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RFA Number: 720BHA22RFA00002 (DRAFT - For Comment Only)

Subject: Bureau for Humanitarian Assistance (BHA) 2022 DRAFT Request for Applications (RFA) - Global transportation, delivery, and distribution of shelf-stable food commodities.

Title: BHA Fiscal Year (FY) 2022 Title II: International Food Relief Partnership (IFRP), Shelf-Stable Food Commodity Transportation, Delivery, and Distribution

The United States Agency for International Development (USAID) Bureau for Humanitarian Assistance (BHA) is seeking applications for funding to support the rapid transportation, delivery, and distribution of shelf-stable, prepackaged commodities to be distributed under the International Food Relief Partnership (IFRP) program. Please refer to the Funding Opportunity Description for a complete description.

Private voluntary organizations or cooperatives, including U.S. and non-U.S. nongovernmental organizations (NGOs) may apply. Organizations designated by USAID as public international organizations are also eligible to apply.

Issuance of this RFA does not constitute an award commitment on the part of BHA, nor does it commit BHA to pay for costs incurred in the preparation and submission of an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense. This includes the completion of all required documents for USAID awards.

BHA cannot make final awards until funds have been fully appropriated, apportioned, allocated, and committed. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

For the purposes of this program, the RFA consists of this cover letter and the following:

- SECTION I – PROGRAM DESCRIPTION
- SECTION II – FEDERAL AWARD INFORMATION
- SECTION III – ELIGIBILITY INFORMATION
- SECTION IV – APPLICATION AND SUBMISSION INFORMATION

- SECTION V – APPLICATION REVIEW INFORMATION
- SECTION VI – FEDERAL AWARD AND ADMINISTRATION INFORMATION
- SECTION VII – FEDERAL AWARDED AGENCY CONTACTS
- SECTION VIII – OTHER INFORMATION

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to this www.grants.gov opportunity. Any future amendments to this RFA can be downloaded from www.grants.gov. This information may also be posted on the BHA website. It is the responsibility of the applicant to use the most up-to-date versions of all the documents related to this RFA.

BHA may not award to an applicant unless the applicant has complied with all applicable unique entity identifiers and System for Award Management (SAM) requirements detailed in Section III. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Applicants may submit up to three separate grant applications, with no more than one application per country. Applicants may propose use of one or two commodities in any given application.

All questions regarding this RFA must be submitted in writing by TBD (10 days from the final RFA's posting) to BHA, attention Benjamin C. Vogler, IFRP Program Manager, at IFRP@usaid.gov.

BHA may (a) reject any or all applications, (b) accept applications for reasons other than cost, or (c) accept more than one application (see Section V - Application Review Information). BHA intends to award predominantly fixed obligation awards, but reserves the right to award any other form of assistance agreement. BHA may waive informalities and minor irregularities in applications received.

BHA may make an award on the basis of initial applications received, without discussions. Therefore, each initial application must contain the applicant's best terms from a cost and technical standpoint.

In the event of any inconsistency between this RFA and the referenced documents in the RFA, the RFA shall take precedence over any referenced documents, *except* statutes and regulations. In the event of an inconsistency in the RFA documents or in the text of the RFA, it will be resolved at the discretion of the Agreement Officer (AO).

Thank you for your interest in BHA's programs.

Sincerely,
/S/
Matthew Nims
Agreement Officer

SECTION I – PROGRAM DESCRIPTION

1. General Description

USAID’s Bureau for Humanitarian Assistance (BHA) is seeking grant applications from eligible organizations for the transportation, delivery, and distribution of shelf-stable food commodities produced by U.S. non-profit organizations under the International Food Relief Partnership (IFRP) program. Any and all IFRP activities would entail the transfer of commodities to implementing organizations and then the transfer of these commodities by the implementing organizations to the designated recipients for any allowable purpose specified by the Food for Peace Act, as referenced in Section I – General Description, 2) Authorizing Legislation.

Countries that the U.S. Government designates as “Prohibited Sources” are not eligible for funding under this RFA. Prohibited sources means countries to which assistance is prohibited by the annual appropriations acts of Congress or other statutes, or those subject to other executive branch restrictions, such as applicable sanctions administered by the Office of Foreign Assets Control (OFAC) of the US Department of the Treasury, against targeted foreign countries, terrorists organizations, international narcotics traffickers and those engaged with the proliferation of weapons of mass description and other threats to national security. USAID maintains a list of prohibited sources in [ADS Chapter 310](#). As of this RFA's posting date, there are currently no prohibited source countries nor are there additional restrictions on eligible countries under this RFA.

There will be only one IFRP transport, delivery, and distribution grant review cycle during Fiscal Year (FY) 2022, and the three commodities available for distribution are: Harvest Lentil Pro, Enov’ Nutributter (LNS-SQ), and Enov’ Mum (LNS-PLW). Please see the detailed chart below regarding commodity specifications and details, and please note that applicants are responsible for organizing their transportation logistics beginning from receipt/loading of the commodity(ies) at the producers’ facility(ies) to unloading at the distribution sites in-country.

Commodity:	Harvest Lentil Pro # 404	Enov’ Nutributter	Enov’ Mum
Producer:	Breedlove Foods, Inc.	Edesia	Edesia
Website:	breedlove.org	https://www.edesianutriti on.org/	https://www.edesianutriti on.org/
Location:	1818 North Martin Luther King Jr. Blvd	550 Romano Vineyard Way North Kingstown,	550 Romano Vineyard Way North Kingstown,

	Lubbock, TX 79403	RI 02852	RI 02852
Commodity Intended Purpose:	To supplement daily diet of vulnerable groups.	As a supplement to age-appropriate complementary foods for children 6-24 months of age to promote healthy growth and prevent micronutrient deficiencies in contexts where nutrition and child health indicators are poor.	As a supplement to complementary foods for pregnant and lactating women to reach recommended nutrient intake with the aim of having a positive effect on maternal status, birth outcomes, and postnatal growth.
Commodity Use & Primary Intended Population:	General population supplement (e.g., maternal/child health, school feeding, hospital patients, orphans, clinics, emergency feeding, food for work, etc.) from primary & secondary school children to adults & elderly.	Preventive (LNS) supplement (This product is not for treatment and is not therapeutic/curative) for children 6-24 months of age at risk of malnutrition, micronutrient deficiencies, and poor diet.	Preventive (LNS) supplement (This product is not for treatment and is not therapeutic/curative) for women for the duration of pregnancy and lactation.
Maximum Request Per Application:	150.08 MTs – Up to eight 40’ containers, which is equivalent to approximately 150.08 MTs, or precisely 10,720 cases (boxes). Each case contains 14 (1kg) bags.	69.12 MTs – Up to four 40’ containers, which is equivalent to 69.12 MTs 17.28 MT/ 40’ Container 10.8 MT/ 20’ Container	69.12 MTs – Up to four 40’ containers, which is equivalent to 69.12 MTs 17.28 MT/ 40’ Container 10.8 MT/ 20’ Container

