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UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

**BUREAU FOR DEMOCRACY, CONFLICT &
HUMANITARIAN ASSISTANCE**

OFFICE OF FOOD FOR PEACE

P.L. 480 TITLE II PROGRAM POLICIES AND PROPOSAL GUIDELINES

May 1, 2006

LIST OF ACRONYMS

38		
39		
40	ADS	Automated Directives System
41	AER	Annual Estimate of Requirements
42	AIDS	Acquired Immune Deficiency Syndrome
43	BEO	Bureau Environmental Officer
44	BNT	Bags, Needles & Twine
45	CBO	Country Backstop Officer
46	CFBCI	Center for Faith-Based and Community Initiatives
47	CFR	Code of Federal Regulations
48	CBJ	Congressional Budget Justification
49	CS	Cooperating Sponsor
50	CSR	Commodity Status Report
51	DA	Development Assistance
52	DAP	Development Assistance Program
53	DAP/A	Development Assistance Program Amendment
54	DCHA	Bureau for Democracy, Conflict, and Humanitarian Assistance
55	EA	Environmental Assessment
56	EDM	Environmental Documentation Manual
57	EMP	Environmental Management Plan
58	ER	Emergency Resources
59	ESR	Environmental Status Report
60	FACG	Food Aid Consultative Group
61	FAO	Food and Agriculture Organization
62	FBO	Faith-Based Organization
63	FBCOs	Faith-Based and Community Organizations
64	FEWSNET	Famine Early Warning System Network
65	FFE	Food for Education
66	FFP	Office of Food for Peace
67	FFP/W	Office of Food for Peace-Washington
68	FFW	Food for Work
69	FY	Fiscal Year
70	GDA	Global Development Alliance
71	GIEWS	Global Information Early Warning System
72	HCFFPA	Host Country Food for Peace Agreement
73	HIV	Human Immunodeficiency Virus
74	IEE	Initial Environmental Examination
75	ICB	Institutional Capacity Building Agreement
76	ICRC	International Committee of the Red Cross
77	IFRC	International Federation of the Red Cross/Red Crescent Societies
78	ITSH	Internal Transport, Storage, and Handling
79	LOA	Life of Activity
80	MCHN	Maternal and Child Health and Nutrition
81	MT	Metric Ton
82	MYAP	Multi-Year Assistance Program
83	NER	Non Emergency Resources

84	NICRA	Negotiated Indirect Cost Rate Agreement
85	NGO	Non-governmental Organization
86	OFDA	Office of Foreign Disaster Assistance
87	OI	Opportunistic Infection
88	PEA	Programmatic Environmental Assessment
89	P.L.	Public Law
90	PLWHA	Persons Living with HIV/AIDS
91	PVO	Private Voluntary Organization
92	REA	Rapid Environmental Assessment
93	REDSO	Regional Economic Development Service Office
94	REO	Regional Environmental Officer
95	RFFPO	Regional Food for Peace Officer
96	SO	Strategic Objective
97	SYAP	Single-Year Assistance Program
98	TA	Transfer Authorization
99	UMR	Usual Marketing Requirements
100	USAID	United States Agency for International Development
101	USAID/M	USAID Mission
102	U.S.C.	United States Code
103	WFP	World Food Program

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DEFINITIONS

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130 Beneficiary: A person who benefits from the program; direct beneficiaries are those
131 whose involvement in activities leads to improved program results
132 measured via outcome indicators. Individuals and family members
133 receiving food rations (in the case of family rations) are considered direct
134 beneficiaries. Individuals who receive training or benefit from program
135 supported technical assistance or service provision are also considered
136 direct beneficiaries. Indirect beneficiaries are those who benefit from the
137 success of direct beneficiaries' training. For example, direct beneficiaries
138 may be members of a cooperative that benefits from capacity
139 improvements that target the cooperative. Indirect beneficiaries, by
140 contrast, would be those outside the cooperative who might observe the
141 effects of the training and adopt or model the new practices themselves.
142 In a FFW program, direct beneficiaries are those who participate in
143 building the actual infrastructure, e.g. a road, while indirect beneficiaries
144 may be community members in rural villages near a FFW road.
145

146 Multi-year Assistance Program (MYAP): A Title II program that is approved to operate for
147 more than one year (usually between three and five years). This can be
148 funded with a combination of Title II emergency and non-emergency
149 resources, or only non-emergency resources over the life of the activity.
150

151 Safety nets: A "safety net" is a system of providing resource transfers to low-income
152 and other vulnerable individuals and populations who are unable to meet
153 basic needs for survival and human dignity. Individuals may be unable to
154 meet these needs due to an external shock, such as a natural disaster or
155 war, or due to socioeconomic circumstances, such as age, illness,
156 disability or discrimination. Such individuals are often dependent to some
157 extent upon outside resources to meet their basic food and livelihood
158 needs. There are three basic kinds of safety nets relevant in the Title II
159 programming context: unconditional, conditional and productive.
160 Unconditional safety nets provide resource transfers based solely on
161 criteria of need. Conditional safety nets provide a resource transfer
162 contingent on certain behaviors, such as sending children to school or
163 bringing them to health centers on a regular basis. Conditional safety nets
164 address both short-term protection objectives while promoting the longer-
165 term accumulation of human capital. Productive safety nets provide a
166 resource transfer in order to meet basic needs, prevent households from
167 selling off of productive assets such as animals, tools and equipment; and
168 build community assets. In a chronic food insecurity situation, a
169 productive safety net might be a seasonal intervention.
170

171 Shock: A rapid or slow onset event (or set of events) having a detrimental effect
172 on a population's food security status. Shocks can occur occasionally or
173 recurrently. The source of the shock(s) can be:

