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OMB #0503-0028
Expiration: 10/31/2027

FOOD FOR PEACE NOTICE OF FUNDING OPPORTUNITY FISCAL YEAR 2025

Table of Contents

1. Basic Information	3
1.1 Executive Summary	3
1.2 Federal Agency Name	3
1.3 Funding Opportunity Title	4
1.4 Announcement Type	4
1.5 Funding Opportunity Number	4
1.6 Assistance Listing Number	4
1.7 Funding Details	4
1.8 Key Dates	4
1.9 Estimated Period of Performance:	4
2.0 Agency Contact Information	4
2. Eligibility	5
2.1 Eligible Applicants	5
2.2 Eligibility Threshold Criteria	5
2.3 Substantial Compliance	5
2.4 Evidence of Eligibility	5
2.5 Funding Restrictions	5
2.6 Multiple Applications	6
2.7 Cost Share/Match Requirement	6

3.	Program Description	6
3.1	Authorizing Statutes and Regulations	7
3.2	Type of Assistance Instrument	7
4.	Application Contents and Format	8
4.1	Technical Application Format	8
4.2	Full Application	12
4.3	Specific Application Formats	21
4.4	Electronic Signatures	21
4.5	Proprietary Information	21
4.6	Other Application Information	21
5.	Submission Requirements and Deadlines	22
5.1	Address to Request Application Package	22
5.2	Unique Entity ID and System for Award Management (SAM)	22
5.3	Submission Instructions	22
5.4	Submission Dates and Times	22
5.5	Intergovernmental Review	22
6.	Application Review Information	23
6.1	Eligibility Threshold Review	23
6.2	Review Criteria	24
6.3	Review and Selection Process	26
6.4	Risk Review	26
7.	Award Notices	27
8.	Post-Award Requirements and Administration	27
8.1	Administrative and National Policy Requirements	27
8.2	Post-Award Performance Expectations	28
8.3	Reporting	28
8.4	Monitoring	29
8.5	Conflict of Interest	29
8.6	Mandatory Disclosures	29
9.	Other Information	29
9.1	Extensions	29
9.2	No Awards	29
9.3	SAM.gov Registration Instructions	30

9.4 Faith-Based Organizations	30
APPENDIX A – Budget Summary.....	32
APPENDIX B – Budget Narrative	35
APPENDIX C – Eligible Commodities.....	46
APPENDIX D – Past Performance Review Template	47
APPENDIX E – USDA Branding and Marketing Guidance.....	48

1. Basic Information

1.1 Executive Summary

The United States Department of Agriculture (USDA), Foreign Agricultural Service (FAS), International Food Assistance Division, announces this funding opportunity to support Food for Peace, Title II (FFP) by issuing new awards. USDA/FAS will only accept applications for FFP programs in the following countries: Democratic Republic of the Congo, El Salvador, Ethiopia, Guatemala, Haiti, Kenya and Rwanda.

This funding opportunity is to provide immediate emergency food assistance of U.S. agricultural commodities. It also advances President Trump’s commitment to ensure that international assistance delivers a measurable return on investment for the American people and that the benefits of U.S. food assistance flows back to America’s hardworking taxpayers, farmers, ranchers and producers who make this assistance possible. USDA’s America First approach to international food assistance requires all partners of its international assistance programs to adopt the following reforms:

1. Commodities procured must be 100% U.S. origin.
 - a. USDA is committed to bring Food for Peace back to its core functions to support American Farmers feeding the world’s hungriest. All food provided under this program should be U.S.-grown and produced (see [Appendix C Eligible Commodities](#)). Cash and food vouchers will not be provided under these awards.
2. Strict accountability measures to prevent fraud, waste, abuse, and diversion will be instituted.
 - a. Every U.S. taxpayer dollar must be traceable to prevent fraud, waste and abuse of U.S. commodities and funds. Continued compliance measures must be in place with strict accountability measures. Ensuring that U.S.-grown commodities reach their intended beneficiaries and save lives is of the highest importance to USDA.
3. Long-term dependency on foreign aid will be reduced.
 - a. USDA will regularly monitor and evaluate projects on the ground with the goal of offboarding and graduating projects, ensuring that Title II funding prioritizes emergency and in-need geographies rather than forever aid countries.

1.2 Federal Agency Name

United States Department of Agriculture, Foreign Agricultural Service

1.3 Funding Opportunity Title

Food for Peace Program, Title II

1.4 Announcement Type

New Announcement

1.5 Funding Opportunity Number

USDA-FAS-10.624-0700-25(696) – Rwanda

USDA-FAS-10.624-0700-25(519) – El Salvador

USDA-FAS-10.624-0700-25(520) – Guatemala

USDA-FAS-10.624-0700-25(521) – Haiti

USDA-FAS-10.624-0700-25(6601) – Democratic Republic of the Congo

USDA-FAS-10.624-0700-25(663) – Ethiopia

USDA-FAS-10.624-0700-25(615) – Kenya

1.6 Assistance Listing Number

10.624 Food for Peace, Title II

1.7 Funding Details

Total Available Federal Funding: \$357,000,000

USDA expects to issue individual awards in the amount of \$20 million to \$200 million, which must include commodity, freight, and project operation costs.

Anticipated Number of Awards: 7-14

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

1.8 Key Dates

Deadline for Question Submission: 06-03-2026 at 5:00:00 PM EST

Application Submission Deadline: 06-12-2026 at 5:00:00 PM EST

1.9 Estimated Period of Performance:

18 to 24 months

2.0 Agency Contact Information

For all inquiries, contact:

Foreign Agricultural Service, International Food Assistance Division, Food for Peace Program

Email Address: foodforpeace@usda.gov

Subject for Emails: Food for Peace

2. Eligibility

2.1 Eligible Applicants

In accordance with the Food for Peace authorizing legislation, [7 U.S.C. § 1722\(a\)](#), public or private organizations, including intergovernmental organizations and other multilateral organizations, are eligible Applicants.

All Applicants must have an active registration in the U.S. Government System for Award Management (www.sam.gov) before the application submission deadline. Applicants with inactive, expired, pending, or excluded listings will be deemed ineligible. Requests for exceptions, waivers, or extensions will not be considered. More information about SAM.gov registration can be found in [Section 9.3: SAM.gov Registration Instructions](#). If an award is made, SAM registration must be maintained throughout the life of the project.

USDA will not accept applications from, or provide resources to individuals, parastatal organizations, or U.S. Government departments and agencies. Additionally, USDA will not make awards to foreign governments.

2.2 Eligibility Threshold Criteria

Applicants must demonstrate existing capacity to distribute emergency food assistance within the beneficiary country or experience with implementing emergency food assistance programs in an international emergency context.

2.3 Substantial Compliance

All applications will be reviewed for eligibility and must meet the eligibility requirements described above. Applicants that fail to meet the threshold of eligibility will be deemed ineligible for funding consideration and will be notified within 14 calendar days of the ineligibility determination.

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

2.4 Evidence of Eligibility

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

2.5 Funding Restrictions

Funds may not be used in any manner that is prohibited by applicable regulations, including [2 CFR Part 200](#) and [2 CFR Part 400](#). Awards issued pursuant to this Notice of Funding Opportunity may only be used for the purpose set forth in the award, consistent with the statutory

authority for the award. Capital expenses, such as the purchase of equipment not entirely attributable to this award, must be pro-rated.

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

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

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

2.6 Multiple Applications

An Applicant may not submit more than one concept paper per country but may submit more than one concept paper in response to this NOFO and may be offered more than one award.

2.7 Cost Share/Match Requirement

Applicants are encouraged to include matching grants from private sector actors and non-profit entities to spur accelerated assistance and to produce multiplier effects throughout the emergency assistance interventions. Please see [Full Application \(see section 4.2\)](#) and [Review Criteria \(section 6.2\)](#) for further details on what will be considered as cost share and how it will be considered during the review of the full application package.

3. Program Description

The Food for Peace, Title II Program, will be administered by USDA in consultation with the Department of State – and will complement USDA’s existing international food assistance programs.

The principal objective of the Food for Peace, Title II Program is to furnish U.S. agricultural commodities on behalf of the people of the United States to address famine, food crises, and acute food insecurity in which at least one of the following criteria are met:

- At least 20 percent of households have significant food consumption gaps or are

marginally able to meet minimum food needs only with irreversible coping strategies such as liquidating livelihood assets (i.e. Integrated Phase Classification level 3);¹

- Food insecurity is reasonably attributed to sudden-onset or deteriorating conditions, resulting from armed conflict, violence, and hazardous environmental events; or
- The severity of the crisis exceeds existing local and international capacities to respond and therefore, UNHCR has issued a formal emergency declaration, signaling the need for an urgent and exceptional response.²

Under this Notice of Funding Opportunity, USDA/FAS will only accept applications for the following seven countries: Democratic Republic of the Congo, El Salvador, Ethiopia, Guatemala, Haiti, Kenya, and Rwanda.

This funding opportunity is to provide immediate emergency food assistance using U.S. agricultural commodities, for which:

1. Commodities procured must be 100% U.S. origin.
 - a. USDA is committed to bringing Food for Peace back to its core function supporting American Farmers feeding the world's hungriest. All food provided under this program should be U.S.-grown and produced (see Appendix C Eligible Commodities). Cash and food vouchers will not be provided under these awards.
2. Strict accountability measures to prevent fraud, waste, abuse, and diversion shall be instituted.
 - a. Every U.S. taxpayer dollar must be traceable to prevent fraud, waste and abuse of U.S. commodities and funds. Continued compliance measures must be in place with strict accountability measures. Ensuring that U.S.-grown commodities reach their intended beneficiaries and save lives is of the highest importance to USDA.
3. Long-term dependency on foreign aid will be reduced.
 - a. USDA will regularly monitor and evaluate the projects on the ground with the goal of offboarding and graduating projects, ensuring that Title II prioritizes emergency and in-need geographies rather than forever aid countries.

3.1 Authorizing Statutes and Regulations

[Title II, Public Law 83-480, Agricultural Trade and Development Assistance Act of 1954, as amended, \(7 U.S.C. §§ 1721, et seq.\)](#)

[Public Law 119-37, Continuing Appropriations, Agriculture, Legislative Branch, Military Construction and Veterans Affairs, and Extensions Act, 2026](#)

Awards to Applicants other than foreign public entities will also be subject to [2 CFR Part 200](#) as supplemented by [2 CFR Part 400](#), 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.