Servings in Maximum Level:	7,504,000 – 20g servings. Each 1kg bag contains 50 soup servings.	3,456,000 – 20g servings (enough to supplement approximately 19,200 children for a six month period).	3,456,000 – 20g servings (enough to supplement approximately 9,460 women for a 12 month period).
Suggested Servings Per Day:	One 20g serving rehydrates to one cup, 1-3 per day, determined by program goals.	One 20g sachet/day/child	One 20g sachet/day/woman
Contact information:	Michelle Logan michellelogan@breedlove.org (806) 741.0404 ext. 304	Rebecca Primeau rprimeau@edesianutrition.org (401) 272-5521 ext. 1161	Rebecca Primeau rprimeau@edesianutrition.org (401) 272-5521 ext. 1161

Please note: contact information has been provided for each commodity should applicants require further information on commodity use and logistics requirements.

Applicants proposing two commodities via one application may request any combination of commodities so that the maximum tonnage amount proportionally does not exceed 100 percent, as long as the commodities are requested in amounts that fill a full container as listed below.

For example, if an applicant requests 25 percent of the maximum amount of one commodity per the above chart, it may propose up to 75 percent of the maximum amount of a different commodity, or if an applicant requests 50 percent maximum for one commodity it may propose up to 50 percent of the maximum amount of a different commodity.

BHA requires applicants not requesting the maximum commodity tonnage level to request the following lower tonnage levels based on the carrying capacity per 20' or 40' containers. Otherwise, there is no minimum tonnage level that must be requested. Apparently successful applicants who propose tonnage amounts that do not meet the containerized tonnage amounts listed below will be requested to revise their application.

Please note that since Enov' Nutributter and Enov' Mum are the same weight and dimensions, the metric tonnage limit per container is the same for both commodities. As such, a container carrying any mix of Enov' Nutributter and Enov' Mum would be subject to the same metric tonnage limits as those listed below. However, please note that applicants cannot combine commodities from two separate producers in one carrying container. Further, containers must be

sealed at the producer's location when loaded and applicants must use food grade containers.

- Harvest Lentil Pro
 - 150.08 MTs=eight 40' containers
 - 131.32 MTs=seven 40' containers
 - 112.56 MTs=six 40' containers
 - 93.80 MTs=five 40' containers
 - 75.04 MTs=four 40' containers
 - 56.28 MTs=three 40' containers
 - 37.52 MTs=two 40' containers
 - 18.76 MTs=one 40' container
 - 11.34 MTs=one 20' container

Note: 40' containers = 1,340 handloaded cases, 20' containers = 810 handloaded cases

- Enov' Nutributter
 - 69.12 MTs=four 40' containers
 - 51.84 MTs=three 40' containers
 - 34.56 MTs=two 40' containers
 - 17.28 MTs=one 40' container
 - 10.8 MTs= one 20' container
- Enov' Mum
 - 69.12 MTs=four 40' containers
 - 51.84 MTs=three 40' containers
 - 34.56 MTs=two 40' containers
 - 17.28 MTs=one 40' container
 - 10.8 MTs= one 20' container

Each applicant may request up to \$175,000 of funding per application if proposing one commodity and up to \$200,000 of funding per application if proposing two commodities (excluding commodity value). It is not mandatory, however, that applicants request that level of funding or the maximum level of the commodity. Additionally, funding is available for costs directly associated with the movement, management, and monitoring of IFRP commodities. Funding will not be considered for vehicle purchase, project materials, or office equipment.

1. (a) Commodity Descriptions and Their Appropriate Uses

Harvest Lentil Pro (Product Code # 404 – Unflavored):

The Harvest Lentil Pro (Product Code # 404 – Unflavored) soup mix is a dry/dehydrated blend composed of lentils, rice, soy, potatoes, onions, carrots, and salt that has a broad utility across

ages. It is fortified with vitamins, minerals, and vegetable protein, including dietary fiber, iron, vitamin B complex, vitamin C and potassium, but is not limited to these micro-nutrient fortifications. The product has a shelf-life of up to 24 months (or two (2) years). The suggested serving size is 20g of dry/dehydrated mix. After reconstitution, the serving provides a full cup serving of soup. A non-GMO version is also available upon request, with approval from the IFRP Program Manager.

The product offers essentially a complementary/supplemental nutritional intake of minerals and vitamins needed for a balanced diet and is primarily intended for institutional feeding venues, i.e. as a supplement to main meals to patients, school children, orphans, adults, the elderly at hospitals, schools, clinics, orphanages, civic centers, internally displaced person (IDP) and refugee camps, and other similar locales with sufficient potable water for preparation. The product can also be distributed as a take-home ration (to multi-children/single mother households) provided that preparation training and ration intake information are available. In most cases, preparation is very consistent with local cooking and food preparation practices, permitting the product to be a base for local ingredients and seasoning. Cooking requires bringing the mix to a boil and simmering for 20-30 minutes to rehydrate the blend for ready consumption.

IMPORTANT: The Harvest Lentil Pro product is for “general population” feeding per the above, and is intended and appropriately used as a supplement to primary meals and dietary needs to alleviate hunger and address micro-nutrient and/or vitamin deficiencies among targeted populations. Once prepared, the product can be distributed/provided as a supplement for added nourishment to a wide-range of ‘at-risk’ and/or food insecure program participants.

For additional information about this product, its overall ingredients/specifications and appropriate use, please refer to [Breedlove Food’s website](#). Potential applicants may also contact Ms. Michelle Logan of Breedlove Foods at the following email address: michellelogan@breedlove.org.

Enov’ Nutributter

Enov’ Nutributter is a small quantity, ready-to-use, lipid-based nutrient supplement (LNS-SQ) intended to complement the diet of children 6-24 months of age whose diets are sub-optimal and/or insufficient. The product was formulated for children at risk of nutritional deficiencies to help meet their nutrient needs. Enov’ Nutributter is a dietary supplement of one (1) packet/sachet per day, to provide 20 grams of essential nutrients. Enov’ Nutributter has a shelf life of 24 months when stored up to 30 degrees centigrade (86 degrees fahrenheit).

IMPORTANT: The Enov’ Nutributter product is NOT a therapeutic food product, and is therefore NOT intended for treatment of severe acute malnutrition (SAM), nor is Enov’ Nutributter intended for treatment of moderate acute malnutrition (MAM). Enov’

Nutributter is also NOT a breast milk replacement.