- 174 • natural (drought, floods, earthquake, hurricane, etc.)
- 175 • political (conflict, civil war),

176		• economic (employment insecurity, hyper-inflation, collapsed
177		terms of trade), and
178		• health related (epidemics, endemic disease, and widespread
179		malnutrition).
180		
181	Single-year Assistance Program (SYAP):	A Title II program scheduled to last up to one year
182		and funded (in most cases) with Title II emergency resources.
183		
184	Surge capacity:	The ability for rapid staff deployment and material mobilization to
185		sudden-onset emergencies or urgent requirements for additional staff, with
186		overall arrangements to mobilize external capacities for rapid response.
187		
188	Trigger indicator:	Indicator used to determine the threshold at which programs need to shift
189		activities and/or require additional resources in response to a shock. Such
190		an indicator helps direct program priorities in dynamic and often
191		unpredictable operating environments. For example, in order to be aware
192		of when a population’s vulnerability has increased, a MYAP needs to
193		monitor early warning indicators such as prices or coping measures,
194		clearly understanding which coping measures indicate “normal times” and
195		which indicate that the situation and environment is becoming stressful
196		and hazardous. The trigger indicator(s) advises that the community is
197		being subject to unusual stress. For example, withdrawing children from
198		school may be an important piece of information to help implementers
199		assess the direction in which food insecurity is moving.
200		
201	Vulnerability:	In a food security context, people are vulnerable or at risk of food
202		insecurity because of their physiological status, socioeconomic status or
203		physical security; this also refers to people whose ability to cope has been
204		temporarily overcome by a shock. “Vulnerability to food insecurity is a
205		forward looking concept related to people’s proneness to future acute loss
206		in their capacity to acquire food. The degree of vulnerability depends on
207		the characteristics of the risks and a household’s ability to respond to risk”
208		(Tango 2004).
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I INTRODUCTION

258
259 This document sets forth the Policies and Guidelines for Title II programs as required under
260 Section 207(b) of the Agricultural Trade Development and Assistance Act of 1954 (P.L. 480), as
261 amended, and supplements Appendix I of 22 CFR Part 211. Consistent with the ongoing
262 streamlining efforts of the Bureau for Democracy, Conflict, and Humanitarian Assistance's
263 (DCHA) Office of Food for Peace (FFP), the Policy Letter, previously issued separately by this

264 Office, will now be combined with the Guidelines and issued as a single document for the
265 convenience and easy reference of partner agencies, USAID Missions and international
266 organizations. In addition, just one set of Guidelines will be issued, encompassing Single- and
267 Multi-Year activities, in the past considered as emergency and development.
268

269 These Policies and Guidelines are provided for use by Cooperating Sponsors (CSs) in the
270 preparation of their Public Law (P.L.) 480 Title II Single-Year Assistance Program proposals
271 and Multi-Year Assistance Program proposals. The focus of this guidance is on 1) FFP funding
272 priorities and 2) the particular information that FFP requires in order to make a funding decision.
273 Guidance on programming and other technical resources may be incorporated by reference; it is
274 neither the focus nor the purpose of this FFP guidance.

275
276 Single-Year Assistance Program proposals may be submitted on an as-needed basis (see Section
277 VIII for requirements.) Multi-Year Assistance Program proposals and amendments to current
278 programs for activities beginning in fiscal year 2007 (FY 07) are due to FFP and the appropriate
279 USAID Mission by May 15, 2006.

280
281 On November 20, 1999, the President signed into law the Federal Financial Assistance
282 Management Improvement Act. The purposes of this law are to:

- 283 • improve the effectiveness and performance of Federal grant programs;
- 284 • streamline grant application and reporting requirements;
- 285 • improve the delivery of service to the public; and
- 286 • facilitate greater coordination among those responsible for delivering such services.

287
288 In support of this initiative, the Federal Government developed Grants.gov to advertise grant
289 opportunities for all Federal grant programs. Grants.gov will serve as a single portal that allows
290 potential applicants to search and apply for all Federal grant opportunities at one location.
291 Effective October 1, 2003, all agencies are now required to post assistance opportunities via the
292 Grants.gov website. Consistent with this requirement FFP will post annual guidance for Title II
293 Single-Year and Multi-Year Assistance Programs on www.grants.gov.

294
295 Hard copies of the latest guidelines are available from FFP directly or may be accessed online.
296

297 From time to time, and in accordance with Section 207(b) of P.L. 480, DCHA/FFP may provide
298 supplemental guidelines on the design and development of specific sectoral programs to ensure
299 that such programs continue to focus on addressing the underlying causes of food insecurity in
300 vulnerable populations.

301 302 **II THE FOOD FOR PEACE STRATEGIC PLAN 2006 - 2010**

303
304 The new Food for Peace Strategic Plan addresses the problem of food insecurity, in accordance
305 with the Title II Program's authorizing legislation. The 1990 Farm Bill made '*enhancing food*
306 *security in the developing world*' the over-riding objective for the P. L. 480 food assistance
307 programs and the subsequent 2002 Farm Bill has reinforced that message. The Title II program

308 now represents the largest resource within the USG available to focus on the problem of global
309 food insecurity.