3.2 Type of Assistance Instrument

¹ <https://www.ipcinfo.org/ipcinfo-website/ipc-overview-and-classification-system/en/>

² <https://www.unhcr.org/where-we-work/emergencies>

USDA/FAS anticipates that Grant Agreements will be funded pursuant to this funding opportunity.

In this type of agreement, the recipient is expected to implement the project autonomously with little programmatic involvement from USDA/FAS. However, USDA/FAS maintains an oversight role, and the recipient must ensure that USDA/FAS is kept apprised of challenges, obstacles, and progress under the project.

4. Application Contents and Format

Application Submission Procedures

USDA/FAS will follow a multi-phase merit review process:

1. Technical Application (Concept Paper); and
2. Full Application

The first phase of the application process is the submission of a Concept Paper to USDA/FAS. Following the Concept Paper review, USDA/FAS will notify Applicants whether they are selected for the second round to submit a Full Application. USDA/FAS will clearly communicate the timeline of these application components and award phases to the Applicants. Neither submission of a Concept Paper nor receiving an invitation to write a full application will guarantee funding from USDA.

4.1 Technical Application Format

Concept Paper (10-13 pages maximum). Excess pages exceeding the limits prescribed in this section will not be considered for review. USDA will only review complete Concept Paper submissions.

A Concept Paper submission package must include the following to be considered complete:

- 1) Needs Assessment and Gap Analysis (1-2 pages)
 - 2) Technical Approach, Activities, and Oversight (4-5 pages)
 - 3) Budget Overview (1 page)
 - 4) Commodity Table (1-2 pages)
 - 5) Map of the Proposed Target Areas (1 page)
 - 6) Past Performance (1-2 pages)
-
- 1) *Needs Assessment and Gap Analysis* (1 -2 pages)

Provide a problem statement of the acute food insecurity or nutrition crisis, and the severity of current and projected household-level food insecurity. Please refer to IPC1 (integrated Food Security Phase Classification) as a baseline for the food insecurity level. Include the scale and context: How many people are affected and how severely in the targeted geographic area? Who among the targeted geographical area is most affected? How does that

compare to the overall population in the targeted geographic area? Provide data and data sources to support the analysis.

Provide a gap analysis of unmet needs that outlines opportunities for coordination and collaboration with other entities providing assistance. What are the food insecurity and global acute malnutrition rates? What other humanitarian, development, or social protection interventions are already being implemented in the proposed geographic area that have significant food security and nutrition implications for the proposed target populations? What needs are currently being met and unmet? How will the Applicant coordinate food and nutrition security activities with other donors, humanitarian organizations, government entities, and community members to leverage resources, maximize impact, and avoid duplication? To what extent and in what ways are these dynamics anticipated to change over the life of the proposed project?

2) *Technical Approach, Activities, Oversight* (4-5 pages):

Provide the vision and approach of proposed activities to address the food and nutrition security problems identified in the problem statement. Identify intended beneficiaries and the targeting criteria used to select them. Detail the timeline for the proposed project³. Please be creative and innovative, showing efficiency throughout the proposed project approach and accountability of U.S. taxpayer funding.

Provide the objectives and intended impact the proposed project aims to achieve. Under each objective, describe the proposed interventions to address the needs identified in the problem statement. Demonstrating a high level of impact of proposed activities is paramount. Include details on the scale and context of the intervention, as well as the anticipated outputs and outcomes, such as the number of beneficiaries expected to benefit from USDA/FAS funding, and quantity of U.S. commodities to be distributed.

Eligible food and nutrition security interventions include but are not limited to: general and targeted food distributions; food-for-work/assets; emergency school feeding limited to refugee camps; conditional rations; food-assisted social protection; management of acute malnutrition, and potential complementary activities that support the early post-acute food insecurity and nutrition emergency recovery phase.

Applicants must propose culturally and nutritionally appropriate U.S. commodities for food assistance activities from the USDA/FAS list of approved items (see [Appendix C Eligible Commodities](#)). Applicants may propose appropriate specialized nutritious products, including, but not limited to ready-to-use supplementary foods, fortified blended flours, and micronutrient powders, to respond to nutrition crises and support nutrition during food security crises. Applicants should explain the rationale for their selections.

³ When developing commodity procurement timelines, Applicants should assume that once a call forward for U.S. provided commodities is initiated, it will take up to 90 days for containerized commodities to arrive at U.S. port, and up to 45 days for bulk commodities to be available at U.S. port for export. Additional information on USDA's Commodity Procurement Master Solicitation, policies and procurement schedules can be referenced at the following website: <https://www.ams.usda.gov/selling-food/international-procurement>.

Applicants should describe the start-up, roll-out, and scaling of project activities, including information on how the activities will interact with the host government and community members, and any other donors and implementing organizations in the proposed area of operation.

To maximize the effectiveness of USDA/FAS’s food assistance efforts, Applicants must demonstrate proactive coordination with established in-country service providers—particularly, local and faith-based organizations—and engage private sector stakeholders to leverage existing networks, resources, and expertise. This collaboration is essential to ensure a unified, impactful approach that addresses immediate needs and strengthens community resilience; and to maximize resources to achieve maximum results.

Applicants must address the risks of operating in the target country, ways that they will assess and detect risks and how they will mitigate them. Describe policies and practice for assessing, managing, and mitigating the risks of fraud, waste, abuse, or other misuse of U.S. Government resources.

Applicants must incorporate robust monitoring and accountability mechanisms into their program design. Applicants should describe the tools, staffing, and systems they will utilize to monitor program activities, safeguard U.S. resources, and ensure programmatic impact. Applicants should identify the types of data they will collect to ensure both accountability and impact. Proposals must include information on how the eligibility of targeted beneficiaries will be verified to protect program integrity and avoid duplication across programs.

As this funding is for emergency assistance (rather than development assistance), Applicants should provide an exit strategy for the end of the award period. This could include resolving the need for the project and winding down activities, or transitioning the activities to national ownership or other organizations focused on longer-term development.

3) *Budget Overview* (1 Pages):

At the Concept Paper stage, Applicants should include the estimated costs of U.S. commodities and freight, Internal Transportation Shipping and Handling (ITSH), administration, and activities. The budget overview should make the total amount of federal funds requested clear, and include the proposed indirect cost rate, if applicable. The budget should demonstrate reasonableness, allowability, and allocability of costs and cost-effectiveness to accomplish the proposed project. The budget must propose at a minimum 50% of the requested funds allocated for U.S. commodity and freight costs. The budget overview should also provide a short summary as to how the funds will be spent. USDA/FAS expects Applicants to include their table of estimated costs using the following format:

Table 1: Funding Request	Total Budget (USD)
Administration	
Activities	

ITSH	
Indirect Costs	
Cost Share/Matching Funds	
Sub-total: Operating Budget	
U.S. Commodity Cost	
Freight Cost	
Total Federal Funds Requested (excluding cost share)	
Percent Allocated to U.S. Commodity and Freight Costs (50% minimum, excluding cost share)	

Definitions:

Administration: Costs related to the overall non-activity specific operation of the project including salaries for management (Chief of Party), finance and administrative support staff, monitoring systems, in-country office rent, etc.

Activities: Costs specifically related to technical implementation of the project including accountability and oversight mechanisms. Example activities would include food assistance⁴, maternal and child nutrition, emergency school feeding limited to refugee camps, management of acute malnutrition, etc.

Internal Transportation, Storage and Handling (ITSH): ITSH is used to cover costs directly associated with moving Title II food commodities from designated ports or points of entry abroad to storage and distribution sites in the target country, storing food aid commodities, and distributing food aid commodities.

Indirect Costs: Costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefitted.⁵

4) *Commodity Management* (1-2 Pages):

In detail, please provide the following information:

- a. Commodity Table: Commodity Name, Packaging Requirements, Tonnage, Commodity Usage, Estimated Arrival to Destination Country.

Table: The recommended format for commodities

Commodity Name	Packaging Requirements	Tonnage	Commodity Usage	Estimated Arrival to Destination Country

⁴ Please note that for food assistance and other activity budgets, Applicants should include all internal transportation, shipping, and handling (ITSH) related costs under the ITSH portion of the budget. However, they should include other activity costs, such as staff salaries, in the activity budgets.

⁵ See [2 CFR 200.1](#) "Indirect cost".

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- b. Commodity Usage: Applicants should specify how the project will use the commodities, and calculations used to generate tonnage needs.
- c. Economic and Market Impact: Describe why the U.S.-provided commodities will not unduly disrupt prices for agricultural commodities or normal patterns of commercial trade within the target country/region.

5) *Map of the proposed target area(s)* (1 page):

Include a map that clearly identifies the geographic locations to be targeted by the activities, with as much specificity as possible based on the urgency of the response and scaled to an administrative level appropriate for the activity coverage.

6) *Past Performances* (1-2 submitted):

Applicants must identify points of contact for at least one, and no more than two, grants, cooperative agreements, or contracts implemented by the organization within the previous three years. For projects without a Contractor Performance Assessment Report (CPAR) on CPARS.gov, each point of contact must complete a Past Performance Review form (see [Appendix D](#)) and submit it to foodforpeace@usda.gov by the closing date of this announcement. For any reference projects with an existing CPAR on CPARS.gov, the Applicant may provide that CPAR as a substitute for submitting a Past Performance Review form. Applicants must submit the CPAR information (contract number, assessment date, and UEI) in an e-mail to foodforpeace@usda.gov. The organization must proactively communicate any significant cases of waste, fraud, abuse, commodity loss and diversion in related past performance over the last three years.

4.2 Full Application

Full Application Package (33-35 pages): FAS will inform the Applicant if a full application package is requested and the timeline for the application deadline. The full application package must substantively align with the approved Concept Paper. Receiving an invitation to write a full application does not guarantee funding from USDA.

Required Forms:

- [Standard Form SF-424](#) Application for Federal Assistance, showing the Unique Entity Identifier, and signed by the Applicant.