All grant applicants must understand that Enov' Nutributter (LNS-SQ) is to be used as a dietary/nutritional supplement (preventive) for infants and very young children (6-24 months). Applications that propose this product for therapeutic use or for treatment of severe acute and/or moderate acute malnutrition will not be favorably considered for overall grant funding.

For additional information about this product, its overall ingredients/specifications and appropriate use, please refer to [Edesia's website](#). Potential applicants may also contact Ms. Rebecca Primeau of Edesia at the following email address: rprimeau@edesianutrition.org.

Enov' Mum:

Enov' Mum is a small quantity, ready-to-use, lipid based nutrient supplement (LNS-SQ PLW) intended to complement the diet of pregnant and lactating women. The product was formulated to aid women not receiving a nutritionally adequate diet due to food insecurity, or those whose daily diet may be providing enough energy but is lacking in dietary diversity.

Enov' Mum, is provided as one (1) packet/sachet per day, to provide 20g of essential nutrients and complements a regular diet. Enov' Mum has a shelf-life of 24 months, especially when stored up to 30 degrees centigrade (86 degrees fahrenheit)

IMPORTANT: The Enov' Mum product is NOT a therapeutic food product, and is therefore NOT intended for treatment of severe acute malnutrition (SAM), nor is Enov' Mum intended for treatment of moderate acute malnutrition (MAM).

All grant applicants must understand that Enov' Mum is to be used as a dietary/nutritional supplement for pregnant and lactating women. Applications that propose this product for “therapeutic” use or for “treatment” of severe acute and/or moderate acute malnutrition will not be favorably considered for overall grant funding.

For additional information about this product, its overall ingredients/specifications and appropriate use, please refer to [Edesia's website](#). Potential applicants may also contact Ms. Rebecca Primeau of Edesia at the following email address: rprimeau@edesianutrition.org.

2. Authorizing Legislation

This funding opportunity is authorized under the [Food for Peace Act](#) Section 201 (7 U.S.C. § 1726b), as amended. The Food for Peace Act authorizes the USAID Administrator to award grants to private voluntary organizations and international organizations for the rapid transportation, delivery, and distribution of shelf-stable prepackaged foods requested by eligible organizations to needy individuals in foreign countries..

More information on the program can be found here:

<https://www.usaid.gov/humanitarian-assistance/international-food-relief-partnership>

3. Project Eligibility Requirements

To ensure the best opportunity, the proposed grant goals, objectives, and activities, along with the receipt/loading, rapid transportation, and delivery of the commodity in-country, must be achievable within 18 months of the initial date of the award.

SECTION II – FEDERAL AWARD INFORMATION

1. Estimate of Funds Available

Subject to the availability of commodities and funds, under this RFA, BHA plans to enter into grant award(s) up to \$175,000 per application if proposing one commodity and up to \$200,000 per application if proposing two commodities.

2. Anticipated Start Date and Performance Period

The anticipated award date is on or about September 30, 2022, with a performance period of 18 months for each award.

3. Assistance Awards

Per 2 CFR 200 and 2 CFR 700, USAID does not award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the agreement activity and which are in accordance with applicable cost standards, may be paid under the agreement.

SECTION III – ELIGIBILITY INFORMATION

1. Eligible Applicants

To be considered for a Title II funded award, applicants must meet one of the following minimum eligibility requirements:

- A private voluntary organization (PVO).
 - A PVO is a U.S. private voluntary organization, international private voluntary organization or a local private voluntary organization as defined in 22 CFR 203.2.
 - A PVO includes U.S. and non-U.S. nonprofit, non-governmental organizations (NGOs) (1) as defined in Section 402 of the Food for Peace Act; and (2) in accordance with [ADS 303](#).
- An organization designated by USAID as a Public International Organization (PIO), in

accordance with [USAID ADS 308](#).

2. New Partners

USAID encourages applications from potential new partners.

BHA welcomes applications from organizations that have not previously received financial assistance from USAID (new partners) and local organizations. Awards to new partners may be significantly delayed if BHA must undertake necessary pre-award surveys of these organizations in order to determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills in order to achieve the objectives of the program, or whether specific conditions will be needed (see Section IV of this RFA). These organizations should take this into account and plan their implementation dates and activities accordingly.

3. Cost Sharing or Matching

Cost sharing is not required.

4. Limit on Number of Applications

Applicants may submit up to three separate grant applications, with no more than one application per country. Applicants may propose use of one or two commodities in any given application.

5. Minimal Qualification Requirements

The Agreement Officer (AO) uses the Fixed Amount Award Entity Eligibility Checklist to assess the NGO's capacity and capabilities for accomplishing the milestones. If the assessment identifies weaknesses or deficiencies in the organization that call into question the ability of the organization to complete the proposed activity, the technical office and the AO, as part of the risk assessment required in ADS 303.3.25, must document the weaknesses and deficiencies and describe the mitigation measures to reduce or eliminate the risk of failure to the organization and the Agency. Mitigation measures may include, but are not limited to the following: capacity building technical assistance, including but not limited to financial management and procurement functions; or, increased monitoring visits to confirm adequate progress on milestones.

6. Qualification Factors

To qualify for (an) award(s) resulting from this RFA, the applicant must:

- (a) Have a satisfactory history of performance, including a satisfactory record of meeting expected performance goals and managing and executing programs or activities under USG awards (e.g., timeliness of compliance with

applicable reporting requirements, conformance to the terms and conditions of the awards) if it is a prior Recipient of USG awards ;

(b) Have a Unique Entity Identifier (DUNS) number and be registered in the USG's System for Award Management (SAM) and not have any active exclusions in the SAM (<http://www.sam.gov>);

(c) Be financially stable and have adequate financial resources (or the ability to obtain such resources) as required during the performance of the award;

(d) Have the necessary management systems and ability to meet required management standards, including having the necessary processes and systems in place to comply with the reporting requirements of 2 CFR 170, if the applicant is proposing to work with sub-awardees;

(e) Have the ability to effectively implement statutory, regulatory, or other requirements imposed on recipients of USG assistance;

(f) Have the ability to meet the award terms and conditions considering all existing prospective Recipient commitments, both non-governmental and governmental;

(g) Not be indebted to the USG;

(h) Not appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the [U.S. Treasury for the Office of Foreign Assets Control \(OFAC\)](#);

(i) Not appear on the United Security Council Consolidated Sanctions List (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>); and

(j) Be otherwise qualified to receive an award under applicable laws and regulations.