310
311 Given the persistent high levels of hunger and under-nutrition in the developing world, and
312 recent trends in food insecurity coupled with significant changes in its operating environment,
313 FFP and its partners will face increasing challenges in addressing the problems of food insecurity
314 over the next five years. Under the Strategic Plan, the 1995 Food Aid and Food Security Policy
315 Paper remains the cornerstone of the Title II program. However, FFP has expanded the basic
316 food security framework to place emphasis on vulnerability – the risk and consequences of, and
317 resilience to, food security shocks – that impedes the achievement of food availability, access,
318 and utilization. With one strategic objective (SO), this Strategic Plan represents a significant
319 change from the 1997-2005 strategic framework, which had separate objectives for emergency
320 and non-emergency programs. The new objective: *reducing food insecurity in vulnerable*
321 *populations* encompasses both emergency and non-emergency (development) programs. In
322 other words, it encompasses programs that address the needs of vulnerable people impacted by
323 food insecurity in varying degrees and duration. In some cases it may be necessary to address
324 immediate needs and save lives, yet the need to build productive capabilities may also be
325 important to enable improved coping. In other cases it may be important to create safety nets to
326 protect vulnerable people from risk, while building their capacity to cope with shocks. However,
327 in order to be fully effective, all programs should work to address the underlying causes of food
328 insecurity and vulnerability.

329
330 The focus on vulnerability will make it easier for emergency programs to incorporate activities
331 that address the underlying causes of emergencies and for development programs to incorporate
332 activities that will help vulnerable people improve and sustain their ability to prevent and cope
333 with future emergencies. (FFP Strategic Plan, 2006-10) The foundation for the Strategic Plan is
334 set forth in the Vision, Mission Statement and Principles in the Plan. (See pages 13 -14, FFP
335 Strategic Plan) as well as Annex C: An Expanded Conceptual Framework for Understanding
336 Food Insecurity. (Figure 1 in the Plan) This Framework will be helpful in clarifying the
337 interrelationships between food security and food insecurity and between and among the various
338 underlying causes of food insecurity for vulnerable populations.

339
340 The new SO – framed in terms of reducing food insecurity - places a heightened emphasis on the
341 “in” of insecurity and therefore focuses the program on those populations already food insecure
342 or vulnerable to food insecurity. The target populations are thereby clearly defined as people
343 who are at risk of food insecurity because of particular physiological status, socio-economic
344 status, political status or physical security, limited or weak governance or populations whose
345 ability to cope has been temporarily overcome by a shock. While the strategic approach of FFP
346 does focus on targeting vulnerable households and communities, the strategy also highlights the
347 ability of states to cope with shocks. The Strategic Plan notes:

348
349 All states are subject to shocks – occasional and recurrent. What distinguishes a food
350 secure state from fragile, failing or failed states is its ability to cope with these shocks.
351 The level of economic development has a major influence on a country’s ability to cope.
352 Wealthier countries normally cope better with shocks than poorer countries but wealth or
353 income alone is a poor indicator of vulnerability. Other political, society, and economic

354 factors are important. States where large inequities in income and assets (access to
355 resources) exist are likely to be more vulnerable, as are states with large ethnic
356 populations (also religious groups) that are not well integrated economically, politically,
357 or socially. Weak institutions, or the absence of key institutions, also increase
358 vulnerability, as does poor governance. (FFP Strategic Plan, 2006-2010)
359

360 Thus we can add to the conceptualization of food security the notion of state vulnerability and
361 capacity to respond to shocks. Particularly when considering these issues from a governance
362 perspective, the capacity to respond to (or avert) crises takes on heightened significance.
363

364 This also includes vulnerability due to physiological status, i.e., people who are malnourished,
365 people infected with HIV, pregnant and lactating women, and children under the age of five;
366 socio-economic status, i.e., includes the poor (defined as persons with insufficient income to
367 purchase food for an adequate diet and other basic necessities); social marginalization because of
368 ethnicity, gender, or other characteristics; living in environmentally marginal regions; and
369 physical and economic insecurity caused by conflict, which affects both resident and transient
370 populations, i.e., refugees, Internally Displaced Persons (IDPs) and victims of war (in non-
371 emergency situations). It is to adequately reach these vulnerable populations that Cooperating
372 Sponsors are encouraged to reach out to local faith leaders, faith-based groups and community
373 groups and include them in consultation and program implementation. Further discussion of the
374 Faith-Based and Community Groups Initiative can be found under Section VI - New Issues and
375 Sectoral Guidance Updates - below.
376

377 Consistent with the new Strategic Framework and in support of the effective and efficient use of
378 available funding and commodity resources, new program proposals should directly address the
379 vulnerability of food insecure individuals, households and communities. Title II program design
380 should incorporate an understanding of why they are vulnerable, how they are vulnerable and the
381 consequences of their vulnerability; and define effective approaches to address the underlying
382 causes of that vulnerability. These approaches should integrate emergency response capacity
383 and livelihood provisioning with development interventions that are aimed at enhancing
384 individual capacities, livelihood capabilities and community resilience. They should address the
385 Strategy's Intermediate Result 2: 'Title II Program impact in the field increased' through a
386 strategy that specifically looks to achieve a) Human capabilities protected and enhanced; b)
387 Livelihood capacities protected and enhanced; c) Community resiliency protected and enhanced;
388 and/or d) Community capacity to influence factors (decisions) that affect food security increased.
389

390 Actual programs are likely to combine several purposes and activities reflective of more than one
391 of the first four sub-IRs, as programs are tailored to the specific needs and vulnerabilities in the
392 program areas. Current Title II approaches that combine activities focused on reducing the
393 prevalence of chronic undernutrition among young children using community-based MCHN
394 approaches (to increase human capabilities) with activities focused on developing small holder
395 agriculture in the same communities (to enhance household livelihoods) are expected to continue
396 under Title II. Activities focused on helping communities strengthen existing or develop new
397 food security early warning systems and disaster preparedness and mitigation plans and the
398 capacity to implement them also are encouraged, as are activities focused on helping
399 communities develop the "capacity to influence factors that affect food security." Combinations

400 of purposes and activities also are expected to differ from country to country and over time. For
401 example, more emphasis is likely to be given to protecting lives and livelihoods in programs
402 initiated in the immediate aftermath of a shock with activities designed to enhance household
403 livelihoods and community resiliency added to programs and/or given increasing importance
404 over time.