Required Narratives (33-35 pages):

- Expanded Technical Narrative/Activity Design and Description – (10 pages)
- Organizational Capacity and Staffing (5-6 pages total)
 - Narrative – on the ground capacity for managing/distributing U.S. commodities and staffing plan (2 pages)
 - Organization Chart (1 page)
 - In Country Registration (1 page)

- Applicant’s most recent Single Audit (no page limit restrictions)
- Sub-Recipient Information (1-2 pages)
- Monitoring & Evaluation (M&E) (2-3 pages)
 - Performance Indicator Table (2-3 pages)
 - M&E budget allocation (in Budget)
- Commodity (5 pages)
 - Commodity Table
 - Commodity Management and Logistics Plan
- Budget (11 pages)
 - Budget Summary (1 page)
 - Budget Narrative (10 pages)
 - Detailed Budget (no page limit – template provided on [Grants.gov](https://www.grants.gov) as part of the section “related documents” with this NOFO)

Applicants should review the content guidance carefully to determine which sections they may submit as attachments and what information they are required to input directly into [Food Aid Information System](#) (FAIS). **USDA/FAS strongly discourages, and will not consider, any additional, non-required materials submitted by or on behalf of the Applicant.**

4.2.1. Application:

1. Expanded Technical Narrative/Activity Design and Description (10 Pages):

Expand upon the technical narrative and activity design submitted in the Concept Paper. This document should clearly articulate the sequencing of all activities, commodity distribution, and overall plan for implementation. The Applicant should provide additional detail on how they selected target beneficiaries, how targeting aligns with Food for Peace program objectives, and how they will ensure commodities reach intended target beneficiaries. A timeline of the project should be included with proposed activity start/end dates and the timing and duration of each activity. Highlight who (the lead implementing partner, or subrecipient(s)) is implementing which aspects of the project, including how coordination of similar activities will take place on the ground. For commodity distribution activities, please include the key steps involved in procuring, transporting, storing, handling, distributing, and post-distribution and monitoring of commodities. If proposing a matching grant cost share, Applicants must provide tentative examples and showcase how such investments will support the activities of this grant. Interventions should incorporate innovative approaches to overcome barriers and ensure sustainability. Applicants must expand upon the risk assessment provided in the Concept Paper. To maximize the effectiveness of USDA’s emergency response efforts, Applicants must demonstrate proactive coordination with established in-country service-providers (particularly local and faith-based organizations) and engage private sector stakeholders to leverage existing networks, resources, and expertise. This collaboration is essential to ensure a unified, impactful approach that addresses immediate needs and strengthens community resilience.

2. Organizational Capacity and Staffing (5-6 pages)

- a. Narrative (2 pages): Applicants must clearly describe their organizational capabilities to develop, manage, implement, monitor, report, and provide for accountability and sustainability of the proposed project in the target country.

Applicants must also describe their project management capability and experience implementing international food assistance projects, particularly in an emergency context, and experience within the anticipated country of implementation. Applicants must disclose their registration status in the proposed country. Applicants are advised to include in their proposal any Memoranda of Understanding (MOUs) in place that reiterate the Applicant's ability to implement the program within the country. Applicants should also describe any MOUs that are in place with Subrecipients that may assist with implementing a FFP project. Applicants must include a staffing plan for the project 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. USDA/FAS does not require descriptions for service-level staff (e.g., cleaning staff). The staffing plan should be cost-effective and demonstrate a solid understanding of key technical and organizational requirements. These include, but are not limited to, adequate field monitoring staff, and an appropriate mix of skills, while avoiding excessive staffing. Applicants must also identify Key Personnel positions in the staffing plan. The Applicant's Key Personnel should be managers with general responsibilities for implementation of the agreement, such as the country director, finance director, logistics/supply chain director, and/or Chief of Party, as well as critical technical staff for specific activities under the agreement. FAS expects Applicants to refer to their organization's internal administrative policies for determining Key Personnel. If appropriate for project implementation, Applicants may designate staff of proposed Subrecipients as Key Personnel.

- b. Organization Chart (1 page): Applicants must include an appropriate and adequate organizational chart identifying all proposed positions, including positions within Subrecipients, that will be involved in implementing the project. FAS expects Applicants to identify all Key Personnel positions.
- c. In Country Registration (1 page): Applicants must disclose their registration status in the targeted country. Applicants must already be registered in the target country.
- d. Applicant's most recent Single Audit (no page limit restrictions) or an explanation that the Applicant is not required to undergo a Single Audit.
- e. Subrecipient Information (1-2 pages): FAS expects Applicants to identify any Subrecipients that would be involved in the project and provide a description of each Subrecipient's responsibilities. USDA/FAS uses "Subrecipient" to refer to an entity that enters into a subaward with a Recipient for the purpose of implementing the project in the target country as described in an agreement. Such an entity would receive commodities, USDA/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.
 1. Applicants must include the Subrecipient's unique entity identifier number in the description. Applicants must also confirm that: the Subrecipient does not appear on the Treasury Department's Office of

Foreign Assets Control (OFAC) list and Specially Designated Nationals and Blocked Persons List; that the Subrecipient does not have active exclusions in the System for Award Management (SAM); and that the Subrecipient is not listed in the United Nations Security designation list.

2. Applicants must provide at least one letter of commitment per Subrecipient, from the Subrecipient, to confirm the relationship and anticipated level of work under the project.

3. Monitoring and Evaluation (2-3 pages)

Demonstrating a high level of impact of proposed activities is paramount. Applicants should embrace the concept of radical transparency and robust communication in the management of risks, communication of issues, and demonstration of progress.

All Applicants must include a performance indicator table, and a monitoring budget allocation, in their application.

a) Performance Indicators Table (maximum 3 pages)

All Applicants must submit a table of both standard and custom performance indicators linked to their proposed project results. Each desired project result should be linked to one or more standard or custom indicators. For each indicator, the Applicant must identify a baseline value (where possible), semi-annual targets for each period of up to 6 months of the project, and a life of project target.

Standard indicators are identified below in Table X. Standard indicators are required if applicable to the project design and desired results. Note that while identifying disaggregates is not required at the application stage, awardees will be expected to track relevant disaggregates for standard and custom indicators.

Table X: Standard Indicators for USDA/FAS Food for Peace projects
Required if applicable.

#	<i>Indicator</i>
1	Number of individuals participating in U.S. Government (USG) food security activities
2	Number of children under five (0-59 months) reached with nutrition-specific interventions through USG-supported activities
3	Number of children under two (0-23 months) reached with community-level nutrition interventions through USG-supported activities
4	Number of pregnant women reached with nutrition-specific interventions through USG-supported activities
5	Quantity of food (MT) distributed to beneficiaries
6	Percentage of households with poor, borderline, and acceptable Food Consumption Score (FCS)
7	Reduced Coping Strategies Index (rCSI)
8	Prevalence of households with moderate or severe food insecurity
9	Prevalence of acute malnutrition

In addition to standard indicators, Applicants should also propose custom indicators that will fill the gaps in their results measurement and may reflect their specific context and proposed project design. Custom indicators may also serve to demonstrate accountability and to show mitigation of waste, fraud, abuse, and diversion. Custom indicators proposed for a project should be a mix of output and outcome indicators, and should meet the criteria of being direct, objective, adequate, and practical.

Applicants must include, at a minimum, these columns in the table: Brief Identification of a Result, Performance Indicator, Standard or Custom, Baseline Value, Targets for first semi-annual period, second semi-annual period, etc. (to correspond to each semi-annual period in the project), and Life of Project Target.

b) M&E budget allocation

USDA/FAS expects the M&E budget allocation to be in the budget narrative.

USDA/FAS does not currently require Recipient-managed third-party evaluations of proposed Food for Peace projects. In their M&E budget, Applicants should consider all costs associated with collecting, managing and sharing data throughout the project's life cycle that will help demonstrate accountability and achievement of desired results. Examples of M&E costs may include but are not limited to: costs associated with implementer-managed third-party monitors, technology that supports timely and accurate data collection, data management systems, or equipment that supports documentation of project activities and results.

4. Commodity (5 pages)

Applicants must use U.S. commodities to maximize program reach, and Applicants must dedicate at a minimum 50% of the proposed budget to U.S. commodities and freight to meet the goals of the program. Applicants are also encouraged to explore the full authority governing the utilization of U.S.-provided commodities, to meet program objectives and enhance the project's success and efficiency in the target country.

All U.S.-provided commodities will 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 USDA/FAS Overseas Offices (Posts) regarding necessary import documentation and approval procedures, especially for products that are derived from genetically engineered crops.

a. Commodity Table

For U.S.-donated commodities, each Applicant must include the information below using the suggested table format below:

- Commodity: For example, Fortified Rice, 5/20 Long Grain, Well Milled,
- Total Quantity Metric Tons (MT) (10/100/1000 MT): USDA/FAS expects Applicants to provide U.S. commodity tonnages as whole numbers only and in multiples of ten. Applicants should calculate the total quantity of each

commodity following 2018 Sphere standards⁶ of 2,100 kilocalories per person per day, as well as the minimum required nutrients laid out in the 2018 Sphere Handbook and adjusted as needed for targeting specific demographic groups by age and/or sex. This must align with the interventions described in the project narrative.

- Package Size/Type (e.g., 25/50 kg bag/ Packaged in 6/4-liter cans, and plastic bottles or 20-liter pail)
- Estimated Delivery to Destination Country (Month and Year)

Table: The recommended format for commodities

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

b. Commodity Management and Logistics Plan

- Processing or Packaging
- Duty Free Entry
- Transportation and Storage
- Economic and Market Impact

Please describe in the Commodity Management and Logistics Plan the following:

a) Processing or Packaging

USDA/FAS expects Applicants to:

- Provide information on any reprocessing or repackaging of the requested commodities that would take place prior to the distribution,
- Indicate if there will not be any reprocessing or repackaging of the requested commodities.
- Request additional commodity packaging if Applicants anticipate that it might be needed in case of damage during shipping or internal transportation. USDA/FAS recommends Applicants add an additional two percent to the requested number of bags or cartons needed for commodity packaging.

b) Duty-Free Entry

USDA/FAS expects Applicants to:

- Affirm that the project will import and distribute U.S.-donated commodities for direct distribution free from all customs, duties, tolls, and taxes Applicants should cite related supporting information or written documentation.

⁶ <https://spherestandards.org/wp-content/uploads/Sphere-Handbook-2018-EN.pdf>

- If the commodities will not enter duty-free, indicate who will be responsible for paying any applicable customs, duties, tolls, or taxes. USDA/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 the target country and each country in transit, including the payment of local expeditors or agents.

c) Transportation and Storage

FAS expects Applicants to:

- Provide in detail the operations and logistics of the Applicant’s ability to deliver the U.S. commodities.
- Clearly describe the Applicant’s ability to protect the commodities and the Applicant’s ability to avert risk.
- Clearly describe the proposed port, transportation, storage, and warehouse capacities to demonstrate ability to handle the requested commodities without undue spoilage or waste.
- Clearly describe inland transportation and handling procedures from the receiving port or procurement markets to distribution points.
- Address warehouse security, safety, storage, and commodity handling practices, and fire prevention and protection.