7. Pre-Award Survey/Risk Assessment

If the applicant has not received funding from USAID or substantial funding from another U.S. Government agency within the past five years, a pre-award survey is required in accordance with the policy requirements in ADS 303.3.9.1. A pre-award survey examines the applicant's systems to determine whether the applicant has the necessary organization, experience, accounting and operational controls, and technical skills in order to achieve the objectives of the program and manage USAID funding. An applicant must receive a successful pre-award survey in order to be considered for direct funding from USAID.

In order to determine whether an applicant qualifies for an award, the AO must assess the risks posed by applicants in accordance with the following:

- For U.S. and Non-U.S. NGOs: 2 CFR 200.205 and ADS 303.3.9

A positive risk determination means that the prospective non-Federal entity possesses or has the ability to obtain the necessary management competence to plan and carry out the assistance program, and that the prospective non-Federal entity will practice mutually agreed-upon methods of accountability for funds and other assets provided by USAID.

Depending on the result of this risk determination the AO may: (a) make the award; (b) not make the award; or (c) make the award with specific conditions.

8. Sources of Information

In assessing applicant risk vis-à-vis the qualification factors, the AO will utilize:

- Information available through any OMB-designated repositories of USG-wide eligibility qualification or financial integrity information, as appropriate;
- Information available in the U.S. Department of the Treasury’s “Do Not Pay” system;
- Information available in SAM;
- Integrity and performance information available through the Federal Awardee Performance and Integrity Information System (FAPIIS);
- Information available in the [U.S. Department of the Treasury Office of Foreign Assets Control \(OFAC\) Specially Designated Nationals \(SDN\) and Blocked Persons List](#);
- Information available in the [United Security Council Consolidated Sanctions List](#);
- Reports and findings from audits, including Single Audit information available through the Federal Audit Clearinghouse (<https://harvester.census.gov/facweb/>);
- Information obtained from evaluations and assessments of prior work;
- Information received from references provided in the application (see Section IV.B of this RFA), and references other than those provided in the application;
- The applicable statutory and regulatory certifications (see Section IV.B of this RFA);
- If requested, copies of: (a) audited financial statements for the last three years; (b) projected budget, cash flow, and organization charts; and (c) copies of applicable policies and procedures (e.g., accounting, procurement, property management, travel, and personnel);
- Formal pre-award surveys (if applicable); and
- Other information that the AO may reasonably request

9. Results of Risk Assessment

As a result of the aforementioned risk assessment, the AO may do one of the following:

a. Make an Award

If a positive risk determination is made, the AO would ordinarily be expected to make an award (assuming that mutual agreement can be reached on award terms and conditions and/or any other

matter). A positive risk determination means that the applicant possesses or has the ability to obtain the necessary management competence to plan and carry out the assistance program and that the applicant will practice mutually agreed-upon methods of accountability for funds and other assets provided by USAID.

b. Not Make an Award

(1) If a positive determination cannot be made, the AO would ordinarily not make an award. If a positive risk determination cannot be made, it means that the applicant does not meet one or more of the qualification factors listed in Section III.6, and that specific conditions (see Section III.9(c) below) cannot appropriately mitigate the effects of the applicant's risk.

(2) In accordance with 2 CFR 200.212, if the AO determines that an applicant is not qualified for an award because the applicant does not have a satisfactory record of: (a) executing programs or activities under USG grants, cooperative agreements, or contracts (see Section III.6(a) above); and/or (b) integrity and business ethics (see Section III.6(c) above), USAID must report that determination to the designated integrity and performance system accessible through SAM (if it is the only basis for the AO's determination and if the award would have exceeded the simplified acquisition threshold (currently \$150,000, but revised from time to time)).

(3) In such cases, USAID will notify the applicant that the determination was made and reported to the designated integrity and performance system accessible through SAM, and include with the notification an explanation of the basis for the determination. The information will be kept in the system for a period of five years from the date of the determination, and will then be archived. The applicant may go to the awardee integrity and performance portal accessible through SAM and comment on any information the system contains about the applicant itself. If USAID enters information into the designated integrity and performance system accessible through SAM about a determination that an applicant is not qualified for an award and subsequently learns that any of that information is erroneous, USAID will correct the information in the system within three business days. In addition, if USAID subsequently obtains an update to that information, USAID may amend the information in the system to incorporate the update in a timely way.

(4) In accordance with 2 CFR 200.211, all information posted in the designated integrity and performance system accessible through SAM will be publicly available after a waiting period of 14 calendar days, except for information that is withdrawn by USAID during the 14-calendar day waiting period. However, USAID will not publish any information in the non-public segment of designated integrity and performance system that is exempt from disclosure under the Freedom of Information Act (5 U.S.C 552), or controlled unclassified information pursuant to Executive Order 13556. If the applicant asserts within seven calendar days that some or all of the information made publicly available is covered by a disclosure exemption under the Freedom of Information Act, USAID will remove the posting within seven calendar days of receiving the assertion. Prior to reposting the releasable information, USAID must resolve the issue in accordance with USAID's Freedom of Information Act procedures.

c. Make an Award with Specific Conditions

If the risk assessment of a potential recipient identifies high risks, an award may still be made if the applicant can correct its deficiencies within a reasonable period of time, and if the award includes specific conditions that can appropriately mitigate the effects of the applicant's risk. Such specific conditions are described in 2 CFR 200.207 and ADS 303.3.9.2 or the other applicable regulations and policies cited above. These specific conditions may include items such as:

- Requiring payments as reimbursements rather than advance payments;
- Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
- Requiring additional, more detailed financial reports;
- Requiring additional project monitoring and reporting;
- Requiring the applicant to obtain technical or management assistance; and/or
- Establishing additional prior approvals.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

1. Point of Contact

Benjamin C. Vogler
IFRP Program Manager
U.S. Agency for International Development
Bureau for Humanitarian Assistance (BHA)
1300 Pennsylvania Ave, NW
Washington, D.C. 20523
Email: IFRP@usaid.gov

This RFA and any future amendments can be downloaded from <http://www.grants.gov>. If you have difficulty registering or accessing the RFA, please contact the grants.gov helpdesk at support@grants.gov for technical assistance.

All application inquiries must be submitted to BHA, attention Benjamin C. Vogler, IFRP Program Manager, at IFRP@usaid.gov. Note that emails including all attachments must not exceed 10 megabytes (MB). Please therefore use multiple emails or zip files if needed. The Apparently Successful Applicant(s) will be invited to upload their final application documents to the BHA Application and Award Management Portal (AAMP).

2. Content and Form of Application Submission

Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk. Each applicant must furnish the information required by this RFA.

