school attendance by reducing health-related absences through the provision of deworming medication and improved school infrastructure.

A competitive proposal will coordinate with existing in-country Ministry of Education literacy activities and establish early grade reading activities to improve low literacy rates, especially in girls, leveraging existing approaches and best practices. To ensure a successful local and regional procurement component, Applicants are strongly encouraged to coordinate with existing in-country agricultural development and supply chain activities (World Bank, European Union, etc.) to promote nutrition and support increased food production, agricultural income, and women’s empowerment. Applicants may wish to collaborate with any Food for Progress projects awarded in FY 2022, which will focus on coffee farmers and value-chains. Alongside the local and regional procurement component, Applicants should work with the GoB to propose a robust and appropriate ration of U.S. donated commodities.

Applicants are encouraged to collaborate with USG and other donor supported activities working to improve nutrition, health, and education outcomes in Burundi and select target regions and beneficiaries based on need and ability to implement a successful McGovern-Dole project. FAS does not recommend considering Cibitoke and Bubanza due to security concerns.

C. The Gambia Programming Priorities

The Gambia would be a new country for McGovern-Dole and there is no history of McGovern-Dole programming. The Gambia is one of three countries participating in a USDA Food for Progress program FY 2017 project implemented by Shelter for Life, with project components that include infrastructure, access to finance, access to agricultural markets, access to market information.

More than half of Gambians live on less than two dollars a day, and approximately 17.5 percent of children under 5 show stunting; in rural communities, the statistic increases to nearly 20 percent.⁷ The Government of The Gambia (GoTG) is invested in school feeding and is a member of the School Meals Coalition. Since 2018, the Gambia's school feeding allocation has more than doubled, from \$600,000 to approximately \$1.9 million. The allocation allows the Ministry of Basic and Secondary (MoBSE), in collaboration with the Ministry of Agriculture, to administer school feeding in two of the six regions (West Coast and Lower River). Other school feeding actors, support school meals and provide technical assistance in the remaining four regions of Banjul, North Bank, Central River and Upper River. However, current school feeding program(s) do not cover all schools within the region. The GoTG is committed to utilizing a home-grown school feeding program that strengthens the local economy and food value chain. Strong proposals should indicate how Applicants will work with GoTG and other stakeholders to build capacity and scale up the Government's national school feeding program and ensure sustainability.

In the education sector, while school enrollment is increasing overall and gender parity has been achieved, there are still identified gaps in the education system. The Gambia's 2018, \$5.3 million grant financed by both the International Development Association (IDA) and the Global Partnership for Education (GPE) includes infrastructure development, for second-chance student programs, interventions to improve the quality of learning, inclusive of curriculum reform, textbook distribution, and teacher training. The goal is to increase the enrollment in early childhood education from 37 percent to 45 percent and improve the reading comprehension score of grade 3 students. The funding also supports the education management information system and the monitoring of learning outcomes. Strong proposals should describe how the Applicant will collaborate with existing partners and work with the GoTG on education programming within McGovern-Dole target populations.

Applicants should demonstrate how the LRP component of McGovern-Dole will align with current activities in country, including the Ministry of Agriculture's efforts to develop and modernize agriculture. Applicants are encouraged to design an LRP component that focuses on nutrient-dense food that diversify the ration, address identified dietary gaps, and complement a substantial basket of US donated food commodities. Applicants should also address food safety requirements. Within communities in the Gambia, school food management committees plan and source food for students. Managers use their budget to source foods from local smallholders; buying rice, peas, millet, and fresh vegetables for meals, and use school gardens, maintained by parents and children, for educational purposes. The Food and Agriculture Organization of the United Nations (FAO) is currently supporting school gardens and increased local agriculture production to boost local commodities procurement, and Applicants should endeavor to

⁷ 2021 Global Nutrition Report: **The state of global nutrition**. Bristol, UK: Development Initiatives.

coordinate with these activities. The GoTG's preferred method for local procurement of food - supporting farmers and businesses - has been to transfer necessary skills from collaborative organizations to Gambians themselves.

Proposals written with a bend toward collaboration with existing programming will be crucial to providing a package of interventions for student health and nutrition. In addition to robust nutrition-related interventions in the schools, such as nutrition and health education; social and behavior change activities, and water, sanitation and hygiene infrastructure, Applicants may propose complementary MCN activities in the same areas as the schools they are targeting. These activities should be coordinated with ongoing maternal and child activities by other stakeholders in the same areas. USAID is working to ensure that the Ministry of Health has access to quality data from districts around the country by training district-level data managers on data collection and providing technical assistance to improve and increase initiatives for reducing maternal and child mortality. The Maternal and Child Nutrition Health Results Project - funded by the World Bank and other donors – strives to improve overall nutrition and health of women and children living in the Gambia.

Currently there are no active McGovern-Dole projects in the Gambia. As the current school feeding activities in the Gambia do not cover all schools within the six regions, Applicants should prioritize geographic areas and beneficiaries with greatest need according to education, nutrition, and food security indicators, and addressing gaps in coverage.

D. Lesotho Programming Priorities

Lesotho would be a new country for McGovern-Dole and there is no history of McGovern-Dole programming. FAS is prioritizing Lesotho based on the significant need in education and nutrition, numerous opportunities for meaningful coordination, and the strong commitment of the Government of Lesotho to school feeding.

The Government of Lesotho (GoL) has demonstrated a strong commitment to school meals, including joining the School Meals Coalition. In 2014, the School Feeding Policy formulated by the Ministry of Education and Training (MOET) was endorsed, embracing a Home-Grown School Feeding approach. While the GoL has made significant progress in ensuring the policy and budgetary policies are in place to support a sustainable national school feeding program, more support is needed to ensure that the national School Feeding Program (SFP) and associated policies are supported across ministries, decentralized for governance and management at the district level, implemented as designed, and monitored and evaluated for quality and compliance. Applicants are encouraged to offer innovative mitigation measures to support the GoL to adapt the school feeding program in the context of the COVID-related negative impacts on the school

feeding program including school closures, school attendance and the significant increases in economic vulnerability due to lost livelihoods.

Applicants should demonstrate a comprehensive and up-to-date understanding of the social, political, economic and educational foundations in which Lesotho's school feeding program operates. A clear understanding of the impacts of the COVID-19 pandemic and recent climatic stresses on the school feeding program in Lesotho and shock-responsive strategies should be offered. The MOET has broadened the overall SFP goals to ensure that the program was structured as a multi-sector program. A strong proposal should demonstrate a good understanding of the current strength and opportunities for better operationalization of this multi-sectoral approach to optimize the SFPs linkages to social welfare initiatives including, but not limited to, breakfast for orphans and vulnerable children (OVCs) and the Child Grants Program.

One third of schools in Lesotho lack clean water and 95 percent of toilets are in an unfit condition. To improve school attendance, especially for girls, successful Applicants should prioritize WASH activities that improve school infrastructure and include feasible solutions to overcome Lesotho's limited clean potable water supply in schools. Strong proposals should also include culturally appropriate menstrual hygiene management for girls to support their school attendance. Taking into consideration ongoing activities in Lesotho, Applicants are encouraged to coordinate with and leverage complementary activities that address the high rates of gender-based violence in Lesotho.

The levels of malnutrition in Lesotho are high, with a 33 percent stunting rate of children under 5, indicating chronic food and nutrition insecurity⁸. To address nutrition in school-age children, as well as pregnant and lactating women and children 0-59 months old, Applicants should coordinate with ongoing Lesotho Nutrition and Health projects and interventions, including activities supported by PEPFAR (the US President's Emergency Plan for AIDS Relief), the African Development Bank and the World Bank with the Government of Lesotho and relevant stakeholders in support of Lesotho's National Food and Nutrition Strategy. Applicants must demonstrate that activities are complementary and not duplicative. Rations for all targeted age groups will need to provide the optimal nutritional contribution and the appropriate micronutrient profile for each age group.

Applicants are encouraged to demonstrate how the outsourced contracting model for SFP adopted by Lesotho could be utilized, strengthened, and/or adapted to support. A strong proposal will identify and offer solutions to challenges within the contracting model to leverage local agriculture value chains and local smallholder farmers. A strong proposal should also consider utilizing school gardens to support both in-classroom and community nutrition education, including promoting recipes that include more fruits and vegetables and hosting other

⁸ <https://www.unicef.org/esa/sites/unicef.org/esa/files/2019-04/Cost-of-Hunger-in-Lesotho-%282018%29.pdf>

collaborative events and innovations. When considering crop diversification and year around gardening, a strong proposal must ensure appropriate infrastructure is in place.

Strong applications will look to establish early grade reading activities that build on existing education activities in Lesotho and build on the education priorities within the Government of Lesotho's National Strategic Development Plan II (2019-2023). Applicants should coordinate with existing education activities, including those supported under the Global Partnership for Education to ensure activities are complementary and not duplicative. Given the relative immaturity of Lesotho's early childhood development (ECD) programs and the critical importance of these programs for short and longer-term growth, development, educational and social outcomes, Applicants should consider prioritizing this age group and offer programming approaches for incorporation of ECD centers. A well-conceptualized proposal will also draw on the existing global best practices and evidence to integrate responsive care and early learning with nutrition programs to promote optimal growth and development.

Currently there are no active McGovern-Dole projects in Lesotho. Applicants are encouraged to select target regions and beneficiaries based on need, opportunities for meaningful coordination with other activities, Government support, and ability to implement a successful McGovern-Dole project.