Please be advised that USDA/FAS requires 24-hour security at warehouses and surrounding premises while there are commodities on site and budget accordingly. Additionally, [Cargo Preference rules](#) apply to U.S.-donated commodities that require ocean transportation; Applicants should consider the impact of Cargo Preference requirements when constructing their budget.

d) Economic and Market Impact

Applicants must:

- Assert that, to the best of their knowledge, the importation and distribution of the U.S.-donated commodities in the target country will not result in a substantial disincentive to or interference with domestic production or marketing in that country;
- 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 country; and
- Assert that the commodities can be procured without unduly disrupting world prices for agricultural commodities or normal patterns of commercial trade with foreign countries.

To do this, Applicants must cite primary or secondary data sources, as practicable.

5. Budget (Page limit: 11 pages)

Applicants must submit a Budget Summary, Budget Narrative, and Detailed Budget that outline the total amount of Federal funding requested, including the total amounts requested for U.S. commodity, freight, and operating costs. Applicants must outline their proposed project operating costs, including administration, activity, ITSH, and indirect costs. These documents should expand upon the budget provided in the Concept Paper and demonstrate responsible use of Federal funds. Strong applications will include budgets that are realistic, demonstrate cost effectiveness, and leverage cost efficiencies while also delivering on project results. Applicants

should also include any expected cost share and expand upon how these commitments spur accelerated assistance and produce multiplier effects throughout the emergency assistance interventions.

For international organizations and agencies within the United Nations system, the available funding amount indicated in [Section 1 Basic Information](#) of this NOFO includes the United Nations (U.N.) Development Coordination Levy, if applicable. If USDA/FAS determines that the levy is applicable to a U.N. Applicant, this levy will be “agency-administered,” and the Applicant must explicitly account for this in its application and budget.

In all documents, Applicants should present figures rounded to the nearest dollar consistently across all budget documents.

i. Budget Summary (1 page):

The Budget Summary must present the total amount of Federal funding requested and the proposed operating budget. The operating budget should include administrative, activity, ITSH, and indirect costs and show funding amounts for the specific line items that make up those expense categories (please refer to [Appendix A Budget Summary](#)). The operating budget should also include any expected cost share and program income. Applicants must also submit an estimated budget for U.S. commodities (Commodity Cost) and freight. USDA/FAS expects the estimates to account for rising commodity and freight rates. Applicants should note that the “Administrative Costs (cash portion)” field of the C-1 should account for all Federal funds included in the “FFP Funds” section of the operating budget (excluding cost share and program income).

ii. Budget Narrative (10 page limit):

The Budget Narrative must complement the Budget Summary by providing greater detail on the composition of each line item, the budget’s overall cost effectiveness, and the Applicant’s adherence to applicable cost principles. The narrative should explain why costs are reasonable, allocable, allowable, and necessary for project implementation. The Applicant should justify costs in the Budget Narrative with supporting information to clearly identify the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, etc. Any assumptions should be clearly stated. For every line-item request reflected in the Detailed Budget, only the total of that request needs to be included in the Budget Narrative; rates, calculations, and cost escalations should be presented in the Detailed Budget. Applicants should refer to [Appendix B, Budget Narrative](#), and provide a similar cost categorization structure and level of detail in their application’s Budget Narrative.

iii. Detailed Budget (no page limit):

The Detailed Budget must present line-item level cost calculations for each year of the proposed period of performance. Data on unit costs, number of units, and cost escalations should be clearly presented. Cost categories should mirror the Budget Summary and Budget Narrative and include detailed information for: salaries/personnel, benefits, travel, professional services/contractual,

office, supplies, equipment, other, indirect costs, anticipated program income, and cost share. Proposed administrative costs, each proposed activity, and ITSH should be detailed in unique and separate tabs, the totals of which align with the Budget Summary. Applicants should duplicate the sheet labelled “Activity n” to add one sheet per proposed activity. The total cumulative proposed costs should also be included in the “Detailed Budget” tab which should present aggregated costs across administrative, activities, and ITSH categories. Indirect cost calculations and the base of application should be clearly presented. This document must be submitted in Excel format. Additional tabs may be added for activities only.

Negotiated Indirect Cost Rate Agreement (NICRA) (attachment, no page limit)

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

Organizations that do not have a current negotiated NICRA may elect to:

- Charge a *de minimis* rate of 15 percent of modified total direct costs, which may be used indefinitely; or
- Develop a negotiated rate, upon notification that USDA/FAS will make an award. In this case, the Applicant should develop a tentative indirect cost rate application 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 rate applications may include estimated indirect costs in their proposed budget. However, if an award is made, USDA will not pay more than the *de minimis* rate without an approved NICRA. When an Applicant requests an indirect cost rate, it must not charge costs that it includes in the indirect cost pool to the award's direct costs.

SF-424, Application for Federal Assistance, (attachment no page limit)

Application for Federal Assistance, showing the Unique Entity ID, and signed by the Applicant.

6. Food Aid Information System

Due to the technical limitation of the Food Aid Information System (FAIS), Applicants must input data into the following fields of their application into FAIS to successfully submit their application:

Introduction Section

- Introduction Details: Complete these fields
- Key Personnel (indicate where this information can be found)

Results section

- Results (indicate where this information can be found);
- Activities (indicate where this information can be found; do not add detail under “Activity Description”);
- Activity Mapping (indicate where this information can be found); and

- 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); and
- Monetization (indicate if not applicable).

Budget Section

- Budget Summary ([please refer to Appendix A](#));
- Budget Narrative ([please refer to Appendix B](#));
- Detailed Budget (template provided on Grants.gov as part of the section “related documents” with this NOFO).

To reduce the administrative burden of applying and minimize duplicative information in 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: Enter “See Attachment X: Project Level Results Farmwork” In the field for results. It is the Applicant’s responsibility to ensure that their application is complete in FAIS.

4.3 Specific Application Formats

Applicants must complete the application in English and adhere to the maximum page limits.

Applicants should:

- Use 12-point font (tables and graphs may have a smaller font as appropriate);
- Type on standard 8.5” x 11” sized paper with 1-inch margins;
- Number each page;
- Cite source information and/or provide an explanation of their analysis; and
- Submit their application as a PDF.

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

4.4 Electronic Signatures

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

4.5 Proprietary Information

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

4.6 Other Application Information

Successful Applicants must submit the following information after USDA/FAS notification of our intent to make a Federal award, but prior to a Federal award, if the Applicant request for funding or the intended award amount is over \$100,000:

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

5. Submission Requirements and Deadlines

5.1 Address to Request Application Package

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

5.2 Unique Entity ID and System for Award Management (SAM)

Each Applicant must:

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

5.3 Submission Instructions

Phase 1: Concept Paper should be submitted to foodforpeace@usda.gov by the deadline noted above. Applicants should carefully review the requirements of the concept paper. In the subject of the email, put “Application for Food for Peace from [insert applicant] for [insert Notice of Funding Opportunity Number]”.

Phase 2: USDA will notify the Applicant if a full application package should be submitted.

If a full application package is requested, it must be submitted through the Food Aid Information System at <https://www.fas.usda.gov/fais/webapp/>. USDA will communicate with the Applicant FAIS instructions at the time of the request for the full application package.

5.4 Submission Dates and Times

Concept Paper Deadline: June 12, 2026, at 5:00:00 PM EST

Concept Papers received after this time will NOT be accepted. Applicants are advised to make their submissions 1-2 days before this deadline in case of computer problems.

Full Application Package Deadline: USDA/FAS will communicate the deadline IF the Applicant’s concept paper moves to the Full Application phase.

5.5 Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372.

6. Application Review Information

6.1 Eligibility Threshold Review

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

- The Applicant is a public or private organization, or intergovernmental organization or other multilateral organization.
- The Applicant is proposing to work in a specified target country as identified by USDA/FAS.
- The Applicant’s proposal meets at least one of the definitions of emergency as defined by FAS.
 - At least 20 percent of households have significant food consumption gaps or are marginally able to meet minimum food needs only with irreversible coping strategies such as liquidating livelihood assets (i.e. Integrated Phase Classification level 3);⁷
 - Food insecurity is reasonably attributed to sudden-onset or deteriorating conditions, resulting from armed conflict, violence, and hazardous environmental events; or
 - The severity of the crisis exceeds existing local and international capacities to respond and therefore, UNHCR has issued a formal emergency declaration, signaling the need for an urgent and exceptional response.⁸
- Applicant has allocated at a minimum 50% of the proposed budget to commodity and freight costs.
- The Applicant’s commodity basket is 100% U.S. in origin.
- The Applicant submitted its complete application by the application submission deadline date and time as specified in section 5.4.
- The Applicant has not been found negligent in managing funds previously awarded under any USDA program.

For USDA/FAS to consider an application complete, the Applicant must submit all required content to foodforpeace@usda.gov as specified in section [4.1 Complete Technical Application Package](#) and by the application submission deadline. **USDA/FAS will not consider any applications that remain incomplete after the deadline.**

If an Applicant is determined to be ineligible, USDA/FAS will notify the Applicant prior to commencing with evaluation of applications, usually within 14 business days of the Application Submission Deadline. An Applicant that believes an ineligibility determination was made in error may request reconsideration, highlighting evidence supporting their claim, by email to the program officer(s) listed in [Section 1, Agency Contact Information](#), within 3 business days of notification.

⁷ <https://www.ipcinfo.org/ipcinfo-website/ipc-overview-and-classification-system/en/>

⁸ <https://www.unhcr.org/where-we-work/emergencies>

Where a page limit is expressed in [Section 4](#) with respect to the application, or parts thereof, pages exceeding the page limitation will not be reviewed. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.