405

406 **III DEFINING DEVELOPMENT-RELIEF CONCEPTS**

407

408 Development-Relief is an approach that encourages the programmatic linkages of the emergency
409 and development objectives, and relies on flexibility. It seeks to address acute and short-term
410 vulnerability while seeking longer term action to protect and enhance the capacity of food-
411 insecure groups. The approach is reflective of the overall strategic plan to address the
412 underlying causes of food insecurity in a holistic manner, recognizing that to address these
413 underlying causes, programs must take into account long-term risks and vulnerability as well as
414 short-term shocks and their impact on a vulnerable, food insecure population.

415

416 It recognizes that:

417

- 418 ▪ it is possible to meet acute needs while building a capacity to address the source of
419 vulnerability to food insecurity;
- 420 ▪ relief activities are relevant in pre-shock environments and development activities are
421 relevant in post-shock environments;
- 422 ▪ development and relief programming may alternate or co-exist in the most vulnerable, food
423 insecure settings;
- 424 ▪ monitoring systems can track vulnerability indicators to determine when to shift
425 programming emphasis;
- 426 ▪ a program needs to be flexible and have the ability to modify interventions when the context
427 calls for change.

428

429 Development-Relief programming encompasses development-conscious emergency programs
430 that “enhance community and household resilience to shocks” (FFP and DCHA 2003), and
431 emergency-conscious development programs that incorporate resource contingencies and
432 promote effective and coordinated interventions related to disaster prevention and recovery.
433 Indeed, development-relief programs will usually be designed to achieve both an immediate
434 impact – protecting lives and maintaining consumption levels, and longer-term impacts – helping
435 people and communities build more resilient livelihood bases.

436

437 **Chronic and Transitory Vulnerability to Food Insecurity**

438

439 Food insecure households face challenges due to chronic food insecurity as well as natural and
440 economic shocks and social and health risks such as conflict and HIV/AIDs. It is important to
441 identify chronic and transitory food insecurity and to distinguish between the two for proper
442 targeting. Programming for the chronically food insecure population calls for interventions that
443 are stable, multi-year and determined by a careful analysis of context. Programs should focus on
444 increasing the resiliency and livelihood options of the chronically food insecure to enable them
445 to pull themselves out of poverty. Conditional safety-nets that support investments in

446 health/nutrition, training and education, can help to address both current and inter-generational
447 food insecurity, and offer a wide range of possibilities for food-based programming. The
448 existence of long-term safety nets with surge capacity (with the ability to deepen and expand its
449 coverage and purpose) will also permit programs to respond to the increased needs of the
450 chronically food insecure and the needs of households that become transitorily food insecure due
451 to shocks. In the absence of such expandable safety-net programming, or specific asset
452 protection strategies, the transitory food insecure may be further weakened, lose their productive
453 assets, and eventually join the ranks of the chronically food insecure.

454

455 **IV TITLE II PROGRAM CATEGORIES**

456

457 Under the new strategy, Title II programs will fall into one of two categories: Single-Year
458 Assistance Programs (SYAPs) or Multi-Year Assistance Programs (MYAPs). Both categories
459 are explained in this guidance as FFP is intent on having one document that combines guidelines
460 regarding the submission of proposals for short-term emergency interventions and longer term
461 programs, potentially combining emergency and non-emergency resources.

462

463 Single-Year Assistance Programs (up to 12 months duration) are appropriate:

464

- in response to sudden-onset disasters, due to causal factors such as earthquakes, floods,
465 cyclones, man-made crises or civil unrest;

466

- in response to slow-onset disasters, due to causal factors such as drought, that affect
467 households in specific localities.

468

- in on-going emergency situations where the requirements for medium-term planning and
469 programming have not been established.

470

- in other situations where food assistance may be solicited for a short period of time
471 within longer-term non food assisted activities or where the timely input of food
472 resources may prevent transitory food insecurity from developing into chronic food
473 insecurity.

474

- in critical, exceptional cases, for long-term social safety net programs, where there is a
475 demonstrable risk of loss of life or significant increases in malnutrition if Title II funding
476 is no longer available for a MYAP/DAP. In such cases, single year programs could be
477 used to facilitate a transition period, allowing the CS time to identify and access other
478 sources of support for these programs.

479

480 Multi-Year Assistance Programs are appropriate:

481

- in complex emergencies arising from prolonged civil strife (and often exacerbated by
483 climatic events) where the basis for medium-term planning nonetheless exists;
484 characterized by insecurity; failure/inability of governmental structures to effectively
485 address a crisis; large-scale refugee movements and/or internal displacement; and
486 increased vulnerability among children, the elderly, and the infirm.

487 ➤ in post-emergency transition situations characterized by a cessation in civil conflict and
488 refugee/internal-displaced resettlement; and a need to facilitate resettlement, reintegration
489 of ex-combatants, and rehabilitation of food production capacity.

490 ➤ in situations where populations suffer from medium to long-term chronic food insecurity
491 and recurrent vulnerability, characterized by economic and/or social vulnerability.