BHA requests that applicants submit application documents to IFRP@usaid.gov. All documents must be completed in accordance with the format detailed in this RFA and adhere to the following:

- Written in English and in 12-point Times New Roman font;
- Text in tables or charts may be 10-point Times New Roman font;
- Narratives must be prepared in Microsoft Word or compatible equivalent with print areas set to 8.5 x 11 inch, letter-sized paper and one-inch margins, left justification and a footer on each page including page numbers, date of submission, and applicant name;
- Spreadsheets must be prepared in Microsoft Excel or compatible equivalent, with print areas set to 8.5 x 11 inch, letter-sized paper;
- Official (signed) documents, memoranda, and certifications may be submitted as Adobe PDF files or compatible equivalent; and
- Faxed and hard copy applications are not acceptable.

To facilitate the competitive review of the applications, applications must conform to the format prescribed below.

The application must be specific, complete, and presented concisely. Technical applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of the proposed program, and the requirements can be found in Section V – Application Review Information, 1) Evaluation Criteria.

An organization may submit up to three applications in response to this RFA, with no more than one application for any one country. Additionally, each grant application may propose use of one or two commodities in any given application.

The application must be specific, complete, and presented concisely. Applications that do not meet the requirements of this RFA will not be considered for award. The application shall be divided into the following sections, with the maximum number of pages given per section as follows:

- A. Application Narrative (3 pages maximum)
 - 1. Cover Page (1 page maximum)
 - 2. Executive Summary (2 pages maximum)
- B. Technical Narrative (10 pages maximum)
 - 1. Organizational Capabilities
 - 2. Situation Analysis
 - 3. Program Objectives/Strategy
 - 4. Implementation Plan
- C. Budget (No page limit)
 - 1. Detailed Budget (no page limit)
 - 2. Summary Budget (no page limit)

3. Budget Narrative (no page limit)
- D. Annexes (no page limit)
 1. [Risk Assessment and Management Plan](#) to prevent the misuse or diversion of U.S. Government resources.

The above bullets correspond to the sections of the RFA, as described below, and constitute the general application format.

A. Application Narrative (3 pages maximum)

The Application Narrative must include the following:

Cover Page (1 page maximum)

- The name of the organization submitting the application
- Name and title of the organization's representative who has signatory authority and authority to submit the application;
- Program name
- Notice of Funding Opportunity number
- Proposed sub-awardees are to be listed separately, including a brief narrative describing the unique capacities/skills being brought to the program by each.
- Contact information for the person submitting the application: individual's name (both typed and his/her signature), title or position within the organization/institution, address, and telephone and email address. Applicants are to acknowledge whether the contact person is the person with authority to contract for the applicant, and if not, that person should also be listed.
- The date of registration in SAM.

Executive Summary (2 pages maximum)

- Summarize the key elements of the application:
 - The applicant's capabilities;
 - The nature of the food security and nutritional situation in the proposed country;
 - The proposed program for the population targeted;
 - The type and amount of commodity(ies) requested; and
 - The funding requested.
- Must be concise and accurate.

IMPORTANT: See appropriate purpose and use of the available LNS supplemental commodities per the above information (pages 5-7) and;

The LNS Evidence and Guidance Brief can be found here: ~>

- **LNS Evidence and Programming Brief**

B. Technical Narrative (10 pages maximum)

The Technical Narrative must include the following:

Organizational Capabilities

- Applicants must provide evidence of their technical and managerial resources and expertise (or their ability to obtain such) to meet the program objectives. Information in this section must include a brief description of all the organization's history/expertise in the proposed country of operation not limited to U.S. Government (USG) funding, any previous experience with the distribution of food aid commodities, current programming initiatives, and coordination relationships with government, International NGOs, local NGOs, and/or UN actors in the country proposed for the program.
- If the applicant is proposing to make one or more sub-awards, all of the information above must also be provided for the proposed sub-awardee(s).
- No information is required on key personnel.

Situation Analysis

The Situation Analysis must include the following:

- A concise description of the food security and/or nutrition situation in the proposed areas of operation and the proposed program participants.
- An explanation of why the proposed locations have been selected and why the proposed product is appropriate for the location and situation of the proposed population.
- The caseload of total program participants for each commodity, including the potential overlap if proposing two commodities, with appropriate justification for caseload size given population size and coverage of other actors/services in the proposed geographic area.
- A detailed description of the proposed program participants, specifically focusing on the applicant's rationale for targeting the proposed group, including an explanation of the criteria used to select program participants.
- Relevant statistics and/or assessment data helping to further explain the need for the proposed program and the programmatic approach.
- Details of all existing programming provided by the applicant and/or other actors in the proposed geographic location serving the proposed population, an explanation of gaps in that programming, and a detailed plan for how coordination among actors will be undertaken
- A detailed description of how IFRP commodities will complement/add value to other programmatic activities undertaken by the applicant in the proposed geographic area, if applicable.
- An explanation of why the commodity(ies) requested is/are appropriate for the

proposed target population.

Program Objectives/Strategy

- Applicants must provide the proposed program's overall goals and objectives.
- Applicants must provide a detailed description of the frequency, location, and process for distribution of food and/or nutrition commodities, including details of complementary activities provided during distributions or otherwise as a part of the program.
- Applicants applying for use of two commodities must provide justification for participant number estimates for each planned commodity, based on demographic statistics for the implementation location.
- Applicants must discuss how an IFRP grant would contribute to addressing the problem of food and/or nutrition insecurity among the targeted population and how the IFRP activities enhance, or are integrated into any ongoing programs that they or other actors conduct.
- Applicants must provide a monitoring and evaluation plan outlining how progress against objectives and overall program impact will be tracked. The key aspects of the monitoring and evaluation plan include:
 - Annual and life of award (LOA) targets for number of beneficiaries at the award level.
 - List of required if applicable (RiA) indicators and their annual and LOA targets. Applicants will find these RiA indicators in the Nutrition Sector section of the [BHA Indicator Handbook](#).
 - Data collection system: Applicants must explain the system they will use for data collection; and
 - Beneficiary accountability: Applicants must explain the plan to collect beneficiary feedback on the quality of food items and the distribution process, and the plan to address any complaints.
- Applicants must include a monitoring and reporting schedule and any plans for internal or external program evaluations.
- For additional M&E Guidance, IFRP partners are encouraged to refer to BHA's [Monitoring Guidance for IFRP Awards](#). This guidance is designed to provide general insight on best monitoring practices and methods to track activity progress.

IMPORTANT: See appropriate purpose and use of the available LNS supplemental commodities per the above information.

Implementation Plan

- There are four important factors that must be addressed. Activities must include detailed planning for:
 - The management of commodity-related packaging waste, in particular individual commodity wrapping/containers/boxes/bags/sachets.
 - Energy use efficiency in preparation of the IFRP commodity.