6.2 Review Criteria

Technical Application

Content Areas	Points
<p>Needs Assessment and Gap Analysis USDA/FAS will evaluate Applicants on the quality of the Needs Assessment and Gap Analysis submitted. Additional parameters that USDA/FAS will evaluate include: did the applicant identify food insecurity and elevated global acute malnutrition rates; were other humanitarian, development, or social protection interventions identified; what needs are currently being met and unmet in the target country; how did the Applicant coordinate food and nutrition security activities with other donors, humanitarian organizations, government entities, and community members to leverage resources, maximize impact and avoid duplication; did the Applicant identify ways that these dynamics are anticipated to change over the life of the proposed project?</p>	4
<p>Technical Approach, Activities, Oversight USDA/FAS will evaluate Applicants on the quality of content and the extent to which they demonstrate the needs of the technical approach through the proposed interventions. Applicants will also be evaluated on the proposed commodity basket and coordination across in-country service providers. USDA/FAS will also evaluate the monitoring and accountability policies that are incorporated into program design, as well as a proposed transition strategy.</p>	8
<p>Budget Overview USDA/FAS will evaluate the Applicant’s proposed budget table and the clarity on the use of federal funds described in the overview. USDA/FAS will also evaluate the reasonableness, allowability, and allocability of costs, and cost-effectiveness of the proposed budget to accomplish the project, including meeting the requirement to allocate at least 50% of the budget to U.S. commodity and freight costs.</p>	4
<p>Commodity Table USDA/FAS will evaluate the Applicant’s commodity table and the extent to which the Applicant provides required information, including the narrative describing commodity usage, and economic market impact of proposed commodity distribution in the country/region.</p>	4

Full Application Package

Content Areas	Points
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<p>Expanded Technical Narrative/Activity Design USDA/FAS will evaluate Applicants expanded technical narrative and the extent to which they provided the requested information. Such information includes, but is not limited to, activity design showing who will implement what stage of the project, key steps and timeline in project implementation, how the project will show innovative approaches thorough design, and coordination with key in-country service providers.</p>	<p>30</p>
<p>Organizational Capacity and Staffing USDA/FAS will evaluate Applicants on the quality and extent to which they: clearly provide the required information within the staffing plan, organizational chart, and in-country registration sub-sections; provide the required attachments (subrecipient project-specific commitment letters, curriculum vitae, and Past Performance Reviews (PPRs)); and effectively demonstrate that their organization and proposed staff, including subrecipients, have the relevant experience, expertise, and resources to perform assigned roles for successful project implementation and sustainable results.</p>	<p>10</p>
<p>Monitoring and Evaluation USDA/FAS will evaluate Applicants on the quality of the content and extent to which they: demonstrate monitoring and evaluation competency; adhere to the criteria; and provide a comprehensive, technically sound performance indicator table and adequate monitoring and evaluation budget.</p>	<p>10</p>
<p>Commodity Management and Logistics USDA/FAS will evaluate Applicants on the quality of the content and extent to which they provide the quantity, usage, and package size for each proposed commodity. Additionally, USDA/FAS will evaluate whether the proposed rations following the Sphere standards, and whether the proposed allocation of funds meets the minimum threshold of 50% of total funds for commodity and freight costs.</p> <p>USDA/FAS will evaluate the Applicant on the extent to which they demonstrate how the proposed commodities will be transported, stored, handled, and reprocessed/repackaged, and whether they demonstrate that the proposed commodities will not have negative market impacts.</p>	<p>20</p>
<p>Budget USDA/FAS will evaluate Applicants on the reasonableness, allowability, and allocability of proposed costs; cost-effectiveness and adequacy of the proposed budget to accomplish the project; and the extent to which budget documents are detailed, organized, in-scope, and appropriate, including consistency of information across all budget documents. Applicants will also be evaluated on the extent to which they demonstrate their ability to manage USDA funds. Applicants must also demonstrate that at least 50% of total funds will be allocated to commodity and freight costs.</p>	<p>25</p>

<p>Application Quality USDA/FAS will assess Applicants on the quality and extent to which they use clear and concise language, appropriate spelling and grammar, demonstrate logical flow and consistency of information across sections, and follow the formatting guidance throughout the application.</p>	<p>5</p>
<p>Cost Share There is no cost share or match requirement for this program. However, applications that include well-reasoned cost share contributions may receive up to two bonus points. To be considered for bonus points, the cost share must be equivalent to one percent or more of the total operating budget. Inclusion of cost share does not guarantee bonus points. USDA/FAS will evaluate proposed cost share in terms of value to the project, the ability of the Applicant to provide and use the cost share, level of detail, innovation, reduced dependency on foreign assistance sustainability, verifiability, and clarity of commitment.</p>	<p>2</p>

6.3 Review and Selection Process

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

The reviewers will evaluate whether the Applicant can deliver the programs/activities as described in the announcement based on the Applicant’s concept paper. The panel will assign a score and provide summary comments based on the evaluation criteria identified below. The review panel will provide a recommendation list to the selecting official, who will not be a member of the panel.

If the Concept Paper is accepted, USDA/FAS may contact Applicants to seek clarification and to negotiate technical and programmatic aspects of the application. If an application includes a subaward, USDA/FAS may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an award. Applicants may then be invited to submit a full application. Invitation to submit a full application package does not guarantee an award will be made.

The selecting official may select Applicants out of rank order in consideration of strategic program priorities, such as geographical distribution, incorporation of minority-serving institutions, diversity of the commodities utilized, and/or congressional directive. Selection determinations are final and cannot be appealed.

6.4 Risk Review

Prior to making a Federal award, the Federal awarding agency is required by [2 CFR 200.206](#), [31 U.S.C. § 3321](#) and [41 U.S.C. § 2313](#) to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the Applicant: (1) financial stability; (2) quality of management systems and

ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, currently \$350,000, the federal agency must review and consider any information about the Applicant that is in the responsibility/qualification records available in [SAM.gov](https://www.sam.gov) (41 U.S.C. § 2313).

- An Applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.
- Before making decisions in the risk review required by [2 CFR 200.206](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-200/subpart-200.206), the Federal awarding agency will consider any comments by the Applicant along with information available in the responsibility/qualification records in SAM.gov.

7. Award Notices

Applicants will be notified of the status of their application/award by email. If an Applicant is asked to submit a full application, that communication will be done through email. Notification to an Applicant of a successful concept paper is not an authorization to proceed with performance, and such notification should be construed as provisional until an award document has been signed by authorized officials of USDA/FAS and the Recipient. Only the signed Notice of Federal Award is the official document that obligates funds.

Award documents will be transmitted by email to the individuals or offices who submitted them, or to those persons or offices that USDA/FAS believes, to the best of its information, are proper. The Applicant is encouraged to ensure that the agency is provided with the correct point(s) of contact.

8. Post-Award Requirements and Administration

8.1 Administrative and National Policy Requirements

All successful Applicants for all grants are required to comply with the applicable General Terms and Conditions, which can be found at https://www.fas.usda.gov/grants/general_terms_and_conditions. The Applicant is presumed to have read, understood, and accepted these terms when accepting a USDA/FAS award. Applicants with questions about the applicable terms should contact the program officer(s) listed in Section 1, Agency Contact Information.

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

8.2 Post-Award Performance Expectations

Branding and Marketing: USDA/FAS will provide Branding and Marketing guidelines for use of the USDA logo, signage, and communications to the public. Applicants should confirm their organization's ability to meet the branding and marking terms and conditions.

8.3 Reporting

Financial Reporting

Financial Reports must be submitted semi-annually, within 30 days of the end of the reporting period. A final financial report must be submitted no later than 120 calendar days after the end date of the period of performance.

Performance Reporting

Performance Progress Reports must be submitted semi-annually, within 30 days of the end of the reporting period. A final performance progress report must be submitted no later than 120 calendar days after the end date of the period of performance. The Recipient may use any appropriate format for performance progress reports, provided the report includes:

- a) A comparison of actual accomplishments to the established goals for the period;
- b) The reasons why established goals were not met, if appropriate; and
- c) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Recipients are encouraged to include photographs and other supplemental material in performance progress reports.

Financial and Performance Reports must be submitted through the Food Aid Information System at <https://www.fas.usda.gov/fais/webapp/>. USDA/FAS may authorize alternative means of submission for recipients who demonstrate a bona fide need.

For awards in which the total lifetime value exceeds \$500,000, additional reporting may be required as described in [Appendix XII to 2 CFR 200](#).

Subaward and Executive Compensation Reporting

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

Closeout

No later than 120 calendar days after the end date of the period of performance or after an amendment has been issued to close out a USDA/FAS financial assistance agreement, whichever comes first, recipients must submit a progress report detailing all accomplishments and include a qualitative summary of the impact of those accomplishments throughout the period of performance. After final reports have been reviewed and approved by the agency and any residual amount due to the recipient or due to be returned to the agency, the award is subject to closeout. Once the performance period has expired, reports have been submitted, and remaining financial obligations liquidated, the award is subject to final

closeout. Thereafter, the Recipient must retain records for a minimum of three years after the final reports are submitted.

8.4 Monitoring

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

As part of any monitoring and program evaluation activities, Recipients must permit USDA/FAS, upon reasonable notice, to review assistance agreement-related records and to interview the Recipient's staff, as well as any other knowledgeable persons, regarding the program. The Recipient shall respond to agency requests for information relating to the program in a timely and accurate manner.

8.5 Conflict of Interest

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

8.6 Mandatory Disclosures

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

9. Other Information

9.1 Extensions

Extensions to this program are permitted, subject to approval.

9.2 No Awards

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

9.3 SAM.gov Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov⁹ to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes several steps and validations and is not complete until the registration is shown as Active. Please review the [Entity Registration Checklist](#) for details on this process.

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

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

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

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

9.4 Faith-Based Organizations

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

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

(iii) A faith-based organization may not use direct Federal financial assistance from USDA/FAS to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services

⁹ Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit <http://login.gov/help>.

funded by USDA/FAS, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

APPENDIX A – Budget Summary

Please note that this template is for *Food for Peace, McGovern-Dole, and Food for Progress*..

****For all Applicants except the World Food Programme (WFP), please use the below template.**

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

ATTACHMENT C-1					
Budget Summary					
Program (FFP):					
Country of Operation:					
Implementing Organization:					
Fiscal Year:	2025				
Agreement or Proposal Number:	Fxx-xxx-20xx/0xx-00				
Total Amount of Federal Funds Obligated					
Funding Source	Funding Year	Commodity Cost	Freight Cost	Administrative Costs (cash portion)	Total Federal Funding Obligated
FFP	2025	\$0.00	\$0.00	\$0.00	\$0.00
Project Operating Budget					
Expense Type	Monetization Proceeds (FFPr Only)	FFP Funds	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 (FFPr and FFP only)	\$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
(Insert additional activities as needed)					
Total Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commodity and Food Purchases (N/A to FFPr or FFP)					
Commodity Procurement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Food Vouchers (N/A to MGD and FFP)					
Cash Transfers (N/A to MGD and FFP)					
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
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal 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 or FFP)	\$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 B – Budget Narrative

This document is illustrative and contains examples of the information Applicants should provide in their Budget Narrative. Throughout this appendix text that is italicized indicates guidance; text that is not italicized is illustrative and represents areas where the applicant should insert the relevant information and amounts for their proposed budget.