492 Development-Relief approaches can occur within all of the above programs, as flexibility allows
493 FFP to consider programs that focus on a variety of activity areas as long as they are related to
494 the availability, access and utilization of food, the attendant risk vulnerabilities, and the
495 underlying causes of food insecurity. These include innovative programs aimed at strengthening
496 individual, household and community coping and resiliency capacities, as well as those that
497 support the strengthening of local governance and civil society institutions to address food
498 insecurity.

499 In all of these situations, programs should differentiate between interventions aimed at the
500 chronically food insecure and the transitory food insecure, i.e. those who are usually food secure
501 but whose ability to cope has been temporarily overwhelmed by a shock. When a shock occurs,
502 the level of food insecurity of the chronically food insecure may get worse, and the usually food
503 secure may also find themselves temporarily food insecure. In the absence of any safety net or
504 other insurance, the transitory food insecure may be further weakened, increasing the danger of
505 losing productive assets and resiliency.

506 MYAP proposals should prioritize program objectives, keeping them focused and limited in
507 number and in context with Intermediate Result #2 of the FFP strategy: *Title II program impact*
508 *in the field increased:*

- 509 1. Human capabilities protected and enhanced;
- 510 2. Livelihood capacities protected and enhanced;
- 511 3. Community resiliency protected and enhanced;
- 512 4. Community capacity to influence factors (decisions) that affect food security increased.

513 **V RESOURCE ALLOCATION PRIORITIES FOR TITLE II MULTI-YEAR** 514 **ASSISTANCE PROGRAMS**

515
516 In order to achieve the strategic objective of reducing food insecurity of vulnerable populations,
517 FFP developed criteria to rank countries by level of food insecurity based on quantitative
518 indicators. Based on these criteria, FFP is identifying fifteen of the current countries in which we
519 now have programs as priorities for future funding. The list of countries is available on the
520 USAID website at:

521
522 http://www.usaid.gov/our_work/humanitarian_assistance/ffp/pvo_handou.pdf

523
524 **Food for Peace will place emphasis on funding MYAPs that target the most vulnerable and**
525 **food insecure populations within the priority countries.**

526

527 FFP recognizes that resources available from Title II do not, in most situations, adequately or
528 fully address all of the underlying causes of food insecurity, and that additional funding sources
529 are needed to strengthen the ability to do so. To the maximum extent possible, Multi-Year
530 Assistance Program proposals should indicate resource and programmatic integration from
531 Mission sources, CS resources, and USAID initiatives such as the Initiative to End Hunger in
532 Africa and The President's Emergency Plan for AIDS Relief. The leveraging and integration of
533 other resources with Title II resources is actively sought and encouraged.

534

535 **VI NEW ISSUES AND SECTORAL GUIDANCE UPDATES**

536

537 Food assistance currently available from all donors will not meet all emergency needs, nor can
538 food aid alone effectively promote agricultural productivity as a core strategy for fighting
539 poverty and hunger. USAID continues to work in various fora to increase donor food aid levels
540 and agricultural productivity (through improved policies, open markets, use of science and
541 technology) in food insecure countries.

542

543 A critical priority of FFP in review of proposals for Title II resources is to deepen and expand
544 the sustainable development impact of its investments. In this effort, FFP encourages proposals
545 that utilize appropriate technical sectors, leverage additional resources and include the public-
546 private alliance approach.

547

548 **Global Development Alliance**

549

550 One such example being pursued by USAID is the Global Development Alliance, which
551 provides new opportunities for leveraging resources to enhance multi-year assistance
552 programming. FFP considers these activities to be extremely important in helping to leverage
553 resources to address food insecurity needs. In the past few years, USAID has prioritized public-
554 private alliance building as a principal business model for the Agency and found it to be an
555 effective way to expand and deepen the development impact of USAID development and
556 humanitarian assistance programs. In FY 2002 and FY 2003, USAID funded approximately 200
557 public-private alliances with over \$500 million leveraging over \$2 billion in partner
558 contributions. Public-private alliances mobilize the ideas, efforts and resources of governments,
559 businesses and civil society to address a number of development issues.

560

561 USAID expects that alliances will bring significant new resources, new ideas, new technologies
562 and/or new partners, or will use existing partners in new ways, to address development and
563 humanitarian problems in countries where USAID works. There is no pre-defined minimum or
564 maximum number of partners; each alliance will be different. Like all investments in
565 development, alliance activities at the country level that actively involve local leadership and
566 local beneficiaries in design and implementation are the ones most likely to be successful and
567 sustainable. Local ownership, leadership and beneficiary participation are still keys to success.
568 FFP encourages implementing partners to submit applications that expand food security
569 activities through the building of public-private alliances. While a match of a one-to-one of
570 USAID to partner contributions is the goal for creating Global Development Alliances, it is
571 understood that this is not necessarily feasible for food aid activities. FFP will review
572 applications that are submitted and give credit to those that maximize food security and

573 developmental impact by bringing some private sector resources into the program. Matching
574 resources will not always be money-- different partners can contribute different things. In
575 addition to monetary contributions, in-kind resources, intellectual property, implementation
576 know-how, and technical assistance are also valuable contributions. Alliance proposals must
577 clearly specify what each party is contributing.

578 Implementing partners are urged to develop partnerships related to their work with Title II and
579 can find guidelines for applications and tools at the following GDA Secretariat website:
580 http://www.usaid.gov/our_work/global_partnerships/gda/.

581 For an idea of what types of partnerships the USAID bureaus and offices are interested in
582 pursuing, go to http://www.usaid.gov/our_work/global_partnerships/gda/GDA_Contacts.doc.