- o Coordination activities/actions with other relevant nutrition and/or food security actors in the same geographic area.
- o Complementary activities, such as rehabilitation of infrastructure, provision of medical supplies and other health and community services including vaccination campaigns, nutrition messaging, screening and referral for acute malnutrition, Water, Sanitation and Hygiene (WASH) actions, and home-based food production and security activities.

Applicants must notify USAID in advance of activities that may negatively impact or harm the environment, in accordance with USAID environmental compliance procedures (22 CFR 216).

All necessary policies and procedures for ensuring environmental impact assessment and climate risk management may be found within the IFRP Initial Environmental Examination (IEE) found at this link:

https://ecd.usaid.gov/document.php?doc_id=54982..

Please refer to the following link for additional information on this requirement:

<https://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/environmental-management>.

Applicants are strongly encouraged to propose environmentally friendly approaches for transport of the commodity.

In order to avoid potential interference and/or duplication of other programs in the same country/region(s), applicants must demonstrate that they have coordinated with the host country government(s) and/or the USAID Mission, BHA funded activities, and other donors operating in-country. Applicants must describe in sufficient detail their overall knowledge and awareness of other food security and/or nutrition activities being implemented in the proposed country/region(s) by either:

- o Any host country government and/or local governance activities and
 - o Any/all other organizations, such as the World Food Program (WFP), and/or any other public international organizations (PIOs), private voluntary organizations (PVOs), and NGOs operating in the region/country.
- Applicants must provide the following information for the proposed program:
 - o A concise explanation of how program activities will be executed;
 - o A delivery and distribution schedule and a list of proposed distribution sites;
 - o A description of the total ration servings/doses planned per program participant;
 - o A description of how participants will be identified, selected, and aged in

- and out of the program (as necessary for LNS commodities with specific age ranges for usage);
- o A description of the proposed timeline for the program, including estimates of shipping times and total distribution timelines;
- o A description of the proposed activities which include receipt/loading at producer facility, containerized transport to in-country warehousing, and ultimate distribution to program participants;
- o A description of any complementary activities (if any/as applicable) that will be provided using IFRP funding;
- o Any relevant information pertaining to coordination with the host government, other organizations, or other program activities that complement or facilitate the use of IFRP commodities; and
- o An outline of logistical arrangements pertaining to the following:
 - Loading and shipping, storing, handling, and distribution of the commodities to program participants;
 - An understanding of host country restrictions on importing food commodities containing Genetically Modified Organisms (GMOs);
 - A solid waste management plan; and
 - An energy efficiency plan.

C. Budget

The following sections describe the documentation that applicants for Assistance awards must submit to BHA. While there is no page limit for the budget, applicants are encouraged to be as concise as possible while still providing the necessary detail to address the items outlined below.

Summary and Detailed Budget

- Budget must be submitted using Microsoft Excel or compatible equivalent
- Detailed budget must contain sufficient information to allow USAID to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles in 2 CFR 200 Subpart E
- Each line item in the detailed budget whenever applicable should contain the following details: Quantity, Unit of Measure (such as days, trips, or months), Unit Amount/Rate, Total Amount.
- Applicants must include the following line items in the Summary Budget:
 - o Cost of headquarters and field personnel;
 - Detailed budget must include position title, salary rate, and level of effort, for each position.
 - o Fringe benefits for headquarters and field personnel if applicable
 - If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval.

- If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate.
- o Cost of transport, storage, and handling;
 - Detailed budget must provide details on the number of containers and transportation rate per container.
 - Detailed budget must provide details on the amount of months or amount of staff used for storage and handling.
- o Cost of local travel;
 - Detailed budget must provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips.
 - Per Diem and associated travel costs must be based on the applicant's normal travel policies.
- o Direct costs (discussed below); and
- o Indirect costs, if applicable.
- If applicable, applicants must include any non-federal cost-share, including the total amount and the description.
- If an application includes indirect costs, applicants must provide substantiating documentation.
- If an applicant is requesting commodities from two different producers under one application, the budget must also include the separate containerized transport costs, including receipt and loading, from each location. However please note that since it is neither efficient nor realistic to combine commodities from two separate producers in one container, applicants will need to plan their shipping accordingly from the locations of each producer's facilities.
- Direct Costs –Applicants must detail planned staffing, M&E, distribution and complementary activity costs to describe how programmatic funds will support effective distribution of IFRP commodities.
- Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs, please see [Subpart E of 2 CFR 200](#). The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:
 - o Method 1 - Direct Charge Only
 - Eligibility: Any applicant
 - Initial Application Requirements: See above on direct costs
 - o Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)
 - Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA
 - Initial Application Requirements: If the applicant has a current NICRA, submit the organization's approved NICRA and the associated disclosed practices. If the NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a

provisional rate may be set forth in the award subject to audit and finalization. See [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance.

- o De minimis rate of 10% of modified total direct costs (MTDC)
 - Eligibility: In accordance with 2 CFR 200.414, eligible applicants may choose to apply a 10 percent de minimis indirect cost rate.
 - Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200 for further information.
- o Indirect Costs Charged As A Fixed Amount
 - Eligibility: Non U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO
 - Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:
 - o Total costs incurred by the organization for the previous fiscal year and estimates for the current year.
 - o Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for the previous fiscal year and estimates for the current year.
 - o Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each program or activity to which the cost applies.
 - o If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

Budget Narrative

Applicants must submit an accompanying budget narrative detailing the following:

- o The total proposed costs for implementation of the proposed program;

- o Discussion and complete description of the components of each SF-424 budget element;
- o The budget narrative must provide a justification for each proposed cost in the budget and explain how it was calculated;
- o The description of line items whenever applicable should contain the following details: Quantity, Unit of Measure (such as days, trips, or months), Unit Amount/Rate, Total Amount; and
- o The sequence of information in the budget narrative should match that of the budget.

There is no specific maximum dollar amount allowed for administrative and management costs. All proposed costs will be reviewed in accordance with applicable cost principles.

The awardee will only be required to provide rapid transportation, delivery, and distribution of the proposed commodity; production, packaging, and stockpiling of the commodities shall be covered by separate grants.

Applicants must submit budgets using Standard Form 424, 424A, and 424B, as appropriate, which can be downloaded from the USAID website; and a Detailed Budget, a Summary Budget and a Budget Narrative. Alternatively, the Standard Forms are found on <http://www.grants.gov/>.

Applicants proposing a cost share must show clearly in their Detailed and Summary Budgets which costs would be covered by USAID funds and which by the grantee. If the cost share is an in-kind contribution, the budget must show the value of that contribution.