E. Madagascar Programming Priorities

FAS provided school feeding assistance in Madagascar from 2007 to 2010 under McGovern-Dole. In FY 2021, FAS awarded \$25 million for a five-year McGovern-Dole project serving 130 primary schools with integrated preschools in 11 districts of the Beloha and Tsihombe districts of the Androy region. Given both the significant need and commitment of the Government of Madagascar to school-feeding, FAS is seeking to significantly expand our McGovern-Dole footprint in Madagascar with another agreement.

The Government of Madagascar (GOM) has committed to school feeding and is a member of the School Meals Coalition. The GOM has both a School Feeding Law and an allocated annual budget for the National School Feeding Program (NSFP) but lacks the resources and capacity to scale-up and sustain the school feeding program nationwide. McGovern-Dole programming complements USAID Madagascar's five-year strategy by improving education outcomes and increasing community preparedness to support and sustain school feeding.

The GOM prioritizes complementary school feeding activities such as improved access to WASH, deworming, and energy-efficient stoves. The GOM's vision for school feeding depends upon sustainable local sourcing of key meal components that promote dietary diversity along with robust community engagement and ownership. A strong proposal should utilize school

gardens as nutrition and climate resilience education tools for students and community members. With support from the World Bank (WB) and the Global Partnership for Education (GPE), the GOM is seeking to scale-up an improved Malagasy language-reading curriculum for grades one and two based on the 2018 pilot of the USAID “Mahay Mamaky Teny” Early Grade Reading program. The GOM has set WASH-friendly school standards that they anticipate schools will progressively meet.

Applicants should demonstrate how a McGovern-Dole award will build upon the NSFP and work with communities and all levels of government to strengthen budgetary support and create pathways towards graduation. Applicants should propose project activities that will strengthen supply chain management and procurement of local and regional commodities. A strong proposal should address importation and transportation challenges with U.S. donated commodities. Applicants should propose activities that ensure safe consumption of school meals, such as training on food preparation, storage, and handling; improving access to water points; and promoting WASH-friendly school standards.

Applicants are encouraged to identify coordination opportunities with other relevant activities and interventions in Madagascar. Applicants should demonstrate how they will leverage USAID efforts, including the piloted Early Grade Reading program to improve literacy skills, access to literacy materials, and quality of instruction through teacher training. Applicants should demonstrate how they will coordinate with the WB and GPE’s early grade reading curriculum development and teacher training to improve basic reading and math skills. A successful Applicant will address inadequate school infrastructure, high rates of teacher absenteeism, and identify opportunities to support education access for disabled persons.

For future McGovern-Dole program targeting, Applicants should propose a project that will complement and coordinate with current McGovern-Dole efforts to increase food security in Madagascar and significantly expand the McGovern-Dole footprint. Applicants should focus on balancing both the need with the practicalities of implementation to maximize the likelihood of a successful project. Applicants are encouraged to prioritize the southeastern regions of Atsimo-Atsinanana and/or Anosy.

F. Mauritania Programming Priorities

FAS has been providing McGovern-Dole assistance to The Islamic Republic of Mauritania since FY 2019. Valued at \$22.5 million, the current McGovern-Dole project is operating in 209 primary schools in the Brakna and Gorgol regions of Mauritania. FAS is seeking to build upon the strong commitment and dedication of the Government of Mauritania (GoM) to help them achieve their school feeding goals by expanding the McGovern-Dole footprint to new regions and strengthening the connection of local and regional producers and suppliers with

school feeding.

Mauritania is committed to universal school feeding and is a member of the School Meals Coalition. In 2016, the GoM passed a school feeding law and since 2020, the GoM, through the Commissariat for Food Security, has been providing approximately \$5.4 million annually for school feeding. Under the National School Feeding Strategy, the GoM aims to have a sustainable school feeding program by 2030 that uses locally enriched food products for all students in pre-, primary, secondary, and religious schools. Additionally, the GoM promotes local procurement as a strategy to improve production and income for small farmers by linking small-scale farmers and fishermen to school meal programs to support rural economies.

With a population of 4.6 million, more than half of the population in Mauritania lives in poverty or just above the poverty threshold, with limited or no access to health or education. One in five children is chronically malnourished⁹ with about 53% of the population is literate¹⁰. In Mauritania, frequent climate-related crises are a severe threat including droughts, floods, and locust invasions.

Applicants should demonstrate how a McGovern-Dole award will build upon the national school feeding strategy, including working with the government and communities at the local, regional, and national level. Additionally, Applicants should demonstrate how they will coordinate and synergize with ongoing school feeding activities in Mauritania to support the GoM in their efforts for a sustainable school feeding program. Applicants should propose activities that align with the GoM efforts to build the capacity of smallholder farmers and fisherman with sustainable, climate resilient activities as well as offering trainings and support on value chains, tendering, and procurement of local commodities. There should be a focus to ensure the safe consumption of school meals especially for commodities that are locally procured. This could include training on safe food preparation, handling, and storage as well as measures in place to ensure mitigation from aflatoxins and following Codex. Applicants should also ensure that schools have access to water points and are following WASH-friendly standards. Applicants are strongly encouraged to design activities that enhance girls' literacy.

For future McGovern-Dole program targeting, Applicants should propose a project that will complement and coordinate with current McGovern-Dole efforts to increase food security in Mauritania and expand the McGovern-Dole footprint. Applicants should prioritize southern and southeastern Mauritania, particularly areas with high levels of wasting and low levels of basic reading mastery. Applicants should focus on balancing support with the national government and

⁹ <https://www.wfp.org/countries/mauritania>

¹⁰ <http://uis.unesco.org/en/country/mr?theme=education-and-literacy>

the needs of implementation so that the likelihood of a successful and sustainable project is maximized.

G. Tanzania Programming Priorities

FAS has been supporting school feeding in United Republic of Tanzania through McGovern-Dole since 2010, valued at \$67.6 million. In addition, FAS awarded a small FY 2017 Local and Regional Food Aid Procurement (LRP) project in Tanzania, to procure maize, beans, and fortified oil for meals in 16 schools. Currently, there is one active McGovern-Dole project in Tanzania due to end in March 2022, which has reached 231 pre-primary and primary schools in the Bunda, Butiama, and Musoma Rural Districts in the Mara Region, and provided U.S. fortified rice, pinto beans, and sunflowerseed oil.

In 2021, the Government of Tanzania (GoT) passed the National School Feeding Guidelines based on previous McGovern-Dole and LRP community-led school feeding modalities. Priority areas for the GoT include establishing sustainable school feeding, encouraging communities to supply food to the schools, and enhancing farmers' group capacities to supply agricultural products to schools. Many regional and local governments, including the Mara Region, have also started to develop school feeding policies and strategies. The Guidelines encourage diversified nutritious foods, including fortified and biofortified food products, produced across the country and place a heavy emphasis on partnerships between schools, farmer groups, and private sector companies. Tanzania has a Commission of Food Program that operates under the Ministry of Education Science and Technology. Future McGovern-Dole programming should look to build on this momentum to encourage Tanzania to join Global School Meals Coalition, develop national school feeding legislation and a dedicated budget for a school meals program, and enhance the implementation of the National School Feeding Guidelines. To support graduation and sustainability, Applicants must include advocacy, government capacity building and policy strengthening activities at all levels. Activities should be also designed to enhance local food production, mobilize community contributions, and support schools and communities to build self-reliance to sustain school feeding.

Applicants are encouraged to build on past McGovern-Dole successes, including school meals and take-home rations; and school-based health, WASH, literacy, teacher training, and deworming; supporting PTAs, savings and lending groups; school gardens; and value-chain development and local food sourcing. Applicants must have efficient, and effective collaboration with the local, and central government of Tanzania. Applicants are encouraged to collaborate with other donors working to improve nutrition, health and education outcomes in Tanzania, as well as existing USG projects.

In the Commodity Management section, Applicants should provide a clear description on how selected US donated commodities will successfully enter Tanzania duty-free without any importation taxes over the life of the award.

Future McGovern-Dole programming should target the Mara Region where Applicants should build upon implementation of the Mara Regional School Feeding Strategy to support the full transition of school feeding to local and national actors. Applicants are also encouraged to expand McGovern-Dole support to target Singida, Dodoma, and/or Rukwa as a new area, leveraging strong coordination opportunities with other donor and relevant USG programming.

H. Timor Leste Programming Priorities

FAS McGovern-Dole has been active in the Democratic Republic of Timor-Leste since FY 2018. This current five-year project is valued at \$26 million and serves more than 440 pre-primary and primary schools in the Ainaro, Ermera, Liquica, and Manatuto municipalities, using US donated vegetable oil, pinto beans, and fortified milled rice to provide 90,000 students with school meals.

The Government of Timor-Leste (GOTL) is committed to providing school meals, is a member of the School Meals Coalition, and has a School Feeding Directorate and a national School Feeding Program that funds student meals and pay for cooks. A strong proposal will build upon the successes of the current project and increase momentum to support the sustainability of the national School Feeding Program, establishing and strengthening working relationships and capacity at all levels of Timor-Leste's government. Applicants should clearly describe their results-driven process to improve management and administration of the existing national school feeding program and policies through capacity building, technical assistance, and continuous process improvement. A strong proposal should put forward carefully considered lists of U.S. and locally or regionally procured commodities that are culturally appropriate and nutritionally ideal for local schoolchildren. A successful proposal will leverage relationships with the GOTL to support transparency and encourage consistent accountability and high priority School Feeding Program commitment.

Access to clean water and improved sanitation facilities in Timor-Leste remains a challenge. Applicants are encouraged to include feasible solutions to overcome Timor-Leste's limited clean potable water supply and sanitation facilities with the goals of improving health and nutrition outcomes and encouraging students to attend school, especially girls. Applicants must demonstrate how they would encourage, increase, and maintain local community involvement and support, especially within Parent Teacher Associations (PTA), and encourage school attendance and safe and healthy school meals.