Program: Food for Peace

Target Country: *[Insert country]*

Organization: *[Insert applicant organization]*

Point of Contact: *[Insert name and email]*

SECTION 1: GENERAL EXPLANATORY COMMENTS (2-3 pages)

[Applicant] will implement a 1-year Food for Peace project in *[target country]*. The total Federal award amount is \$30,000,000. This includes Commodity (\$15,000,000), Freight (\$5,000,000), and the project operating budget (\$10,500,000). The project operating budget includes \$500,000 in cost share. The following budget narrative describes the project operating budget and does not describe the Commodity and Freight portions of Federal funding.

Total Federal Funding: \$30,000,000

Total Project Operating Budget (excluding Cost Share): \$10,000,000

Total Cost Share: \$500,000

Summary of Project Operating Budget (Including Cost Share)	
Administration	\$3,150,000
Activities	\$3,675,000
Internal Transportation, Storage and Handling (ITSH)	\$2,100,000
ICR on Administration	\$555,884
ICR on Activities	\$648,528
ICR on ITSH	\$370,588
Total Project Operating Budget	\$10,500,000

This section should also include the following:

A summary of how the Applicant’s financial systems support the detection and prevention of fraud, waste, and abuse. This should include specific details on key internal controls and any unique management challenges in the proposed country. The applicant should also identify specific personnel that will be responsible for oversight.

A summary of the methodology used for estimating costs. This should include an explanation of any relevant financial policies such as travel rates or compensation scales. A summary of how the proposed budget is cost-effective and demonstrates responsible use of U.S. Government funds. This can include descriptions of how cost share will be leveraged and how unconventional costs contribute directly to project impact.

A summary of any cost escalations expected during the anticipated life of project, the basis for the escalation rate, and how the escalations are accounted for in the proposed budget. Costs should not be escalated more than annually.

A summary of the total program income that the proposed project may earn¹. If no program income is expected, this should be explained.

A summary of the indirect rates applied to the proposed budget and the base of application across Administration, Activity, and ITSH expenses.

A summary of the Monitoring and Evaluation (M&E) budget. Applicants should consider all costs associated with collecting, managing and sharing data throughout the project’s life cycle that will help demonstrate accountability and achievement of desired results. Examples of M&E costs may include but are not limited to: costs associated with implementer-managed third-party monitors, technology that supports timely and accurate data collection, data management systems, or equipment that supports documentation of project activities and results. These costs should be reflected throughout the budget in the relevant cost categories.

Summary of Monitoring and Evaluation Budget	
M&E Item	Cost (\$)
Total	\$350,000

SECTION 2: ADMINISTRATION (2-3 pages)

Applicants should include costs that contribute to primarily administrative functions, such as costs related to the general operation of the project including salaries for finance and administrative support staff, monitoring, and overall program management, etc. Generally, costs that are allocable to most or all activities are administrative.

Total Administration Costs: \$3,705,884 (\$3,705,884 in USDA/FAS funds, \$0 in cost share)

Direct Costs: \$3,150,000 (\$3,150,000 in USDA/FAS funds, and \$0 in cost share).

Indirect Costs: \$555,884

2.1. Salaries/Personnel –Subtotal \$XX²

Applicants should indicate whether proposed positions are designated as United States Nationals (USN), Third Country Nationals (TCN), who are nationals of neither the U.S. nor the

target country, or Cooperating Country Nationals (CCN), who are nationals of the target country. Applicants should provide a description of the basis of salary rates and why positions are allocated to administration. Rates, calculations and cost escalations should be presented in the Detailed Budget.

Applicants should provide a brief description of staff positions in the Organizational Capacity and Staffing section of their application, not in the Budget Narrative.

Home Office (HO): HO salary rates are based on current annual salaries of staff. There are three HO positions allocated to the project including a Project Manager, M&E Officer, and Director of Operations. Each staff member is allocated to administration based on the amount of anticipated time spent on administrative functions including monitoring, financial management, and operations.

U.S. Nationals (USN): The Chief of Party (COP) is budgeted for as a USN over the life of the project. The COP has a demonstrated track record of USG funds management and a robust in-country network to advance project implementation. Their salary rate is based on a median salary for individuals with commensurate experience in similar humanitarian projects being implemented in [*target country*]. The COP's salary is allocated between Administration and Activities based on their relative level of effort.

Cooperating Country Nationals (CCN): CCN salary rates are based on median salaries for the relevant position in [*Applicant's*] current pay scale in [*target country*]. There are four full-time CCN staff budgeted to Administration including the Director of Finance, M&E Director, Staff Accountant, and Operations Specialist. Eight additional staff are allocated between Administration and Activities based on their relative level of effort.

2.2. Fringe Benefits & Allowances – Subtotal \$XX³

Applicants should include fringe benefits and allowances costs for all staff allocated to administration.

HO, USN, and TCN Staff (\$XX): [*Applicant*] charges actual fringe benefit costs. The current average fringe benefit rate is 40.2% for HO, USN, and TCN staff. This includes:

Medical Insurance: 6% of annual income

Social Security: 6.2% of annual income

Income Tax: 20% of annual income

Severance: 5% of annual income

Bonus Payments: 3% of annual income (based on a merit review of performance)

Total HQ, USN, and TCN Fringe = \$XX

Cooperating Country Nationals Employees (\$XX): Fringe benefits for Cooperating Country Nationals are budgeted at 43.72% of their total salary and are based on [*Applicant's*] current practice in-country and applicable local laws. This includes:

Medical Insurance: 6% of annual income

Social Security: 8% of annual income
Severance: 9.72% of annual income
Income Tax: 15% of annual income
Unemployment Tax: 2% of annual income
Bonus Payments: 3% of annual income (based on a merit review of performance)

2.3. **Travel** – Subtotal \$XX⁴

Applicants should include all travel related to administration (oversight, monitoring, etc.). Do not include subrecipient, contractor, or consultant travel here. Applicants should focus on the purpose of travel and the basis of rates. Rates, calculations and cost escalations should be presented in the Detailed Budget.

International Travel (\$XX)

[Applicant's] HO staff will make four international trips during the period of performance. The purpose of the trips will be to monitor, train local staff, and provide operational guidance. The Chief of Party (COP) will make two international trips to Headquarters in Washington, DC to attend training events. The total international travel cost estimate is \$XX. This includes flights, per diem, lodging, ground transport, and visas. Flight costs are based on current quotes for economy airfare. Per diem and lodging rates are based on current U.S. State Department rates for [target country] and General Services Administration rates for Washington, DC.

Local Travel (\$XX)

[Applicant] estimates quarterly local travel by staff throughout the period of performance. These trips will be for project and field office monitoring. The estimate includes per diem, lodging, and ground transport costs. The total local travel cost is estimated to be \$XX. Rates are based on [Applicant's] internal travel policy and represent a reasonable local rate in [target country].

Vehicle Rentals (\$XX)

[Applicant] plans to procure vehicle rentals for 10 days/month to be used for local travel related to monitoring. Monthly rates are inclusive of driver and fuel costs and are based on [Applicant's] experience in [target country]. Over the life project, periodic rentals will be more cost effective than procuring an additional vehicle. Vehicle rentals are estimated at \$XX over the period of performance.

Vehicle Fuel (\$XX)

[Applicant] has an existing fleet of vehicles in [target country] that will be used to supplement vehicle rentals over the period of performance. [Applicant] plans for vehicle fuel for monitoring and administrative travel for 10 days/month. Daily estimates are based on an average of 200 miles traveled per day and an average cost of \$00.15 per mile traveled.

2.4. **Professional Services/Contractual** – Subtotal \$XX⁵

Applicants should include professional services and contractual costs related to administrative functions. Applicants should ensure that all proposed contracts are cost-efficient and clearly enhance project implementation. Contracts should be reasonable and clearly within the project's scope.

Support Services (\$XX)

[*Applicant*] plans for the following expenses related to support services over the period of performance. All rates are based on [*Applicant's*] experience in [*target country*] and with projects of similar scope.

Legal services (\$XX): [*Applicant*] will procure local legal services to provide support on topics including labor law, contract negotiation, and commodity distribution.

Security services (\$XX): [*Applicant*] will procure security services for its field office in [*target country*] to ensure staff and participant safety. The contract will include guard services, rental of camera equipment, and annual security surveys.

IT services (\$XX): [*Applicant*] will procure local IT services to support staff connectivity and field-based monitoring. This includes support and repairs for IT equipment and troubleshooting services.

Translation Services (\$XX): [*Applicant*] will procure translation services to support with the translation of project documents and interpretation of project meetings between [*target country national language*] and English.

Short-term Technical Assistance (\$XX)

Start-up Consultant (\$XX): [*Applicant*] will engage a start-up consultant for the first 30 days of the project to ensure a rapid start to project implementation. This individual will establish field office policies, train onboarding staff, and engage with local partners.

2.5. Equipment – Subtotal \$XX⁶

Applicants should seek the most cost-efficient solution to their equipment needs. Using existing equipment, borrowing from partners, and leasing should all be considered. Any proposed equipment should be reasonable and clearly enhance project implementation.

[*Applicant*] does not intend to procure equipment under this project. As indicated under the Travel section, [*Applicant*] will use existing fleet vehicles and rentals to support monitoring and administrative activities.

2.6. Supplies – Subtotal \$XX⁷

Applicants should include supply costs related to administrative functions. Any supply costs related to technical implementation should be listed under the relevant Activity.

Appliances (\$XX): [*Applicant*] plans to purchase the following supplies for its field office: 2 servers, 12 laptops, 12 computer workstations, 12 headsets, 12 laptop chargers. [*Applicant*] will use existing printers, scanners, cell phones, and office furniture retained from a previous U.S. government project. Estimated costs: \$XX.

M&E Supplies (\$XX): [*Applicant*] will purchase 20 tablets for field use by M&E enumerators. [*Applicant*] will also purchase a subscription and licenses for Eval U-PLUS+, a highly effective M&E software system. All necessary M&E staff will have access to this system.

General Supplies (\$XX): [Applicant] estimates monthly supply costs of \$300 per month. The costs cover all necessary consumable office supplies such as notebooks, pens, file clips, registers, photocopy paper, flip chart paper, markers, transparency paper, flip chart boards, printing, postage, shipping, etc. [Applicant's] estimates are based on market rates and experience implementing programs of similar size in [target country].

2.7. Office Costs – Subtotal \$XX

Applicants should include any office costs here including rent, utilities, bank charges, etc. Applicants should seek cost-efficiency and prioritize use of existing office space or coworking with project partners. USDA/FAS will only consider office costs directly related to the performance of the proposed project. Office costs should be allocated 100% to administration.