D. Annexes

Annexes are suggested and/or required to have the following:

- All applicants are required to complete an analysis of risks related to the proposed modalities and relevant mitigation measures. Specifically, the assessment must examine potential risk related to fraud, corruption, and mismanagement as well as the potential protection risks (including, but not limited to sexual abuse and exploitation (SEA), safety, and security) to local communities and activity participants as well as a plan for how to mitigate and address these risks in a timely and effective manner. Applicants must demonstrate that due consideration has been given to ensuring the security and protection of all participants, especially with respect to: timing and location of distributions; amount of food or cash transfers or value of food vouchers of which participants will take possession; person(s) responsible for pickup; distance to distribution sites, etc. BHA's risk assessment and management requirements can be found in [Annex D](#).
- **Important:** Applicants that are proposing to charge percentage-based indirect costs must include a copy of the organization's most recent Negotiated Indirect Cost Rate Agreement (NICRA) issued by its organization's audit agency (USAID or another

agency of the U.S. Government). Applicants that are proposing an indirect cost rate percentage but do not have an established NICRA or are not using the de minimis rate, must submit financial/auditing information to support their proposed indirect costs.

- Certain documents are required to be submitted by the applicant in order for the AO to make a determination of financial responsibility. The information submitted must substantiate that the applicant:
 - Has adequate financial, management, and personnel resources and systems, or the ability to obtain such resources, as required during the performance of the award;
 - Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental;
 - For Apparently Successful Applicants only, past performance supporting documentation, including the Past Performance Reference Questionnaire which will be sent to Apparently Successful Applicants only;
 - Has a satisfactory record of integrity and business ethics; and
 - Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., Equal Employment Opportunity (EEO)).
- Applicants that have never received a grant, cooperative agreement, or contract from USAID are required to submit a copy of their accounting manual, personnel policies, travel policies, and procurement policies, and audits for the past three years.

Code of Conduct

The mandatory standard provisions “Regulations Governing Employees” in [ADS 303mat Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#), require that recipients meet internal control requirements and have a code of conduct for their employees. USAID implementing partners must ensure that their employees conduct themselves in a professional manner when carrying out awards, consistent with the standards for United Nations (U.N.) employees in Section 3 of the **U.N. Secretary General’s Bulletin - Special Measures for Protection from Sexual Exploitation and Sexual Abuse**.

Applicants must submit a copy of their organization’s Code of Conduct, ideally with a dedicated section on PSEA or PSEA Policy, as an annex. Additionally, sub-awardees receiving BHA funds must adopt a Code of Conduct. Awardees will be responsible for ensuring that sub-awardees have a Code of Conduct.

In the event that an implementing partner employee’s conduct is not consistent with these standards, the partner must consult/coordinate with the relevant Mission Director and the AO . The U.S. Ambassador may direct the removal of any U.S. citizen from the country and require termination of any employee from an award.

USAID has zero tolerance for sexual misconduct, including harassment, exploitation or abuse of any kind among staff or implementing partners. Additional information can be found at [USAID's Fact Sheet: Preventing Sexual Exploitation and Abuse](#). USAID further requires implementing partners to report credible allegations of sexual exploitation and abuse to the USAID Office of Inspector General. Please see USAID's [Policy on Protection from Sexual Exploitation and Abuse](#) for more information about USAID's approach to this issue.

Implementing partners are required to report credible allegations of trafficking, the procurement of commercial sex acts, or the use of forced labor to the relevant Agreement or Contracting Officer and the USAID Office of Inspector General.

Complaints can be submitted anonymously with an online form through the **Office of Inspector General Hotline website**, by telephone at 1-800-230-6539 or 202-712-1023, by email at ig.hotline@usaid.gov, by fax at (202) 216-3801, or by mail to the following address: U.S. Agency for International Development, Office of Inspector General, P.O. Box 657, Washington, DC 20044-0657

3. Data Universal Number System (DUNS) Number and System for Award Management (SAM)

USAID may not award to an applicant unless the applicant has complied with all applicable DUNS Number and SAM requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Provide a valid DUNS number for the applicant and all proposed sub-recipients;
2. Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (<https://beta.sam.gov/>).
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

DUNS number: <http://fedgov.dnb.com/webform>

SAM registration: <https://sam.gov>

Non-U.S. applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video on how to obtain an NCAGE code, on <https://sam.gov/>, navigate to Help, then to International Registrants.

4. Submission Dates and Times

The application submission deadline is **TBD, 11:59 a.m. Eastern Daylight Time (EDT)**, and all applications must be received no later than this date and time. The applicant is responsible for ensuring that the electronic application is received by the due date and specified time.

5. Funding Restrictions

BHA anticipates awarding several grants under this RFA for a total of up to \$175,000 of funding per application if proposing one commodity and up to \$200,000 of funding per application if proposing two commodities. For more information, please review Section I – Funding Opportunity Description, 1) General Description.

For special considerations and information pertaining to ineligible and restricted goods, services, and countries, please see the USAID Automated Directives System (ADS) [*Major Functional Series 300: Acquisition and Assistance, Chapter 312 - Eligibility of Commodities*](#). It is the legal responsibility of USAID awardees to ensure compliance with all U.S. laws and regulations, including those that prohibit transactions with, and the provision of resources and support to, sanctioned individuals, groups, and organizations.

Profit is not allowable for recipients or subrecipients under the award. See 2 CFR 200.330 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

Audits

The applicant must specify any costs associated with the required “Single audit,” as defined at 2 CFR 200.501(b), for a non-federal entity that expends \$750,000 or more during the non-federal entity’s fiscal year in federal awards.

Conflict of Interest Pre-Award Term

Personal Conflict of Interest

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that

could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.

2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

Organizational Conflict of Interest

The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

6. Pre-Award Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions

Apparently successful applicants must provide the following:

- For PVOs or NGOs, a signed copy of [Certifications, Assurances, Representations, and Other Statements of the Recipient and Solicitation Standard Provisions](#) as described in ADS 303.3.8 on the USAID website.
- A branding strategy and marking plan per the solicitation standard provisions noted below. Agency branding and marking guidance can be found at the following websites: <https://www.usaid.gov/ads/policy/300/320> (contains instructions on how to prepare the branding strategy and marking plan) and <http://www.usaid.gov/branding/> (contains samples of the USAID logo in various formats).
- A statement by the applicant assuring that the commodity can be imported duty-free, along with any information and associated documentation that supports the statement. Such documentation can include, but is not limited to, written certification by the USAID Mission or Diplomatic Post or a Host Country Agreement.

USAID requires the recognition of the contributions of the American people extended under this agreement. In this regard, recipients are reminded of the requirements to acknowledge USAID funding of projects and programs as required by the Standard Provisions. In publications and media products, recipients will apply, where appropriate, the Agency branding standards published in the Agency's *Graphics Standards Manual* (available at www.usaid.gov/branding/). Recipients should also note that the acknowledgement of USAID as a funding source may be

applied where texts are publicly published.