583

584 **Faith-Based and Community Initiative**

585

586 The Faith-Based and Community Initiative was created by Executive Order on January 29, 2001
587 to help the Federal Government coordinate a national effort to expand opportunities for faith-
588 based and other community organizations, and to strengthen their capacity to better meet social
589 needs in America's communities and international development and relief efforts.

590

591 Cooperating Sponsors are encouraged to reach out to local faith leaders and faith-based and
592 community organizations when forming strategic objectives and implementing strategies for FFP
593 programs. Working directly with FBCOs or local faith leaders will not be possible in every
594 instance, but CSs are encouraged to include them in planning and implementation. Faith-based
595 and community organizations are often times the only ones who can reach and do reach the most
596 vulnerable in society, even when these communities are transient. It is, therefore, necessary to
597 utilize this great resource in alleviating human suffering, especially hunger. Furthermore, when
598 local faith communities and community-based organizations are rooted and not transient,
599 building their capacity and strengthening their outreach efforts may go a long way towards
600 enhancing and stabilizing the community itself and guaranteeing sustainability long after USAID
601 financial assistance has been completed.

602

603 Additional guidance pertaining to faith based and community organizations and USAID funding
604 can be obtained at the following website:

605 http://www.usaid.gov/our_work/global_partnerships/fbci/fbocomments_101304.doc

606

607 **HIV/AIDS**

608

609 The new FFP strategy provides a framework for integrating food aid programs with HIV/AIDS
610 programming. FFP encourages implementing partners to seek appropriate food assistance
611 programming opportunities that target Persons Living With HIV/AIDS (PLWHA) and families
612 affected by HIV/AIDS **as long as the overall food security objectives of Title II**
613 **programming are met.** Proposed programs should include a discussion of HIV/AIDS as an
614 impediment to food security in the country or region where partners expect to work with food
615 insecure populations. Where Title II food aid resources will be targeted to food insecure

616 PLWHA, children, young people and families and communities affected by HIV/AIDS;
617 implementing partners will be required to identify and track beneficiaries and resources (food
618 and nonfood) that target HIV/AIDS affected populations in their M&E systems and financial
619 reports. Implementing partners will be expected to integrate the President's Emergency Plan for
620 AIDS Relief, Development Assistance (DA) or other resources to fund HIV/AIDS service
621 delivery activities to the maximum extent possible and utilize food for direct distribution to the
622 widest number of beneficiaries possible. FFP strongly encourages partners to consider the
623 possibilities of a Global Development Alliance (see above), in order to leverage additional
624 private sector resources. In addition, given the wealth of resources available for HIV/AIDS
625 programming, FFP prefers that monetization resources be utilized for programming around a
626 direct food security mitigation or intervention to strengthen food and livelihood security for
627 those affected by HIV/AIDS rather than for HIV/AIDS prevention or education programs.
628

629 FFP expects implementing partners to take into consideration the following principles when
630 programming food-assistance for HIV/AIDS infected and affected food insecure populations:
631

- 632 1. Ensure that a thorough analysis of food security and HIV/AIDS has been
633 conducted prior to the design and initiation of food-assisted HIV/AIDS
634 programs.
- 635 2. Ensure that food-assisted HIV/AIDS programs are providing assistance to food-
636 insecure HIV/AIDS affected populations.
- 637 3. Ensure effective collaboration between food security and HIV/AIDS
638 practitioners.
- 639 4. Ensure that the objectives of food-assisted programs and their component
640 interventions (e.g., home-based care or food-for-training activities) are clear and
641 explicit such as providing HIV/AIDS affected population with:
 - 642 a) nutritional care and support,
 - 643 b) incentives to participate in program activities, and
 - 644 c) safety nets and/or income transfers.
- 645 5. Ensure that ration size and composition corresponds to the objective of the
646 food-assisted program and gives adequate attention to associated nutrition
647 issues and logistical and financial costs.
- 648 6. Ensure that important cash-based activities complement and reinforce food-
649 assisted activities.
- 650 7. Ensure that food-assisted food security and HIV/AIDS programs do no harm.
- 651 8. Ensure that graduation criteria and exit strategies are clear, realistic and explicit
652 so that desired outcomes are sustainable.
- 653 9. Ensure that monitoring and evaluation and documentation of lessons learned are
654 given adequate attention.
655

656 **Food for Education**

657

658 FFP supports Food for Education (FFE) activities where the education component is an integral
659 part of a broader proposal that addresses the determinants of food insecurity (availability, access
660 and utilization) in vulnerable populations. Implementing partners considering Food for
661 Education as a component of their multi-year food security programs need to ensure that an

662 appropriate package of interventions clearly linking resources and activities through integrated
663 programming is included. Food and nutritional interventions must be programmed within the
664 context of other interventions that focus on the quality of education. In single-year programs,
665 school feeding may be considered as an appropriate safety net mechanism. For both types of
666 programs, transition strategies must be described in the proposals. This includes phase out or
667 phase over planning which should also be laid out in the proposal (not necessarily to be
668 completed within the timeframe of the multi-year program) with established benchmarks.

669

670 **Sustainable Agricultural Production**

671 The USAID Agricultural Strategy- Linking Producers to Markets (July 2004) holds, as one of
672 the four strategic themes, “to improve the social, economic, and environmental sustainability of
673 agriculture”. FFP implementing partners should seek appropriate food assistance programming
674 opportunities to sustainably increase agricultural productivity to meet nutrition and livelihood
675 objectives. FFP recognizes the three-fold importance of agricultural production, financing, and
676 market-access. FFP encourages implementing partners to increase farmer’s working capital and
677 build farm assets to enhance food security. This should be done using principles to increase
678 dietary diversity and minimize the food gap by using agricultural practices to increase soil
679 quantity and quality using integrated farm systems (e.g., tree-crop-fish pond-livestock), low-
680 input approaches, crop rotation, intercropping, appropriate reforestation, water harvesting,
681 ecologically and climatically-appropriate crops that are culturally-sensitive and appropriate to
682 the community needs, integrated pest management, non-invasive species, composting,
683 agroforestry and erosion control.