Applicants are encouraged to identify coordination opportunities with other relevant activities and interventions in Timor-Leste. A competitive proposal will establish early grade reading activities to address low literacy rates, especially among girls, leveraging existing approaches

and best practices related to the most relevant and effective bi-lingual curriculum. Applicants should coordinate with existing in-country entities, especially USAID¹¹ and other USG funded activities, to promote nutrition, support increased food production and agricultural income as it relates to local procurement, and women's empowerment. In addition, Applicants are encouraged to include key programming activities that seek to reduce sexual and gender-based violence (SGBV) and address poor school attendance by reducing health-related absences through the provision of deworming medication and improved school infrastructure.

Applicants should propose a project that will build upon the successes of the existing program and complement coverage in Timor-Leste's existing national school feeding program. Applicants should focus on balancing geographic areas of most need and vulnerability with the practicalities of implementation and opportunities for coordination, maximizing the likelihood of a successful project.

¹¹ Applicants are encouraged to take note of USAID's 2020-2025 Country Development Cooperation Strategy: https://www.usaid.gov/sites/default/files/documents/CDCS-TIMOR-LESTE_2020-2025_1.pdf

APPENDIX C – Global Strategies and Initiatives

1. United States Government Strategy on International Basic Education

The U.S. Government Strategy on International Basic Education was launched in 2018 to demonstrate the U.S. Government's (USG) commitment to achieving a world where education systems in partner countries enable all individuals to acquire the education and skills needed to be productive members of society. To make progress towards this goal, the two principal objectives are: 1. Improve learning outcomes; and 2. Expand access to quality education for all, particularly marginalized and vulnerable populations.

All Applicants must demonstrate how they will coordinate and collaborate with other USG programs that are also striving to improve learning outcomes and expand access to quality education for all. There is a strong emphasis across all McGovern-Dole priority countries for improved coordination. All Applicants must detail how they will coordinate with other USG initiatives particularly with their emphasis on basic education or explain why coordination is not taking place if it is not applicable to a region or country. Applicants are encouraged to review the USG International Basic Education Strategy map here: <https://www.edu-links.org/usg-support-basic-education-map>

2. USDA-USAID Memorandum of Understanding

In May 2014, an MOU was signed between USDA and USAID to leverage each agency's respective strengths, experiences, technologies, methodologies, investments and resources (human, in-kind, and monetary) to facilitate, in collaboration with host country governments, improved student learning outcomes in a manner consistent with each respective agency's mission.

Under the MOU and the USG Strategy on International Basic Education, FAS is committed to coordinating McGovern-Dole programming (Results Framework McGovern-Dole SO1) with USAID's investments in education and reading. This coordination will maximize cost-efficiency and efficacy and create a holistic approach to ensuring that disadvantaged children are physically, nutritionally, and cognitively fit to succeed in school. Strategic USDA-USAID collaboration is likely to increase the impact of USG investments in education and thereby contribute more significantly to the attainment of education sector goals.

In coordination with the USG Strategy on International Basic Education, FAS will give strong consideration to eligible applications that align with USDA-USAID MOU priorities and demonstrate evidence of collaboration, where applicable, and meet the requirements of McGovern-Dole priority countries. If the education and literacy activities in the proposal are to

be conducted by a sub-contractor or subrecipient, submission of the sub-contractor or subrecipient's relevant past performance is strongly encouraged. If a proposed subrecipient will receive 30 percent or more of the proposed operating budget, one Past Performance Review for the subrecipient must be submitted by a reference to PPDED@usda.gov by the closing date of the announcement.

3. Feed the Future and the Global Food Security Strategy

In October 2018, the Global Food Security Reauthorization Act (GFSRA) was signed into law and reaffirms the U.S. Government's commitment to ending global hunger, poverty, and malnutrition.¹² The GFSRA ensures continued implementation of the U.S. Government's *Feed the Future* initiative along with the whole-of-government 2022-2026 Global Food Security Strategy (GFSS).¹³

As relevant, Applicants should demonstrate alignment of activities with Feed the Future when applying for McGovern-Dole funding. Per the USDA Implementation Plan for the GFSS 2022-2026, McGovern-Dole is committed to aligning, where appropriate, with Feed the Future efforts, including through the inclusion of standard McGovern-Dole performance indicators in annual Feed the Future reporting to Congress.

4. The U.S. Global Water Strategy

The U.S. Global Water Strategy^[50] (GWS) guides USG and its partners towards priorities for achieving a water secure world. School potable water and hygiene activities within USDA McGovern-Dole projects contribute to the GWS strategic objective for increased sustainable access to safe drinking water and sanitation and adoption of key hygiene behaviors among project beneficiaries. Applicants should clearly demonstrate how proposed WASH activities their project align with the GWS and will contribute to implementation of the GWS with positive results.

5. School Meals Coalition: Nutrition, Health and Education for Every Child

Launched at the U.N. Food Systems Summit in September 2021, the School Meals Coalition: Nutrition, Health and Education for Every Child is a country member-led initiative and is supported by a small secretariat powered by the UN World Food Program.¹⁴ The objectives of the Coalition are to, by 2030, restore access to school feeding that was lost during the COVID-19 lockdowns, reach children who were not previously benefiting from school feeding with an

¹² <https://www.usaid.gov/news-information/press-releases/oct-12-2018-administrator-green-reauthorization-global-food-security-act>

¹³ <https://www.usaid.gov/what-we-do/agriculture-and-food-security/us-government-global-food-security-strategy>

¹⁴ <https://schoolmealscoalition.org/>

emphasis on the most vulnerable populations in low- and lower middle-income countries, and improve the quality and efficiency of school feeding programs. Several initiatives support these goals, including a Research Consortium, a Multi-sectoral Financing Taskforce, a Monitoring and Data Initiative, a Peer-to-Peer Community of Best Practice, and an Advocacy and Outreach Taskforce. Led by USDA, the United States joined the Coalition on August 30, 2021. USDA is a member of the Coalition Steering Committee, and is participating in the Financing Taskforce, the Monitoring and Data Initiative, and the Research Consortium.

6. Deworming

Applicants should describe in the strategic analysis current efforts underway on the part of host country governments, international organizations or other actors to mitigate the spread of parasitic disease through school-based deworming. In areas of high prevalence, i.e. 20 percent or more, Applicants must include in the plan of operations activities to address school-based deworming in all McGovern-Dole schools if other actors are not currently doing so, and the deworming plan must be coordinated with the Ministry of Health or the competent technical host-country government entity. Applicants must clarify whether they are directly implementing deworming themselves or coordinating with another stakeholder's program, and report on McGovern-Dole standard indicator 24: Number of students receiving deworming medication(s), also in coordination with other actors if necessary.

Applicants must verify Neglected Tropical Disease (NTD) and discuss, in the strategic analysis, prevalence rates in targeted intervention areas through sources such as the Global Atlas on Helminth Infections, Ministry of Health data, World Health Organization, or U.S. government sources on NTDs from the Centers for Disease Control and Prevention and USAID.

FAS anticipates that Applicants will address the McGovern-Dole intermediate results, especially “Reduced Health-Related Absences (McGovern-Dole 1.3.2)” and its contribution to “Improved Student Attendance (McGovern-Dole 1.3).” In the strategic analysis, FAS encourages Applicants to include information on the prevalence of NTDs transmitted by worms, such as guinea worm disease, lymphatic filariasis, onchocerciasis, schistosomiasis, and soil-transmitted helminths, in targeted intervention regions or areas.

Parasitic worm infections interfere with nutrient uptake and may lead to anemia, malnutrition, and impaired mental and physical development. They pose a serious threat to children's long-term health, education, and productivity, as infected children may be too sick or lethargic to concentrate at school, or to attend at all. Research indicates that school-based deworming has positive impacts on child education and health, and it may improve nutrition.¹⁵

¹⁵ <https://www.evidenceaction.org/blog-full/evidence-action-welcomes-new-rigorous-meta-analysis-showing-benefits-of-mass-deworming-for-children>

APPENDIX D – Budget Summary

Note: This template is also available as an Excel file on the [FAIS](#) homepage under the “Forms and Guidance” section. Applicants should ensure figures use no more than two decimal places and lines add correctly.

ATTACHMENT C-1					
Budget Summary					
Program (FFPr or MGD):	MGD				
Country of Operation:					
Implementing Organization:					
Fiscal Year:	2020				
Agreement or Proposal Number:	Fxx-xxx-20xx/0xx-00				
Total Amount of Federal Funds Obligated					
Funding Source <small>(CCC for FFPr) (FAS for MGD)</small>	Funding Year	Commodity Cost	Freight Cost	Administrative Costs <small>(cash portion)</small>	Total Federal Funding Obligated
FAS	2020	\$0.00	\$0.00	\$0.00	\$0.00
Project Operating Budget					
Expense Type	Monetization Proceeds <small>(FFPr Only)</small>	FAS or CCC Funds <small>(CCC is Admin Only)</small>	Cost Share	Total w/out Cost Share	Total w/Cost Share
Administration					
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
Total Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activities					
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>					
Total Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commodity and Food Purchases (N/A to FFPr)					
Commodity Procurement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Food Vouchers (N/A to MGD)					
Cash Transfers (N/A to MGD)					
Total Commodity Procurement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ITSH (N/A to FFPr)					
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
Total ITSH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs					
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	
Total Indirect Costs	\$0.00	\$0.00		\$0.00	
Anticipated Program Income					\$0.00
Grand Total Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Amount of Federal Award (Total Federal Funds Obligated Plus Cost Share):					\$0.00

APPENDIX E – Budget Narrative Example

Note: Budget narrative guidance is also available on the FAIS homepage. We encourage Applicants to review the footnotes of this example for further useful information.