7. Pre-Award Costs

USAID will only reimburse those costs that are incurred after the award is signed.

8. Other Submission Requirements

Certain documents may be required to be submitted by the applicant in order for the AO to make a determination of financial responsibility. Applicants shall submit any additional evidence of responsibility, as requested, to support the determination pertaining to adequate financial, management, and personnel resources and systems; ability to comply with the award conditions; satisfactory record of performance, integrity and business ethics; and/or qualifications and eligibility to receive a grant under applicable laws and regulations.

SECTION V – APPLICATION REVIEW INFORMATION

1. Merit Review Criteria

The technical applications and budgets accompanying each submission will be reviewed separately. The technical application will be evaluated in accordance with the Merit Review Criteria set forth below. Thereafter, the budgets of all applicants submitting a technically acceptable application will be reviewed for general reasonableness, allowability, and allocability..

<u>Merit Review Criteria</u>	<u>Maximum Possible Points</u>
A. Organizational Capabilities	15
B. Situation Analysis	20
C. Program Objectives/Strategy	25
D. Implementation Plan	40
Total Possible Points	100

A. Organizational Capabilities

Factors under this criterion include the following:

- Types of activities or services provided and a demonstrated ability to be able to effectively perform those activities and services including:
 - o Abilities and capacities to meet goals, targets, and objectives programmatically, technically, and logistically.

- o Abilities to adhere to agreed-upon/approved schedules/timelines.
- Demonstrated institutional capacity to accomplish the range of programmatic, technical, and logistical activities as described in this RFA:
 - o Capacity to manage relationships with government officials and institutions.
 - o Evidence of technical and managerial resources and expertise (or the ability to obtain such).

B. Situation Analysis

Factors under this criterion include the following:

- Demonstrated understanding of the food security and nutrition situation in the country and target area.
- Thorough description of the target population's nutrition status, the number of program participants, and the targeting criteria used to select them.
- Suitability and ration servings/dose for the target population(s).

C. Program Objectives/Strategy

Factors under this criterion include the following:

- Identification of realistic goals/objectives, describing program activities, specifically food distributions, in sufficient detail. Such details must include how, when, where, and by whom the food will be distributed;
- Identification of a monitoring and evaluation (M&E) schedule, providing indicators/benchmarks and measurement tools to track progress towards objectives and program impact;
 - o Appropriate M&E plans may include activities such as tracking the quantity of commodity distributed and the number of individuals targeted; the number of individuals reached through nutrition specific and nutrition sensitive program activities; and growth monitoring.
- Overall technical merit of program strategy.

IMPORTANT: See appropriate purpose and use of the available LNS supplemental commodities per the above information (pages 5-7).

D. Implementation Plan

Factors under this criterion include the following:

- Adequacy and feasibility of comprehensive logistics plan detailing:
 - o Shipment of commodities from producer's facility to loading port in the U.S. and ocean/inland freight to the discharge port in country of distribution;
 - o Internal transport of commodities;

- Warehousing/commodity storage;
 - Delivery schedule;
 - Distribution schedules; and
 - List of distribution sites.
- Appropriateness of plan for management/disposal of commodity-related solid waste;
- Awareness of and coordination with other food security activities being implemented in the target area by the host government and/or other organizations (i.e., PIOs, PVOs and NGOs); and
- A Monitoring & Evaluation Plan with sufficient resources (human capital and financial) to effectively monitor the program activities.

2. Review of Budget

The budgets of all applicants submitting technically acceptable applications will be reviewed to determine if costs are reasonable, allocable, and allowable. If an application is recommended for award following the technical review, USAID may at its option conduct cost negotiations. If applicable, the applicant's cost share contribution will be reviewed using the same criteria as well as 2 CFR 200.306 requirements regarding cost share.

3. Review and Selection Process

After initial selection, the apparently successful applicant(s) will be asked to provide additional information pertaining to any application concerns. This information will be used to make a determination before a grant is provided. The AO shall make the final selection.

SECTION VI – FEDERAL AWARD AND ADMINISTRATION INFORMATION

1. Federal Award Notices

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID may (a) reject any or all applications, (b) accept other than the lowest budget, (c) accept more than one application, and (d) waive informalities and minor irregularities in applications received.

USAID may make an award on the basis of initial applications received, without discussions. Therefore, each initial application must contain the applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.

The AO is the only individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred

before receipt of either a fully executed agreement or a specific written authorization from the AO.

Upon receipt of award, grantees must contact the manufacturer for the overall availability of the commodity(ies) and for planning the arrangements for receipt, loading, and delivery.

2. Administrative Requirements

Awards will be made and administered in accordance with the Food for Peace Act, as amended, and applicable policies, regulations and USAID Standard Provisions. For non-governmental organizations 2 CFR 200, 2 CFR 700, [ADS 314 Eligibility of Delivery Services](#), and [ADS 303mat, Standard Provisions for Fixed Amount Awards to Non-governmental Organizations \(NGOs\)](#) will apply, as appropriate. For Public International Organizations, [ADS 308mai, Fixed Amount Agreements with Public International Organizations](#) will apply, as appropriate.

3. Reporting

Successful applicants will find specific award administration information and reporting requirements in signed award documents.

IFRP partners are required to submit an Annual Report (AR) in accordance with the AR Guidance for Emergency and IFRP Awards. Additionally, IFRP partners are required to submit a final performance report within ninety (90) calendar days of the end of the award.

ARs and final performance reports must be submitted via BHA's Award Results Tracking (ART) Portal, and will be instrumental in helping USAID complete reporting on overall program performance.

ART is a sub-module of BHA's Application and Award Management Portal (AAMP), and therefore access to AAMP is required to submit reports via ART. If your organization does not have access to AAMP, please contact the AAMP helpdesk, bha.aamp@usaid.gov for further assistance.

SECTION VII - FEDERAL AWARDING AGENCY CONTACTS

Agency contacts may be found in Section IV – Submission and Application Information, 1) Point of Contact.

SECTION VIII – OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted.

In regards to freight forwarders and in light of possible debarment of certain freight forwarders, applicants are advised to check the Excluded Parties Listing Systems (www.sam.gov) prior to providing new work to freight forwarders through new awards, extensions of existing awards, increases in scope of existing awards, and/or increases in the total estimated amount of existing awards.

Under this RFA, all applicants (for NGOs, PVOs, and PIOs) may be required to comply with the USG Cargo Preference Act as described in [ADS 315](#). Compliance with the Cargo Preference Act is carried out at an Agency level within USAID and will be coordinated by the Bureau for Management, Office of Acquisition and Assistance, Transportation Division (M/OAA/T).