684 **VII FACILITATING PROGRAMMATIC FLEXIBILITY**

685 **Timeframe**

686 Programming to reduce food insecurity must have flexible time frames. Single-Year Assistance
687 Programs are initiated mainly in response to an emergency and can be submitted at any time
688 throughout the year in response to one of the triggering mechanisms referred to in this guidance.
689 Multiple, follow-on Single-Year programs are possible in a situation where the need for food
690 interventions continues but the situation post-shock has not stabilized sufficiently to enable
691 medium-term planning and implementation.

692 Multi-Year proposals should be designed to last between 3 and 5 years, depending on the context
693 and the strategy envisioned. Whether a 3-year time frame is sufficient versus a 5-year time
694 frame will depend on the intended results and the status of the vulnerability of the targeted
695 population. The chronically food insecure may require longer term interventions to improve
696 resiliency if that is the goal of the program; but the transitory food insecure populations may also
697 require a longer timeframe if the objective is to go beyond the initial resolving of the effects of a
698 crisis to rebuilding assets in order to prevent these households from becoming chronically food
699 insecure.

700

701 **Program Funding**

702

703 In the interest of maintaining flexibility and ensuring that the emergency and non-emergency
704 funding categories within P.L.480 are respected, emergency and non-emergency resources will
705 fund the following programs and activities within Single-Year Assistance Programs and Multi-
706 Year Assistance Programs.

707
708 Single-Year Assistance Programs will primarily be funded with emergency resources.
709

710 Multi-Year Assistance Programs may be funded with both emergency and non-emergency
711 resources over the life of the activity. Multi-year program activities that target the chronically
712 food insecure, which may include long-term safety-nets in addition to human capacity,
713 livelihood capability and community resiliency activities, will be funded with non-emergency
714 resources. Emergency resources may be used to extend enhanced safety-net or asset protection
715 activities to the transitory food insecure. These expanded safety-nets may be included, for
716 example, in the first year of a MYAP that targets a population that is transitioning from an
717 emergency situation. In addition, during the life of activity of a MYAP, safety-net interventions
718 may need to be added or increased in response to a short-term emergency or shock that deepens
719 the level of food insecurity among the already food insecure and causes the usually food secure
720 to experience transitory food insecurity and the need for asset protection.

721
722 Activities aimed at strengthening disaster management or emergency preparedness may also be
723 funded with emergency resources if they are identified in the multi-year program design.
724 Mitigation activities and activities detailed as part of the program's contingency planning may
725 also be funded with emergency resources in some cases, though normally in multi-year
726 programs, these types of activities will be funded with non-emergency resources.
727

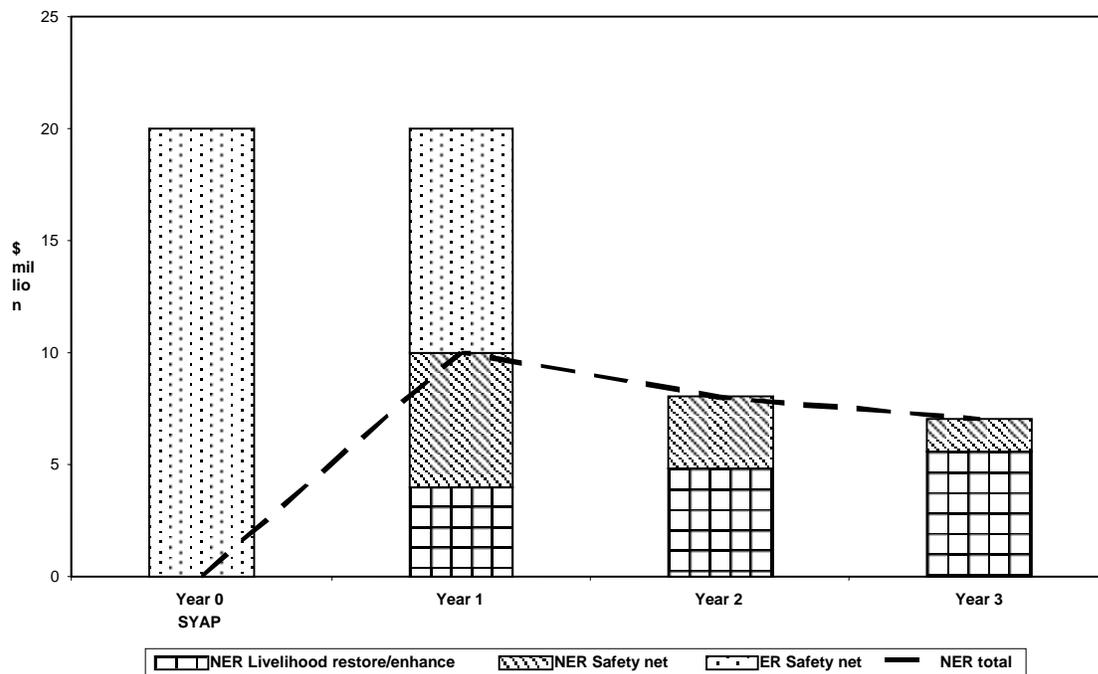
728 In addition to the integrated developmental relief approach, where there is an unforeseen
729 emergency need in a country and an emergency contingency was not built into the MYAP for the
730 unforeseen situation, up to ten percent of in-country Title II commodity stocks may be diverted
731 from a MYAP for emergency use with USAID Mission or Diplomatic Post approval. If
732 additional tonnage, above the 10%, is sought for diversion from a MYAP for use in meeting an
733 emergency need, and/or the CS seeks replacement of the commodities diverted, FFP
734 authorization is required. This authorization must be received prior to the transfer of any
735 additional commodities and funding. The USAID Mission cannot authorize the transfer of
736 monetized proceeds, ITSH or Section 202(e) for emergency uses, except as the FFP Director
737 may otherwise approve in an amendment to the approved program. The use of any development
738 program commodity stocks for emergency use should be reported, under the MYAP as general
739 relief/humanitarian assistance.