Program: McGovern-Dole
Country: Target Country
Fiscal Year: 2022
Organization: Food Development
Point of Contact: POC Name

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 preferred cost categorization and the required level of detail in Budget Narrative submissions.

SECTION 1: GENERAL EXPLANATORY COMMENTS

Food Development (FD) will implement a 4-year McGovern-Dole program in Target Country. The total Federal award amount is \$25,133,711. This includes commodity (\$6,977,157), freight (\$5,070,000), and administrative costs (cash portion) (\$13,086,554). The total operating budget (grand total costs) for this project is \$13,096,554; 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.

FAS Funding	\$13,086,554
<u>Total Cost Share</u>	<u>\$10,000</u>

Total Project Operating Budget \$13,096,554

Summary of Total Project Operating Budget (Includes Cost Share)	
Administration	\$4,312,455
Activities	\$3,337,531
Commodity and Food Purchases	\$1,004,021
Internal Transportation, Storage and Handling	\$1,970,196
ICR on Administration	\$844,411
ICR on Activities	\$532,713
ICR on Commodity and Food Purchases	\$134,385
ICR on ITSH	\$960,842
Total	\$13,096,554

In addition to the total operating costs above, this section should include¹⁶:

¹⁶ These must be included for both proposals and final award/amendment narratives.

1. Any cost escalations expected during this project, and the manner in which they are accounted for throughout budget (for example, an annual X% increase in expenses per year). All line items should include the cost escalation over the life of the project, as applicable;
2. A summary and total amount for program income¹⁷ which may be earned by the proposed project;
3. A summary of the indirect rates applied the proposed budget and their base of application across Administration, Activity, ITSH, and Commodity Food Purchases expenses; and
4. A summary of the Monitoring and Evaluation (M&E) Budget. For example: The M&E budget for FD’s project is \$465,000 or **3.6%**¹⁸ of the total operating budget (Grand Total Costs) (excluding cost share) of \$13,086,554.
5. A summary of the local and regional procurement budget. For example: FD’s local procurement budget is \$2,825,012 or **11%** of the total federal obligation of \$25,133,711. This table is comprised of costs found within multiple line items throughout the budget summary. For example, the Salaries/Personnel total below (\$484,103) is a portion of costs found in the “Administration” and “ITSH” salaries/personnel and benefit sections which correspond to staff time directly related to local and regional commodity procurement. The Internal Transportation and Warehouse costs in the table below are the portion of those costs which are necessary for local and regional commodities. The Commodity Procurement cost should equal the Commodity Procurement costs in the budget summary; all of those costs may contribute to the required local and regional procurement portion of the award (a recommended target of 10% of the total federal award). Capacity building costs (i.e. Activity costs) and cost share are not allowable as part of this local and regional procurement budget. This LRP budget total figure (\$2,825,012) does not appear on the budget summary.

Summary of Local and Regional Procurement Budget	
Salaries/Personnel (from Administration)	\$273,000
Benefits (from Administration)	\$50,000
Salaries/Personnel (from ITSH)	\$127,000
Benefits (from ITSH)	\$34,103
Internal Transportation	\$854,569
Warehouse	\$196,345
Commodity Procurement	\$1,004,021
ICR on Administration	\$94,791
ICR on ITSH	\$56,798
ICR on Commodity and Food Purchases	\$134,385
Total	\$2,825,012

¹⁷ For further information on program income, see [2 CFR Part 200.1](#), [2 CFR Part 200.307](#), and program specific regulations at [7 CFR Section 1599.12](#)

¹⁸ M&E budget must be at least 3% of the total operating budget.

For initial proposal version of the narrative¹⁹, this section should also include:

1. The organization’s financial capacity;
2. The cost application methodology used for the proposal;
3. A summary of how the budget components will contribute to the implementation of the project; and
4. A description of the overall cost effectiveness of the project.

SECTION 2: ADMINISTRATION

Total Administration Costs: \$5,156,886 (\$5,151,886 in FAS funds, \$5,000 in cost share)

- **Total Direct Costs: \$4,312,455** (\$4,307,455 in FAS funds, and \$5,000 in cost share).
- **Total Indirect Costs: \$844,411**

2.1. Salaries/Personnel²⁰ – Total \$1,479,600

Position	Months	LOE	Base Monthly Salary	Total Salary²¹
Chief of Party (USN)*	60	100%	\$7,500	\$450,000
Finance and Administrative Manager*	60	100%	\$3,250	\$195,000
Accountant	60	100%	\$2,500	\$150,000
HQ Technical Support	60	30%	\$7,200	\$129,600
HQ Agricultural Specialist	30	50%	\$7,000	\$105,000
M & E Manager (TCN)	60	100%	\$7,500	\$450,000
Total				\$1,479,600

*Key personnel

2.2. Fringe Benefits²² – Total \$622,969

Fringe Benefits – Headquarters (HQ), U.S. Nationals (USN) and Third Country Nationals (TCN)²³

¹⁹ The four items should ONLY be included in proposal. Do not include these items in the final negotiated budget narrative.

²⁰ See [2 CFR Part 200.430](#) for cost principle information on compensation.

²¹ For all salary tables in the budget narrative, please note that the table should reflect multiplication across any given row such that Months * LOE * Base Monthly Salary = Total Salary. Where multiple staff members are expected in a position, please notate that under the position column, e.g. Drivers (3). In that example, 3 * Months * LOE * Base Monthly Salary (for one employee) = Total Salary (for all three employees).

²² See [2 CFR Part 200.431](#) for cost principle information on fringe benefits.

²³ 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.”

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. Total HQ Administrative Salaries: \$1,059,600 x .4051 = \$429,244.

Fringe Benefits – Cooperating Country Nationals²⁴ (CCN) 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. This includes:

- Medical Insurance: 6% of annual income
- Social Security: 10.67% of annual income
- Bonus Payments: 16.66% of annual income
- Severance: 9.72% of annual income

Total TCN Fringe Benefits: \$450,000 x 43.05% = \$193,725

2.3. Travel²⁵ – Total \$247,090

International Travel (\$60,043)

FD headquarter 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 guidance. The COP will make 2 international trips to Headquarters in Washington, DC. The total international travel cost estimate is \$60,043. This includes tickets (10 trips at \$3,000 per trip = \$30,000), M&IE (\$15,000), travel visas/processing fees (\$5,043) and lodging (5 nights at \$1,000 per trip = \$10,000).

Local Travel (\$119,926)

FD estimates \$119,926 for quarterly local travel by staff. The estimate includes per diem and miscellaneous costs.

Vehicle Fuel and Rentals (\$67,121)

FD estimates the cost for vehicle fuel for 3 vehicles to be \$40,000. FD plans for vehicle rentals at 10 days/month during high volume periods. Rentals and taxi service are estimated at \$27,121 over the life of the project.

2.4. Professional Services/Contractual²⁶ – Total \$1,031,913

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).

Call Forward Fees (\$125,000)

²⁴ 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.”

²⁵ See [2 CFR Part 200.474](#) for cost principle information on travel costs.

²⁶ Any costs associated with a subrecipient agreement or contract should be provided here. See Procurement Standards found in [2 CFR Part 200](#)

FD has budgeted for call forward fees at \$25,000 per call forward in Y1 – Y4 for a total of \$125,000.

Evaluations (\$725,896)

FD estimates the consultant fee for the Baseline, Midterm, and Final Evaluations to be \$225,000, \$225,000, and \$225,896 respectively. In Y3, a special study will be conducted for \$50,000.

Recruitment (\$15,000)

In Y1 FD will procure the services of an external firm to recruit and hire personnel on a rolling basis based on need. This is estimated at \$10,000. During Y2-4, a total of \$5,000 is estimated for recruitment for anticipated staff turnover.

2.5. Equipment – Total \$90,000 ²⁷

FD plans to purchase three 4x4 vehicles at \$30,000 each totaling \$90,000.

2.6. Supplies²⁸ – Total \$155,497

Appliances (\$99,708)

FD plans to purchase two servers, 12 laptops, 12 computer workstations, and related equipment. FD plans to replace computer equipment transferred from prior projects in year 3. Equipment to be replaced 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, and hardware replacements and replacement of two digital cameras in year 3. 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 budgeted monthly office supply costs are estimated at \$863.30. The costs cover all necessary office supplies 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 Capitol City Office

FD estimates the cost of its project office to be \$630,386. The costs include: rent, office

²⁷ To meet the definition of equipment, each unit should be valued at \$5,000 or greater. See [2 CFR Part 200.313](#)

²⁸ To meet the definition of supplies, each unit should be valued at less than \$5,000. See [2 CFR Part 200.314](#)

upgrades, utilities, generator fuel, office improvements, cleaning and maintenance, bank charges, branding and marking, recruitment, staff development, internet, landline phone service, cell phone services, printing, postage, shipping, vehicle and motorcycle insurance, tax, and software licenses.

2.8. Other – Total \$50,000

Maintenance (\$20,000)

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

Insurance (\$25,000)

FD estimates vehicle insurance to be \$25,000 for the life of the project.

Training (\$5,000)

FD plans for \$5,000 in onboarding and training of staff on FD agreement policies in Y1.

2.9. Cost Share²⁹ – Total \$5,000

FD will provide \$5,000 in in-kind cost share in the form of the time and travel for two headquarters staff to facilitate staff onboarding and training in Y1. This volunteer labor time is valued at \$5,000, with \$2,500 in Admin: Salaries and \$2,500 in Admin: Travel.