[Applicant] anticipates sharing office space with our project partner in [target country]. Costs will be prorated based on the share benefiting [Applicant] and the proposed project. [Applicant] estimates office costs to be \$XX, which include: rent, office safety upgrades, utilities, generator fuel, cleaning and maintenance, bank charges, branding and marking, recruitment, staff development, internet, landline phone service, cell phone services, printing, postage, shipping, tax, and software licenses. Estimated rates are based on [Applicant's] in-country experience and median market rates.

2.8. Other Direct Costs – Subtotal \$XX

Applicants should provide details on any other costs related to administration including subrecipient agreements.

Maintenance (\$XX)

[Applicant] estimates vehicle maintenance to be \$XX for the life of the project based on current costs for [Applicant's] fleet in [target country]. This represents a prorated amount based on expected vehicle use by the proposed project.

Insurance (\$XX)

[Applicant] estimates vehicle insurance to be \$XX for the life of the project based on current costs for [Applicant's] fleet in [target country]. This represents a prorated amount based on expected vehicle use by the proposed project.

Training (\$XX)

[Applicant] plans to conduct onboarding training for new project staff for a total of \$XX. Training topics will include U.S. Government funding requirements, financial management, and local office policies in [target country]. Expenses include printing of training materials and facilitator fees.

2.9. Cost Share – Subtotal \$XX⁸

Applicants should provide information related to administrative cost share. Cost share related to activities or ITSH should be detailed in those sections of the Budget Narrative. All cost share should be clearly explained and related to the scope of the project. Applicants

should explain the source of the cost share, how cost share is valued, and any monitoring or enforcement procedures.

[Applicant] will not provide any cost share under Administration.

2.10. Indirect Costs – Administration – Subtotal \$XX⁹

In accordance with [Applicant's] most recently approved NICRA, indirect costs are estimated at \$XX for Administration. This is based on a rate of XX% applied to a base of \$XX.

SECTION 3: ACTIVITIES (2-3 pages)

Applicants should provide information for each activity listed in the Budget Summary. Each activity section should mimic the cost category structure shown under Administration (e.g., Salaries, Fringe, Travel, etc.).

Total Activity Costs: \$4,323,528 (\$3,823,528 in USDA/FAS funds and \$500,000 in cost share)

Direct Costs: \$3,675,000 (\$3,175,000 in USDA/FAS funds and \$500,000 in cost share)

Indirect Costs: \$648,528

Activity 1: Emergency Food Distribution – Subtotal \$XX (\$XX in USDA/FAS Funds and \$500,000 in cost share)

Applicants should reflect the proportion of costs directly related to the activity implementation here. Costs directly related to ITSH should be reflected in Section 4: ITSH.

3.1.1. Salaries/Personnel – Subtotal \$XX

Applicants should mimic the structure of the Administrative Salary section and include information on any salary costs related to the performance of Activity 1. If costs are shared between other budget categories, explain how they are prorated.

3.1.2. Fringe Benefits – Subtotal \$XX

Applicants should mimic the structure of the Administrative Fringe Benefits section and include information on any fringe costs related to the performance of Activity 1. If costs are shared between activities, explain how they are prorated.

3.1.3. Travel – Subtotal \$XX

Applicants should mimic the structure of the Administrative Travel section and include information on any travel costs related to the performance of Activity 1. If costs are shared between activities, explain how they are prorated.

3.1.4. Professional Services/Contractual – Subtotal \$XX

Applicants should mimic the structure of the Administrative Professional Services/Contractual section and include information on any contract costs related to the performance of Activity 1. If costs are shared between activities, explain how they are prorated.

3.1.5. Equipment – Subtotal \$XX

Applicants should mimic the structure of the Administrative Equipment section and include information on any contract costs related to the performance of Activity 1. If costs are shared between activities, explain how they are prorated.

3.1.6. Supplies – Subtotal \$XX

Applicants should mimic the structure of the Administrative Supplies section and include information on any supply costs related to the performance of Activity 1. If costs are shared between activities, explain how they are prorated.

3.1.7. Office Costs – Subtotal \$0

Applicants should not include Office costs under Activities. This should be listed as \$0.

3.1.8. Other – Subtotal \$XX

Applicants should mimic the structure of the Administrative Other section and include information on any other costs related to the performance of Activity 1. If costs are shared between activities, explain how they are prorated.

3.1.9. Cost Share – Subtotal \$500,000

Applicants should mimic the structure of the Administrative Cost Share section and include information on any cost share related to the performance of Activity 1.

[Applicant] expects a total cost share commitment of \$500,000 from private sector and nonprofit partners including [Applicant should name anticipated partners]. Cost share will be achieved through a mix of donated expertise time and in-kind equipment use. Personnel time will be valued based on individuals' current rates and the level of effort devoted to the project. No personnel rates will be valued higher than the equivalent of a GS15 Step10. In-kind equipment use will be valued based on a fair share valuation of operating costs and the relative use devoted to the project. [Applicant] has an established cost share policy and will monitor all commitments and report as required.

3.1.10. Indirect Costs – Subtotal \$XX

Applicants should mimic the structure of the Administrative Indirect Costs section.

Activity 2: [Insert activity description] – Subtotal \$XX (\$XX in USDA/FAS Funds and \$500,000 in cost share)

For each activity listed in the Budget Summary, the applicant should mimic the above structure. In this template, only one activity is shown in detail.

SECTION 4: INTERNAL TRANSPORTATION, STORAGE AND HANDLING – ITSH (2-3 pages) *The ITSH section follows a different cost category pattern than the Administration and Activity sections. Please follow the below structure.*

Total ITSH Costs: \$2,470,588 (\$2,470,588 in USDA/FAS funds and \$0 in cost share)

Direct Costs: \$2,100,000 (\$2,100,000 in USDA/FAS funds and \$0 in cost share)

Indirect Costs: \$370,588

4.1. Salaries/Personnel – Subtotal \$XX

Applicants should mimic the structure of the Administrative Salary section and include information on any salary costs related to the performance of ITSH. If costs are shared between ITSH and other budget categories, explain how they are prorated.

4.2. Fringe Benefits – Subtotal \$XX

Applicants should mimic the structure of the Administrative Fringe Benefits section and include information on any fringe benefit costs related to the performance of ITSH. If costs are shared between ITSH and other budget categories, explain how they are prorated.

4.3. Travel – Subtotal \$XX

Applicants should mimic the structure of the Administrative Travel section and include information on any travel costs related to the performance of ITSH. If costs are shared between ITSH and other budget categories, explain how they are prorated.

4.4. Internal Transportation – Subtotal \$XX

Applicants should include any costs related to the transportation of commodities from designated ports or points of entry to storage and distribution sites.

In-Country Commodity Dispatch (\$XX): [Applicant] expects a rate of \$120/MT to transport 6,390 MT over the period of performance.

In-Country Commodity Retrieval (\$XX): [Applicant] expects a rate of \$120/MT to transport 256 MT over the period of performance.

4.5. Professional Services/Contractual – Subtotal \$XX

Applicants should mimic the structure of the Administrative Professional Services/Contractual section and include information on any contract costs related to the performance of ITSH. If costs are shared between ITSH and other budget categories, explain how they are prorated.

Loading and offloading (\$XX): Loading services for commodities at port and the offloading at the warehouse is estimated at \$6/MT for 6,646 MT over the period of performance.

Test and inspection of commodities (\$XX): Laboratory testing for unfit food estimated at \$500 per shipment for 5 shipments over the period of performance.

Fumigation (\$XX): Fumigation for the warehouse is estimated at \$12,800 twice per year over the period of performance.

Security (\$XX): Contract with security services to guard two warehouses at \$10,000 per year over the period of performance.

Security system (\$XX): Cost of security camera system in two warehouses at \$1,000 per year over the period of performance.

Call Forward Fees (\$XX): Cost of call forward fees at \$25,000 per call forward for a total of \$100,000 over the period of performance.

4.6. **Warehouse** – Subtotal \$XX

Applicants should include costs related to the storage and warehousing of U.S. Commodities.

Warehouse rent (\$XX): Rent for two warehouses, located in the capital city and a secondary city, at \$2,200 per month over the period of performance.

Replacement pallets (\$XX): Replacements for pallets to store commodities in two warehouses at \$5,000 per warehouse over the period of performance.

Fire extinguisher and refilling (\$XX): Cost of fire extinguishers and refilling for two warehouses at \$800 for each warehouse over the period of performance.

Cleaning supplies (\$XX): Disinfectant, brooms, and rodent traps is estimated at \$500 for each warehouse over the period of performance.

Repackaging (\$XX): Reconditioning bags and fees are estimated at \$20 per bag for 500 bags over the period of performance.

Projective clothing for warehouse staff (\$XX): Protective clothing including hard hats, boots, weight belts, gloves, and respirators for staff at the two warehouses (\$750 per person) over the period of performance.

Warehouse supplies (\$XX): flashlights, batteries, scales, a table and chair, stockcars, and waybills for two warehouses, at an estimated \$2,250 per warehouse over the period of performance.

4.7. **Supplies** – Subtotal \$XX

Applicants should mimic the structure of the Administrative Supplies section and include information on any supply costs related to the performance of ITSH (not already included in the Warehouse section). If costs are shared between ITSH and other budget categories, explain how they are prorated.

4.8. **Other** – Subtotal \$XX

Applicants should mimic the structure of the Administrative Other section and include information on any other costs related to the performance of ITSH. If costs are shared between ITSH and other budget categories, explain how they are prorated.

4.9. **Cost Share** – Subtotal \$XX

Applicants should mimic the structure of the Administrative Cost Share section and include information on any cost share related to the performance of ITSH.

4.10. Indirect Costs – ITSH – Subtotal \$XX

Applicants should mimic the structure of the Administrative Indirect Costs section.