2.10. Indirect Costs³⁰ – Administration – Total \$844,411

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 FAS funds and \$5,000 in cost share)

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

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

3.1.1 Salaries/Personnel – \$47,994

Position	Months	LOE	Monthly Salary	Total
Organizational Development Manager	54	17%	\$4,166	\$38,244
3 Organizational Technicians	52	5%	\$1,250	\$9,750

²⁹ See [2 CFR Part 200.306](#) for clarification on what constitutes cost share. Please note IFAD will not consider cost share on indirect costs.

³⁰ See [2 CFR Part 200.414](#) for cost principle information on indirect costs.

Total	\$47,994
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3.1.2 Fringe Benefits – Total \$20,661

Benefits for CCN staff are in accordance with local labor laws and calculated at 43.05% of the employees’ base salary.

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

Subrecipient Global Ag Foods will implement capacity building workshops in Y2-Y4 for a total of \$60,000. FD has selected Global Ag Foods to conduct these workshops based on their unique capabilities and extensive experience working in the Jabari region.

3.1.4 Office – Total \$76,303

FD estimates the cost of the sub-office to be \$76,303. The costs include rent, start-up and closeout costs, utilities, generator fuel, office improvements, and cleaning and maintenance.

3.1.5 Supplies – Total \$20,300

Office supplies are estimated at \$17,300. This includes five laptops (unit price of \$1,000) for \$5,000, one printer for \$300, six tablets (unit price of \$500) for \$3,000 and 12 cell phones (unit price \$750) for \$9,000.

FD will procure 6 motorcycles with a unit cost of \$2,000 for usage 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

Motorcycle fuel for 6 motorcycles at \$225 per month for 52 months divide equally among 4 activities.

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 will host roughly 20 attendees. There will be one event in Years 1 and 5, and two events in Years 2-4. Cost includes venue rental, training materials, per diem, transportation, and accommodations for meeting participants.

Lessons Learned Seminars Workshop (\$7,923)

Each workshop/event will last one day with roughly 50 attendees. These meetings will be held once a year for the life of the project. Cost 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. Cost 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 FAS Funds and \$5,000 in cost share)

3.2.1 Salaries/Personnel – Total \$500,700

Position	Months	LOE	Monthly Salary	Total
Deputy Chief of Party	58	50%	\$8,018	\$232,522
Organizational Development Mgr.	54	18%	\$4,166	\$40,494
Grants Manager	52	100%	\$2,917	\$151,684
3 Organizational Development	52	15%	\$1,250	\$29,250
Agriculture Production Mgr.	55	10%	\$2,500	\$13,750
3 Agriculture Production Technicians	52	10%	\$1,250	\$19,500
Agriculture Marketing and Value Chain	54	10%	\$2,500	\$13,500
Total				\$500,700

3.2.2 Fringe Benefits – Total \$215,551

Benefits for CCN staff are in accordance with local labor laws and calculated at 43.05% of the employees’ base salaries.

3.2.3 Travel – Total \$17,550

Motorcycle fuel for 6 motorcycles at \$225 per month for 52 months divide equally among 4 activities.

3.2.4 Supplies – Total \$3,000

FD will procure 6 motorcycles with a unit cost of \$2,000 for usage 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.

3.2.5 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 will host 25 attendees. Workshops will be held in Years 2-4. Estimate cost per workshop \$5,000.

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

3.2.6 Cost Share – Total \$5,000

Recipients of the “Capacity-Building” grants will provide a 10% cost share totaling \$5,000.

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

3.3.1 Salaries/Personnel – Total \$41,248

Position	Months	LOE	Monthly Salary	Total
Organizational Development Manager	54	5%	\$4,166	\$11,248
Agriculture Marketing and Value Chain	54	15%	\$2,500	\$20,250
3 Organizational Development Technicians	52	5%	\$1,250	\$9,750
Total				\$41,248

3.3.2 Fringe Benefits – Total \$17,757

Benefits for CCN staff are in accordance with local labor laws and calculated at 43.05% of the employees’ base salaries.

3.3.3 Professional Services/Contractual – Total \$750,000

Subrecipient A: \$750,000: To oversee financial lending to local farmers in the river region.

3.3.4 Supplies Total – \$3,000

FD will procure 6 motorcycles with a unit cost of \$2,000 for usage 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.

3.3.5 Travel – Total \$17,550

Motorcycle fuel for 6 motorcycles at \$225 per month for 52 months divide equally among 4 activities.

3.3.6 Other – Total \$146,119

FD will implement financial services workshops in Y2-4 for 50 participants each. Total workshop costs will be \$146,119

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

3.4.1 Salaries/Personnel – Total \$383,000

Position	Months	LOE	Monthly Salary	Total
HQ Agricultural Specialist	60	15%	\$7,000	\$63,000
Agriculture Production Manager	55	80%	\$2,500	\$110,000
3 Agriculture Production Technicians	52	80%	\$1,250	\$156,000
Agriculture Marketing and Value Chain Specialist	54	40%	\$2,500	\$54,000
Total				\$383,000

3.4.2 Fringe Benefits – Total \$163,281

Fringe benefits for cooperating country national staff are in accordance with local labor laws and calculated at 43.05% of the employees’ base salaries. Total \$137,760.

Fringe benefits for HQ employees are calculated at 40.51% of base salary. Total \$25,521.

3.4.3 Supplies – Total \$3,000

FD will procure 6 motorcycles with a unit cost of \$2,000 for usage 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

Motorcycle fuel for 6 motorcycles at \$225 per month for 52 months divide equally among 4 activities.

3.4.5 Professional Services/Contractual – Total \$485,000

FD will execute 3 subrecipient agreements as follows:

Subrecipient A: \$310,000: To provide training to local farmers on water use efficiency.

Subrecipient B: \$50,000: To provide training to local farmers on pest management.

Subrecipient C: \$125,000: To provide training to local farmers on crop rotation.

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.

SECTION 4: COMMODITY AND FOOD PURCHASES Total – \$1,138,406 (in FAS funds)

- **Total Direct Cost: \$1,004,021**
- **Total Indirect Cost: \$134,385**

4.1 Commodity Procurement – Total \$1,004,021

FD anticipates procuring 750 MT of wheat, 22 MT of oil, and 150 MT of rice over the life of the project (LoP). The LoP budget of the project is as follows:

	Wheat		Oil		Rice		Total	
	Total MT	Total Cost	Total MT	Total Cost	Total MT	Total Cost	Total MT	Total Cost
Year 1	300	\$333,300	10	\$10,000	75	\$90,000	385	\$433,300
Year 2	200	\$222,200	5	\$5,000	25	\$30,000	230	\$257,200
Year 3	250	\$246,521	7	\$7,000	50	\$60,000	307	313,521
TOTAL	750	\$802,021	22	\$22,000	150	\$180,000	922	\$1,004,021

4.2 Cash Vouchers³¹ – Total \$0

4.3 Food Vouchers³² – Total \$0

4.4 Cost Share – Total \$0

There is no cost share (cash or in-kind) under Commodity and Food Purchases.

³¹ N/A to McGovern-Dole

³² N/A to McGovern-Dole

4.5 Indirect Costs – Commodity and Food Purchases – Total \$134,385

In accordance with FD’s most recently approved NICRA, indirect costs are estimated at \$134,385.

SECTION 5: INTERNAL TRANSPORTATION, STORAGE AND HANDLING (ITSH)

Total – \$2,931,038 (FAS cash only)

- Total Direct Cost: \$1,970,196
- Total Indirect Cost: \$960,842

5.1 Salaries/Personnel – Total \$469,500

Position	Months	LOE	Monthly Salary	Total Salary
Commodity Manager	60	100%	\$4,000	\$240,000
Logistics Coordinator	54	100%	\$2,500	\$135,000
2 Warehouse Officer	54	50%	\$700	\$37,800
7 Truck Drivers	54	30%	\$500	\$56,700
Total				\$469,500

5.2 Fringe Benefits – Total \$202,120

CCN fringe benefit rate is 43.05% ($\$469,500 * 43.05\% = \$202,119.75$).

5.3 Internal Transportation – Total \$937,951

- Commodities Manager travel = \$5,962
- Warehouse Officer travel (8 field visits) = \$4,659
- Food Monitor travel = \$26,242
- In-country vehicle expenses = \$103,568
 - 1960 km/year*\$0.71/km fuel and oil (\$1,392), (\$5,000) parts, (\$15,000) repair, (\$3,000) registration and insurance (\$1,500) = \$20,892 per year for 4 years
- In-Country Commodity Transportation – Dispatch: $\$120/\text{MT} * 6,390\text{MT} = \$766,800$
- In-Country Commodity Transportation – Retrieval: $\$120/\text{MT} * 64\text{MT} (\text{yrs.1-4}) = \$30,720$

5.4 Professional Services/Contractual – Total \$121,425

- Loading and offloading ($\$6/\text{MT} * 1,278 \text{ MT}/\text{yr.} * 4 \text{ yrs.}$) = \$30,672
- Retrieval and reconstitution ($\$10/\text{MT} * 64\text{MT}/\text{yr.} * 4 \text{ yrs.}$) = \$2,560
- Fumigation $\$6,212 * (\text{twice per yr.}) * 4 \text{ yrs.}$ = \$49,696
- Security at warehouse (for 5 yrs.) = \$35,416
- Security system contract (for 5 yrs.) = \$2,548
- Audit and legal services = \$533

5.5 Warehouse – Total \$239,200

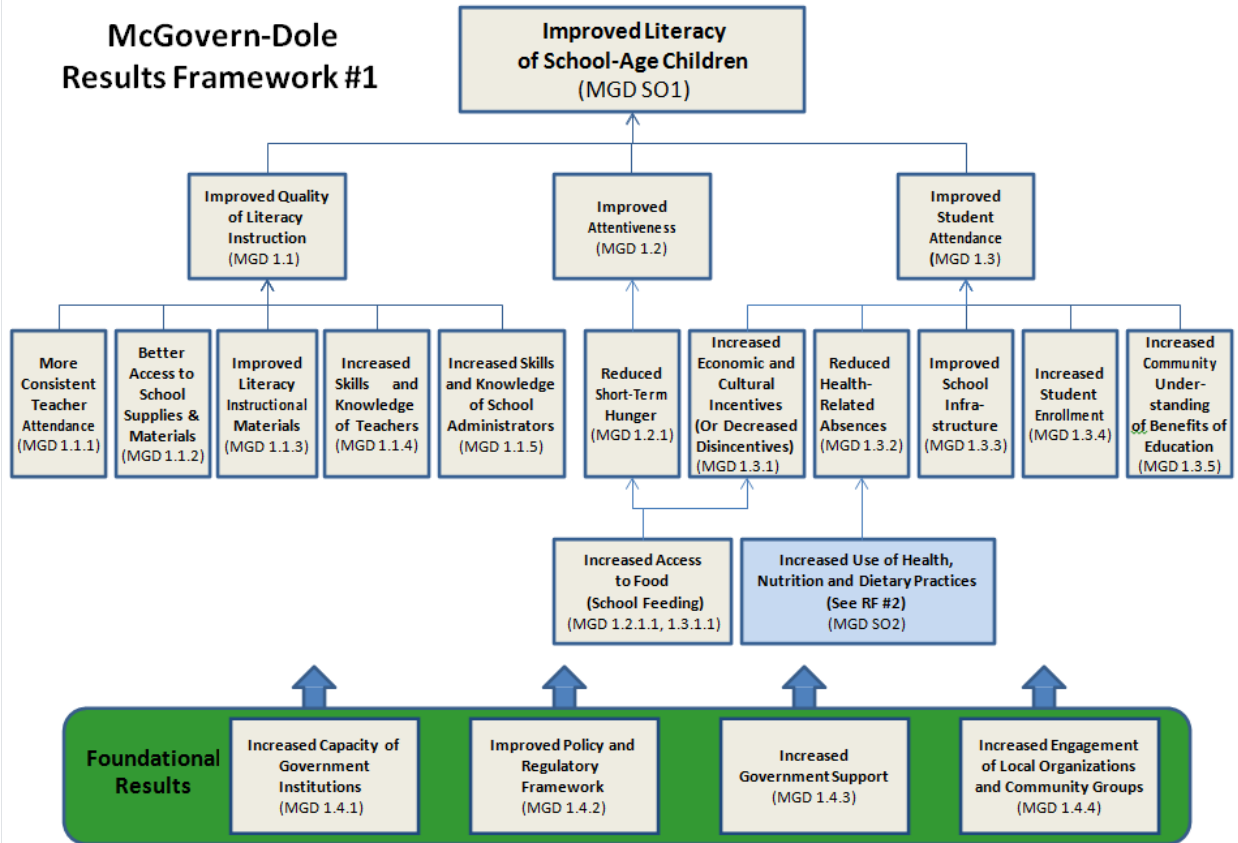
Warehouse rent (\$2,000 per month for 54 months*2 warehouses) \$216,000, four laptops for staff use (\$1,000 per laptop) \$4,000, office supplies (\$100 per month for 54 months) \$5,400,

bank fees (\$200 per month for 54 months) \$10,800, and cleaning supplies (\$3,000). Estimated costs: \$239,200

Indirect Costs – ITSH – Total \$960,842

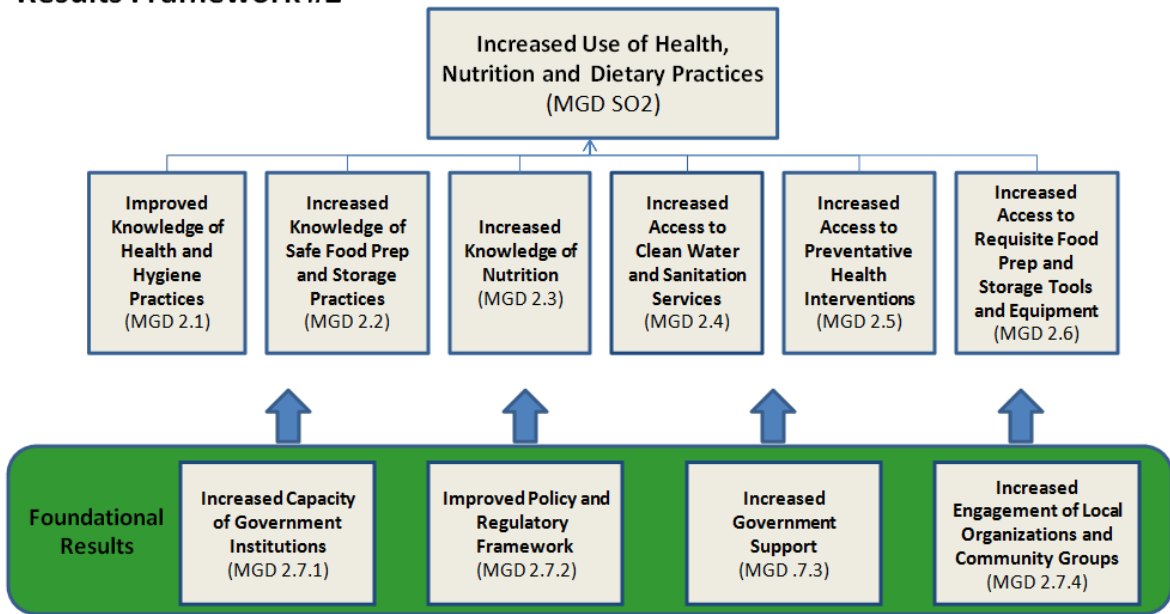
FD will charge \$960,842 in indirect costs according to its NICRA agreement.

APPENDIX F – Results Framework and Illustrative Examples of Foundational Results



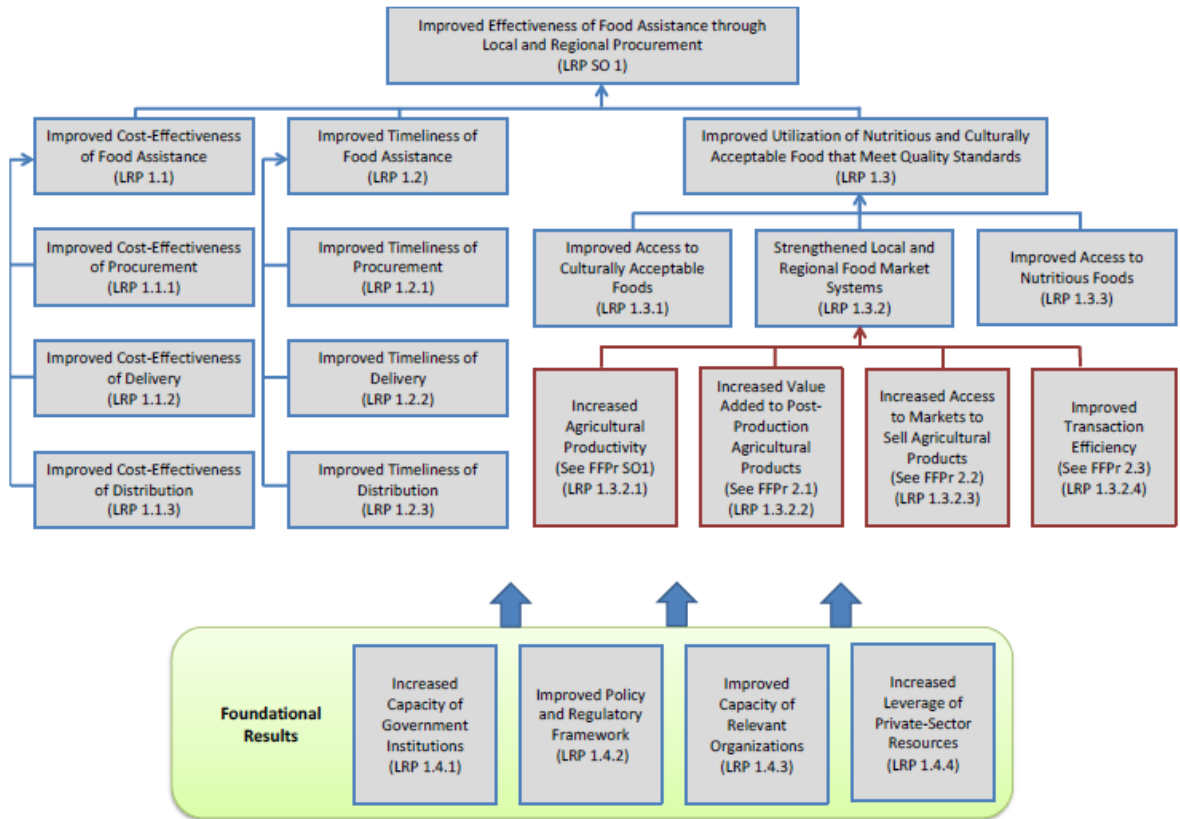
A Note on Foundational Results: These results can feed into one or more higher-level results. Causal relationships sometimes exist between foundational results.

McGovern-Dole 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.