APPENDIX C – Eligible Commodities

All Purpose Flour	Soft White Wheat
Black Beans	Sorghum
Bread Flour	Soybean Meal
Bulgur	Soybean Oil
Cornmeal	Soy-Fortified Bulgur
Corn-Soy Blend	Soy-Fortified Cornmeal
Corn-Soy Blend Plus	Split Yellow Peas
Crude Degummed Soybean Oil	Super Cereal Plus
Dark Northern Spring Wheat	Tallow
Dark Red Kidney Beans	Textured Soy Protein
Fortified Rice, 2/7 Long grain, Well Milled	Vegetable Oil
Fortified Rice, 2/7 Medium Grain, Well Milled	Vegetable Oil Substitutable
Fortified Rice, 3/15 Long grain, Well Milled	Well Milled, Long Grain Rice 2/7
Fortified Rice, 3/15 Medium Grain, Well Milled	Well Milled, Long Grain Rice 3/15
Fortified Rice, 5/20 Long Grain, Well Milled	Well Milled, Long Grain Rice 5/20
Fortified Rice, 5/20 Medium Grain, Well Milled	Well Milled, Medium Grain Rice 5/20
Great Northern Beans	Whole Green Peas
Green Peas	Whole Yellow Peas
Green Split Peas	Yellow Corn
Hard Milled Long Grain Rice	Yellow Grease Tallow
Hard Red Spring Wheat	Yellow Soybeans
Hard Red Winter Wheat	
High Energy Biscuits	
Kabuli Garbanzo Beans	
Lentils	
Ready To Use Supplementary Food (RUSF) (SF Lipid-Based Nutrient Supplement [LNS]-LQ)	
RUSF (SF LNS-MQ)	
RUSF (SF-LNS-SQ)	
Milled Rice	
Nonfat, Non-fortified Dry Milk	
Northern Spring Wheat	
Parboiled, Well Milled, Long Grain Rice 2/7	
Parboiled, Well Milled, Long Grain Rice 5/20	
Peas/Lentils Substitutable	
Pinto Beans	
Ready to Use Supplementary Foods (RUSF)	
Ready to Use Therapeutic Food (RUTF)	
Salmon, Pink (Canned)	
Small Red Beans	
Soft Red Winter Wheat	

APPENDIX D – 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 foodforpeace@usda.gov. Please use the subject line “Past Performance Reference for [Proposal Name].” USDA/FAS may contact the reference organization/personnel for verification.

PART I: Award Information (to be completed by Applicant)
Name of Applicant’s Organization
Applicant Contact Name:
Title:
Phone Number:
Email Address:
Name of Project:
Award Number:
Award Type:
Award Value:
Description of Work/Services:
Location Where Work was Performed:
Contracting/Agreement Officer:
Contracting/Agreement Officer Phone Number:
Contracting/Agreement Officer Email Address:
Technical Officer (if applicable):
Technical Officer Phone Number:
Technical Officer Email Address:

APPENDIX E – USDA Branding and Marketing Guidance

Terms and Conditions Regarding the Acknowledgment of USDA Funding,
the Use of the USDA Logo, and Communications to the Public for the
Food for Peace Program

General Requirements

The Recipient will comply with the requirements in Sections 202 and 403 of the Food for Peace Act (7 U.S.C. § 1722; 7 U.S.C. § 1733), and with these terms and conditions in implementing a project under this Agreement.

Acknowledgment of USDA Funding

The Recipient will notify beneficiaries and officials in the target country that the U.S. Department of Agriculture (USDA) provided funds for the activities under this agreement. The Recipient will, to the extent practicable, widely publicize through the use of the public media and through other means, that the commodities are being provided through the friendship of the American people as food for peace. The Recipient will recognize USDA and the Food for Peace Program as the source of funding in all printed materials produced with USDA resources under this agreement.

The Recipient will comply with the following marking and labeling requirements as stated in Section 202(g) of the Food for Peace Act (7 U.S.C. §1722(g)):

Agricultural commodities and other assistance provided under this title shall, to the extent practicable, be clearly identified with appropriate markings on the package or container of such agricultural commodities or food procured outside of the United States, or on printed material that accompanies other assistance, in the language of the locality in which such commodities and other assistance are distributed, as being furnished by the people of the United States of America.

The Recipient will comply with 2 CFR section 415.2, Acknowledgement of USDA Support on Publications and Audiovisuals.

Use of the USDA Logo

The Recipient will use the USDA logo in all communications to the public, promotional materials, vehicles, under the Food for Peace Program.

The Recipient will use the USDA logo in accordance with the 2013 USDA Visual Standards Guide and the official USDA Style Guide website.

The Recipient will place the USDA logo and the text “United States Department of Agriculture – Food for Peace Program”, in the upper left corner of communications material or other marked item, unless otherwise approved by FAS. The Recipient may also add the American flag. The Recipient will not use project-specific logos.

The Recipient will not use the USDA logo on administrative materials such as stationery and business cards.

The Recipient may use the USDA logo in conjunction with a symbol of the target country, another donor, or a non-governmental organization that is involved in the project, subject to the following conditions:

- The USDA logo with the text “United States Department of Agriculture – Food for Peace Program” or “United States Department of Agriculture – Food for Peace Program,” as preferred, will be placed prominently on the upper left corner of the item being marked.
- The other symbol(s) will be placed to the right of the USDA logo, provided that, with advance approval by FAS, the symbol of the target country may be placed to the left of the USDA logo in a situation where such placement would be advantageous to the success of the project.
- The placement of the USDA logo will be at least as favorable, in terms of size and prominence, as the placement of the other symbol(s).

The Recipient may choose not to place the USDA logo on, or otherwise mark, target country government-owned products if marking would undercut host-country “ownership” of policies, studies, reports, publications, or other communications better positioned as “by” or “from” a target country ministry or government official. In such cases, the Recipient will acknowledge USDA, as appropriate, within document text or verbally at meetings and events.

Communications to the Public

Project Naming Criteria

When naming the project to be implemented under this Agreement, the Recipient will:

- Begin with “U.S. Department of Agriculture” followed by the program name (e.g., U.S. Department of Agriculture Food for Peace Program) and will not use FFP.
- Reference the country or region where the project is focused. If the project is global in nature, either omit the country or region, or include the word “global” instead.
- Be clear, concise, simple, and descriptive.
- Not use jargon or acronyms.
- Not reference the Recipient’s internal organizational structures (e.g., “Recipient’s School Meals Activity”).

Project Communication Plan

If the Recipient chooses to submit a Project Communication Plan the Project Communication Plan will include the following information:

- The central project message.
- A description of how the Recipient intends to use the USDA logo in conjunction with a symbol of the target country, another donor, or a nongovernmental organization that is involved in the project, if applicable.

- The names of any other donors or nongovernmental organizations involved in the project and their communications and marketing plans as they relate to the project.

Anticipated events and any potential communication materials that will be released before, during, or after each event, e.g., press releases, success stories, etc.

Media Communications

General

The Recipient will notify the appropriate USDA program analyst and USDA Post of all media interactions in the same communication or as close to simultaneously as possible.

The Recipient will not claim the status of and will not take any action that is likely to lead to it being perceived as, a USDA employee or member of the U.S. Government or Diplomatic Mission.

Press Conferences, Interviews, and Speaking Engagements

The Recipient will notify USDA in advance of any scheduled press conferences, interviews, or speaking engagements with the media regarding the project to be implemented under this agreement. In the event of an unexpected or unplanned media engagement, the Recipient will notify the appropriate USDA program analyst and USDA Post as soon as possible to enable them to inform the U.S. Embassy Public Affairs Section. The Recipient will ensure that its project staff or other appropriate personnel acknowledge U.S. Government support and USDA as the source of funding during any press or media engagement with the Recipient.

Press releases

The Recipient will include the following standard language in a footnote at the bottom of any press release related to the project implemented under this agreement:

“The commodities distributed through this program are provided by the American people as food for peace.”

Social Media

If the Recipient wishes to post on social media they must seek USDA approval prior to posting.

Disclaimer Language

The Recipient will include the following language in any materials that are distributed to the public under the project:

“This [study/report/publication/audiovisual/other information or media product (specify)] was made possible by the generous support of the American people through the United States Department of Agriculture’s Food for Peace Program. The contents are the responsibility of the

[Recipient] and do not necessarily reflect the views of the United States Department of Agriculture or the United States Government.”

Other Communications Requirements

Approval Process for Materials: The Recipient will submit the following materials to, and obtain the approval of, the appropriate USDA program analyst before using or distributing the materials:

- Templates for banners, project-site signs, presentations, and other common formats
- Templates for press releases
- Templates for policy papers

The Recipient will endeavor to submit at least one success story as an attachment to each semiannual performance report or as requested by the appropriate USDA program analyst. Multiple stories are encouraged to show a fuller picture of the success of the project. The Recipient will submit a success story(ies) that:

- Is grounded in data.
- Reflects a broader look at the success of a specific activity or the project rather than a focus on specific individuals.
- Includes a high-quality photo with corresponding caption and photo credit.
- USDA is also interested in receiving human interest stories that may be shared with FAS Post and U.S. Embassy colleagues.

When beneficiaries receive donated commodities directly, the Recipient will provide information to the beneficiaries regarding the proper preparation and use of such commodities.

Reporting on Public Outreach and Response

The Recipient will submit to the appropriate USDA program analyst, in the semiannual performance report submitted in accordance with this Agreement, information that quantifies the Recipient’s outreach activities and response during the reporting period for the project implemented under this Agreement. In each such report the Recipient will quantify the media used, the number of pieces of content per media, the exposure of each piece of content, and the total estimated exposure for the reporting period across all media platforms.

Waiver of Requirements

The Recipient may request USDA to waive compliance with one or more of the labeling, marking, or notification requirements under this Agreement. The Recipient will not have to comply with such requirement(s) while awaiting a determination by USDA regarding its waiver request if the Recipient determines that compliance with such requirement(s) poses an imminent threat of injury, loss of life, or destruction of property in the target country. In such case, the Recipient must submit to USDA an explanation of the safety or security risk, as soon as possible, in a letter on the Recipient’s letterhead and signed by an authorized official within the Recipient’s organization. Except as provided in Section V, paragraph A, the Recipient must comply with all labeling, marking, and notification requirements under this Agreement unless it

has received a specific approval from USDA of a request to waive compliance with one or more of such requirements.

The Recipient may submit a written request for a waiver at any time after the Agreement has been signed. The Recipient is encouraged to submit any request to waive a marking requirement, any proposed alternatives, and detailed information to justify the waiver request before submitting the Project Communication Plan, to the extent possible. The Recipient may not incorporate in the Project Communication Plan a deviation from a marking requirement unless USDA has approved a waiver request to permit such deviation. The Recipient may request a waiver when a marking requirement would:

- Prevent an appearance of neutrality that would further the objective or purpose of the product.
- Reduce the credibility of the project's data or findings.
- Impair the functionality of the product.
- Not be cost-beneficial or practical.
- Violate cultural or social norms or otherwise be considered inappropriate.
- Violate applicable international law.
- Deter achievement of project goals.
- Detract from host country "ownership."
- Place project beneficiaries or the Recipient's staff in physical jeopardy.