LRP Results Framework



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

Illustrative Examples of Foundational Results

Increased Capacity of Government Institutions

Improved Policy and Regulatory Framework

Increased Government Support

Increased Engagement of Local Organizations and Community Groups

More Consistent Teacher Attendance	<p>WHAT: Build local skills, knowledge and tools necessary to monitor teacher attendance and address constraints.</p> <p>HOW: Development of tools, processes and procedures for tracking and reporting; Assessments of constraints and plans to remove barriers/increase incentives.</p>	<p>WHAT: Support the development, implementation and enforcement of policies and regulations that lead to more consistent teacher attendance.</p> <p>HOW: Help school officials draft attendance policies for teachers, including reporting and enforcement procedures.</p>	<p>WHAT: Increase government support for teachers through increased teacher salaries, hiring of more teachers, providing improved benefits to teachers.</p> <p>HOW: Help school officials advocate for more teachers or for increases to teacher salaries.</p>	<p>WHAT: Increase ability of communities, including parents, PTAs, local community groups and the private sector to have an impact on the consistency of teacher attendance.</p> <p>HOW: Train as teacher's aids and/or substitute teachers; increase awareness of attendance through newsletters; empower communities to help address obstacles - e.g. housing, transport.</p>
Better Access to School Supplies and Materials	<p>WHAT: Build local skills, knowledge and tools to ensure students and teachers have the supplies and materials they need, such as books, paper, pencils, chalk, blackboards, etc.</p> <p>HOW: Developing tools and procedures for assessing needs and coordinating procurement and delivery of materials on a timely basis.</p>	<p>WHAT: Development of ministry policies and guidance regarding the minimum ratio of supplies in a classroom to teachers/or students.</p> <p>HOW: Work with school officials to analyze supply needs and build appropriate and practical policies.</p>	<p>WHAT: Increase in government funding for school supplies and materials.</p> <p>HOW: Helping school officials collect and analyze data on essential school supplies, so that they can advocate for increased budgetary support.</p>	<p>WHAT: Increase the capacity of the community to support the availability of classroom supplies and materials.</p> <p>HOW: Teach PTAs how to hold fundraising events and partner with and solicit donations from private companies and organizations.</p>
Improved Literacy Instructional Materials	<p>WHAT: Increase the capability of education staff (e.g. MoE) to revise or strengthen literacy instructional materials.</p> <p>HOW: Provide training to staff on curriculum development or partner with institutions to create supplemental teaching materials.</p>	<p>WHAT: Create or strengthen policies and guidance regarding the quality of literacy education, which would mandate improvements to literacy curricula and instructional materials.</p> <p>HOW: By providing technical support to ministry of education officials on international best practices for youth literacy education.</p>	<p>WHAT: Increases in the budget for development of literacy curriculum and/or the purchase of new books for teachers and students.</p> <p>HOW: Help MOE officials assess the cost to develop or procure the improved instructional material for a district, region or nation.</p>	<p>WHAT: Increase the ability of the community to advocate for improvements to literacy materials, including the curriculum.</p> <p>HOW: By holding town hall meetings to discuss changes to the curriculum and providing an opportunity for community input.</p>
Increased Skills and Knowledge of Teachers	<p>WHAT: Building the capacity of school administrators to provide training and support to teachers.</p> <p>HOW: By working with school administrators to develop teacher assessment tools or by collaborating with school officials to develop a training program for teaching basic literacy to children.</p>	<p>WHAT: Development and implementation of policies regarding the minimum qualifications and/or training required for teachers.</p> <p>HOW: Work with administrators to establish basic skill sets that teachers must have (hiring requirements) or must acquire through in-service training to teach literacy.</p>	<p>WHAT: Increase budgets for training teachers.</p> <p>HOW: Work with officials to assess the cost of training teachers, establishing a teacher training college, developing a new training curriculum, etc., so that they can include it in their budget requests.</p>	<p>WHAT: Increase the ability of communities to advocate for qualified teachers and support the needs of teachers to get the training they need.</p> <p>HOW: Train PTAs on how to advocate for better trained teachers and introduce them to fundraising techniques that they can use to raise money to support teacher training.</p>
Increased Skills and Knowledge of School Administrators	<p>WHAT: Building the capacity of school administrators to give principals and school managers the training and guidance they need to support effective literacy education programs.</p> <p>HOW: By training a cadre of district level school supervisors to be able to train school principals on methods for assessing the strengths of their schools' teachers and ways to coach them to improve.</p>	<p>WHAT: Development and implementation of policies regarding the minimum qualifications and/or training required for principals and school administrators.</p> <p>HOW: Work with ministry of education officials to establish basic skill sets that principals must have (hiring requirements) or must acquire through in-service training.</p>	<p>WHAT: Increase budgets for training principals and/or hiring more qualified principals</p> <p>HOW: Work with officials to assess the cost of training principals, developing a new training course for principals, etc., so that they can include it in their budget requests.</p>	<p>WHAT: Increase the ability of communities to advocate for qualified principals and support the needs of principals to get the training they need.</p> <p>HOW: Train PTAs on how to advocate for better trained principals and introduce them to fundraising techniques that they can use to raise money to support the skills development of principals in their schools.</p>

APPENDIX G – 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. Please use the subject line “Past Performance Reference for [Proposal Name]”. FAS will confirm receipt of reviews submitted via PPDED@usda.gov. FAS may contact the reference organization/personnel for verification.

PART I: Award Information (to be completed by Applicant)
1. Name of Applicant’s Organization
2. 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 or 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:

PART II Performance Assessment (to be completed by Reference Organization)
1. Contact Name (person(s) completing this document):
2. Title:
3. Name and address of organization:
4. Phone number:
5. Email address:
PART III: Performance Assessment (to be completed by Reference Organization)
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 H – Available Commodities for FY 2022 Food Aid Solicitations

(Applicable to both McGovern-Dole and Food for Progress Programs)

For specific questions related to commodities, please contact PPDED@usda.gov

For additional commodity specifications please visit:

<https://www.ams.usda.gov/services/international-procurement/commodity-requirements>

Commodities are subject to change, based on price and availability. Quarterly International Commodity Procurement Awards are available here:

<https://www.ams.usda.gov/reports/international-commodity-procurement-information>

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
Extra Fancy Tallow	Soybean Oil
Fortified Rice, 2/7 Long Grain, Well Milled	Soy-Fortified Bulgur
Fortified Rice, 2/7 Medium Grain, Well Milled	Soy-Fortified Cornmeal
Fortified Rice, 3/15 Long Grain, Well Milled	Split Yellow Peas

Fortified Rice, 3/15 Medium Grain, Well Milled	Super Cereal Plus
Fortified Rice, 5/20 Long Grain, Well Milled	Sunflower Seed Oil
Fortified Rice, 5/20 Medium Grain, Well Milled	Technical Tallow
Great Northern Beans	Vegetable Oil
Green Peas	Vegetable Oil Substitutable
Green Split Peas	Well Milled, Long Grain Rice 2/7
Hard Milled Long Grain Rice	Well Milled, Long Grain Rice 3/15
Hard Red Spring Wheat	Well Milled, Long Grain Rice 5/20
Hard Red Winter Wheat	Well Milled, Medium Grain Rice 5/20
Kabuli Garbanzo Beans	Whole Green Peas
Lentils	Whole Yellow Peas
Lipid Based Nutrient Supplement (LNS SF)	Yellow Corn
Milled Rice	Yellow Grease
	Yellow Soybeans

Appendix I – Instructions for Completing the SF-424A

For FY2022, McGovern-Dole program applicants will be required to fill out and submit a copy of the SF-424A, available on Grants.gov at: <https://www.grants.gov/web/grants/forms/sf-424-family.html>. This form should be uploaded, along with the proposal, as an attachment in FAIS. This form will be required IN ADDITION to the Attachment C-1 budget summary.

The SF-424A form should be filled out using the same information provided in your budget summary and budget narrative. Please note that Sections A-C will ONLY include the amounts from the project operating budget (administrative costs cash portion). The total Federal award amount, including Commodity Cost and Freight Cost, will be captured under SECTION F - OTHER BUDGET INFORMATION: 23. Remarks.

SECTION A - BUDGET SUMMARY:

- **Grant Program Function or Activity (a):** Insert each of the applicable expense types in the four boxes for this section: 1) Administration, 2) Activities, 3) Commodity and Food Purchases, 4) and ITSH.
- **Catalog of Federal Domestic Assistance Number (b):** For the McGovern-Dole program, the CFDA is: 10.608. Enter this number in this column for each expense type.
- **Estimated Unobligated Funds (c) & (d):** These sections will be left blank for new applications.
- **New or Revised Budget (e) and (f):** Insert the totals for each of the applicable expenses in these sections. Federal totals should be entered under column (e) and non-Federal (cost share/match) amounts should be entered under column (f).
- **Totals (column (g) and row 5):** Calculate the totals of columns (e) and (f) for each expense type. Please note this total will auto calculate when using the Grants.gov form.

SECTION B - BUDGET CATEGORIES:

- **Object Class Categories:** Enter the same expense types (i.e., Administration, Activities, Commodity and Food Purchases, and ITSH) in the column headings for Section 6. Please note these headers will auto fill when using the Grants.gov form. For each expense type, enter the total expenses for each class category (e.g., Personnel, Fringe Benefits, Travel, etc.) and sum the amounts in column 5 and row K.

FAS is providing the following guidance to assist applicants in transferring their budget requests from the current budget documents to the SF-424A:

- **Administration Expenses**

- a) Personnel: Enter the total for all Administration Salaries expenses
 - b) Fringe Benefits: Enter the total for all Administration Benefits expenses
 - c) Travel: Enter the total for all Administration Travel expenses
 - d) Equipment: Enter the total for all Administration Equipment expenses
 - e) Supplies: Enter the total for all Administration Supplies expenses
 - f) Contractual: Enter the total for all Administration Professional Services expenses
 - g) Construction: Leave blank
 - h) Other: Enter the total for all Administration Office and Other expenses
 - i) Indirect Charges: Enter the total for all Administration Indirect expenses
- **Activities Expenses**
 - a) Personnel: Enter the total for all Activities Salaries expenses
 - b) Fringe Benefits: Enter the total for all Activities Benefits expenses
 - c) Travel: Enter the total for all Activities Travel expenses
 - d) Equipment: Enter the total for all Activities Equipment expenses
 - e) Supplies: Enter the total for all Activities Supplies expenses
 - f) Contractual: Enter the total for all Activities Professional Services expenses
 - g) Construction: Leave blank
 - h) Other: Enter the total for all Activities Office and Other expenses
 - i) Indirect Charges: Enter the total for all Activities Indirect expenses
- **Commodity and Food Purchase Expenses**
 - a) Personnel: Leave blank
 - b) Fringe Benefits: Leave blank
 - c) Travel: Leave blank
 - d) Equipment: Leave blank
 - e) Supplies: Leave blank
 - f) Contractual: Leave blank
 - g) Construction: Leave blank
 - h) Other: Enter the total for all Commodity Procurement expenses
 - i) Indirect Charges: Enter the total for all Commodity and Food Purchase Indirect expenses
- **Internal Transportation, Storage, and Handling (ITSH) Expenses**
 - a) Personnel: Enter the total for all ITSH Salaries expenses
 - b) Fringe Benefits: Enter the total for all ITSH Benefits expenses
 - c) Travel: Enter the total for all ITSH Travel expenses
 - d) Equipment: Enter the total for all ITSH Equipment expenses
 - e) Supplies: Enter the total for all ITSH Supplies expenses
 - f) Contractual: Enter the total for all ITSH Professional Services expenses
 - g) Construction: Leave blank
 - h) Other: Enter the totals for all ITSH Transportation, Warehouse, and Other expenses
 - i) Indirect Charges: Enter the total for all ITSH Indirect expenses
- **Program Income:** Applicants should list all applicable program income here. This amount includes, but is not limited to, income from: fees for services performed, the use or rental of

real or personal property acquired under a Federal award, the sale of items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds.

FAS is providing the following guidance to assist applicants in categorizing costs:

- a. Personnel:** Costs of employee salaries and wages. For each staff person, provide the name (if known), title, time commitment to the project as a percentage of a full-time equivalent (FTE), annual salary, and grant funded salary. Do not include the costs of consultants, subgrants or contractors. Consultants, subgrants and contractors are to be included under “Contractual.”
- b. Fringe Benefits:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, **attach a copy of the negotiated fringe benefit agreement.** If no rate agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses. (Attach the agreement to the application package.) For foreign entities this may not apply.
- c. Travel:** Costs of project-related travel by employees of the applicant organization (do not include costs of sub-contractor, subgrantees or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc.
- d. Equipment:** Any article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) \$5000. For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

NOTE 1: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit

insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

NOTE 2: Prior to the purchase of equipment in the amount of \$5000 or more per unit cost, the Recipient must obtain the written approval from FAS, unless the equipment was approved in the initial award. The Recipient shall maintain an annual inventory, which will include a brief description of the item, serial number and amount of purchase for equipment purchased with grant funds, or received under a grant, and having a \$5000 or more per unit cost. The inventory must also identify the sub-award under which the equipment was purchased. Maintenance and insurance will be the responsibility of the Recipient. Title of equipment will remain with the Recipient until closeout when disposition will be provided in writing by FAS within 120 days of submission of final reports.

- e. **Supplies:** Supplies are tangible personal property other than that included in the equipment category 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. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested. A computing device is a supply.

- f. **Contractual:** Costs of all contracts for services and goods that further the work of the project. Do not put sub-contractors, sub-awardees, and/or sub-grantees that do not perform work to further the project. This includes the types of sub-contractors, sub-awardees, and/or sub-grantees that work for the Prime awardee exclusively, (i.e., landscapers, trash collectors, etc.) These costs belong under other cost categories such as equipment, supplies, construction, other, etc.
 - Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations. Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed sub-contractor work and the cost of each sub-contractor. Provide a detailed budget for each sub-contractor that is expected to perform work estimated to be \$25,000 or more, or 50% of the total work effort, whichever is less.
 - Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative.
 - Provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant;

names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the applicant, if any.

- All required flow down provisions in the award must be included in any subcontract.
 - In this section also include subgrantees. Provide information for each planned subgrant. Identify each planned subawardee and its total proposed budget. Include a brief description of the work to be performed.
- g. **Other Direct Costs:** Any other items proposed as direct costs that do not fall under the budget categories listed above. Provide an itemized list with costs and state the basis for each proposed item.
- h. **Indirect Costs:** If indirect costs are included in the budget, include in the budget narrative a description of how the indirect costs were calculated. Include the following information:
- Indirect cost percentages used;
 - Indirect cost base;
 - How the indirect cost base was calculated;
 - How the indirect cost was calculated.

Foreign public entities and foreign organizations may request, and upon approval from FAS use the de minimis rate of 10%, or some other rate in excess of the de minimis rate of 10%, up to 13%, if there is historical evidence that such a rate has been used in the past. However, if the foreign entity has a valid Negotiated Indirect Cost Rate Agreement it may be used.

Attach a copy of the latest indirect cost rate agreement negotiated with a cognizant federal agency. If the applicant is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the award. If the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Any non-federal entity that has never received a negotiated indirect cost rate (except for those non-federal entities described in [Appendix VII to Part 200](#) States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in [§200.403](#) Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. For more information, see [2 CFR Part 200.414](#).

SECTION C - NON-FEDERAL RESOURCES

- Applicants should list the amount of cost share and/or matching funds for each expense category.
- **Grant Program (a):** Enter the same expense types (i.e., Administration, Activities, Commodity and Food Purchases, and ITSH) in these rows.
- **Applicant (b):** Enter the total amount of cost share/matching funds that your organization will be providing for each applicable category.
- **State (c):** Enter the total amount of cost share/matching funds that will be provided by the state for each applicable category.
- **Other Sources (d):** Enter the total amount of cost share/matching funds to be provided by other sources for each applicable category.
- **TOTALS (column (e) and row 12):** Calculate the totals for each row and column.

SECTION D - FORECASTED CASH NEEDS

- This is an optional section that does not need to be filled out. Leave all items blank.

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

- This is an optional section that does not need to be filled out. Leave all items blank.

SECTION F - OTHER BUDGET INFORMATION

- **Direct Charges:** Leave blank.
- **Indirect Charges:** Leave blank.

- **Remarks:** Enter the totals for: Commodities, Freight, Admin. cash, and the total Federal award amount.

Appendix J – SF-424A Example

[View Burden Statement](#)

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Administration	10.608	\$ <input type="text"/>	\$ <input type="text"/>	5,151,866.00	\$ 5,000.00	\$ 5,156,866.00
2. Activities	10.608	<input type="text"/>	<input type="text"/>	3,865,244.00	5,000.00	3,870,244.00
3. Commodity and Food Purchases	10.608	<input type="text"/>	<input type="text"/>	1,138,406.00	0.00	1,138,406.00
4. Internal Transportation, Storage and Handling	10.608	<input type="text"/>	<input type="text"/>	2,931,038.00	0.00	2,931,038.00
5. Totals		\$ <input type="text"/>	\$ <input type="text"/>	13,086,554.00	\$ 10,000.00	\$ 13,096,554.00

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Administration	(2) Activities	(3) Commodity and Food Purchases	(4) Internal Transportation, Storage and Handling	
a. Personnel	\$ 1,479,600.00	\$ 972,942.00	\$ 0.00	\$ 469,500.00	\$ 2,922,042.00
b. Fringe Benefits	622,969.00	417,250.00	0.00	202,120.00	1,242,339.00
c. Travel	247,090.00	70,200.00	0.00	0.00	317,290.00
d. Equipment	90,000.00	0.00	0.00	0.00	90,000.00
e. Supplies	155,497.00	29,300.00	0.00	0.00	184,797.00
f. Contractual	1,031,913.00	1,295,000.00	0.00	121,425.00	2,448,338.00
g. Construction	0.00	0.00	0.00	0.00	0.00
h. Other	680,386.00	547,839.00	1,004,021.00	1,177,151.00	3,409,397.00
i. Total Direct Charges (sum of 6a-6h)	4,307,455.00	3,332,531.00	1,004,021.00	1,970,196.00	\$ 10,614,203.00
j. Indirect Charges	844,411.00	532,713.00	134,385.00	960,842.00	\$ 2,472,351.00
k. TOTALS (sum of 6i and 6j)	\$ 5,151,866.00	\$ 3,865,244.00	\$ 1,138,406.00	\$ 2,931,038.00	\$ 13,086,554.00
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Administration	\$ 5,000.00	\$	\$	\$ 5,000.00
9.	Activities	5,000.00			5,000.00
10.	Commodity and Food Purchases	0.00			0.00
11.	Internal Transportation, Storage and Handling	0.00			0.00
12. TOTAL (sum of lines 8-11)		\$ 10,000.00	\$	\$	\$ 10,000.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b)First	(c) Second	(d) Third	(e) Fourth
16.	Administration	\$	\$	\$	\$
17.	Activities				
18.	Commodity and Food Purchases				
19.	Internal Transportation, Storage and Handling				
20. TOTAL (sum of lines 16 - 19)		\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
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23. Remarks:	Project includes funds for commodities (\$6,977,157) freight (\$5,070,000), and admin. cash (\$13,086,554) resulting in a total federal award amount of \$25,133,711.		