740
741 Where specific types of shocks and emergencies are predictable in a country, FFP prefers that
742 these be identified and planned for in MYAP proposals. In these cases, when predicted
743 emergency indicators are triggered, the CS will respond in the manner indicated in the proposal.
744 In some cases, however, when unforeseen emergencies occur, SYAPs may be approved apart
745 from an existing MYAP to respond.
746

747 The following graphs provide visual examples of the use of the emergency and non-emergency
 748 resources that FFP believes will facilitate programmatic adjustments and flexibility in response
 749 to shocks in multi-year programs.

750
 751 The first example (Figure 1) represents the case of a new Multi-Year Assistance Program being
 752 implemented in a population that is transitioning from a Single-Year Assistance Program
 753 (emergency program). In this situation, during the first year of the multi-year program, the
 754 program is targeting a population suffering from residual transitory food insecurity from the
 755 emergency, as well as a chronically food insecure population, one that was likely to have been
 756 food insecure even before the shock. Emergency resources (ER) are used to fund the safety-net
 757 activities for the transitory food insecure, and non-emergency resources (NER) are used to fund
 758 the activities targeting chronic food insecurity. In years two and three of the Multi-Year
 759 program, the transitory food insecure have “graduated” from the need for a safety-net, and
 760 programming is focused on the chronically food insecure. All funding in years two and three is
 761 non-emergency (NER).

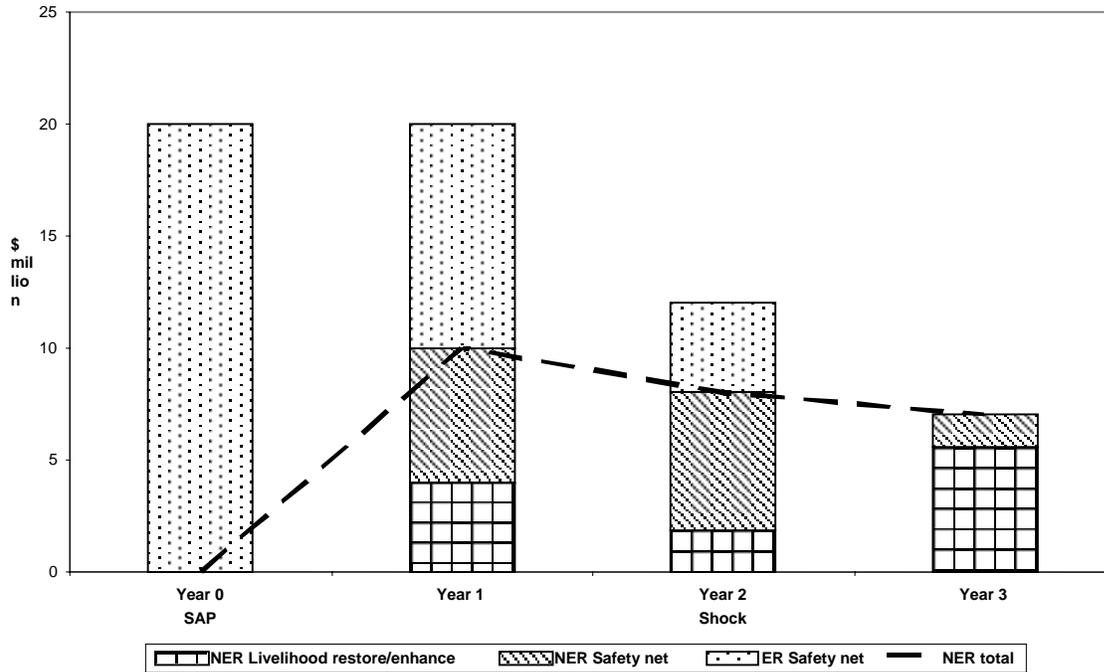
Figure 1. MYAP in a Population Transitioning from Emergency - No Shock



762
 763
 764 Figure 2 presents the program and funding adjustments to the same Multi-Year Assistance
 765 Program when the population experiences a shock in year two of the program. There is an
 766 increased need for safety-net interventions to maintain consumption levels and protect assets,
 767 both for the chronically food insecure and the usually food secure. The Cooperating Sponsor
 768 adjusts the distribution of non-emergency resources to increase the proportion directed to safety-
 769 net provision for the chronically food insecure. Plus, additional emergency resources are made
 770 available to fund the “surge” in safety-net requirements for those who have become transitorily
 771 food insecure. It is important to note that multi-year program design in this scenario, included

772 early warning mechanisms within the program monitoring system that advised managers when
 773 the emergency intervention was required, along with interventions designed to meet the
 774 increased needs. Early warning indicators and internal triggers should be identified in the
 775 program design in order to assist program managers to recognize when to adjust or add program
 776 interventions.

Figure 2. MYAP in a Population Transitioning from Emergency - Shock in Year Two

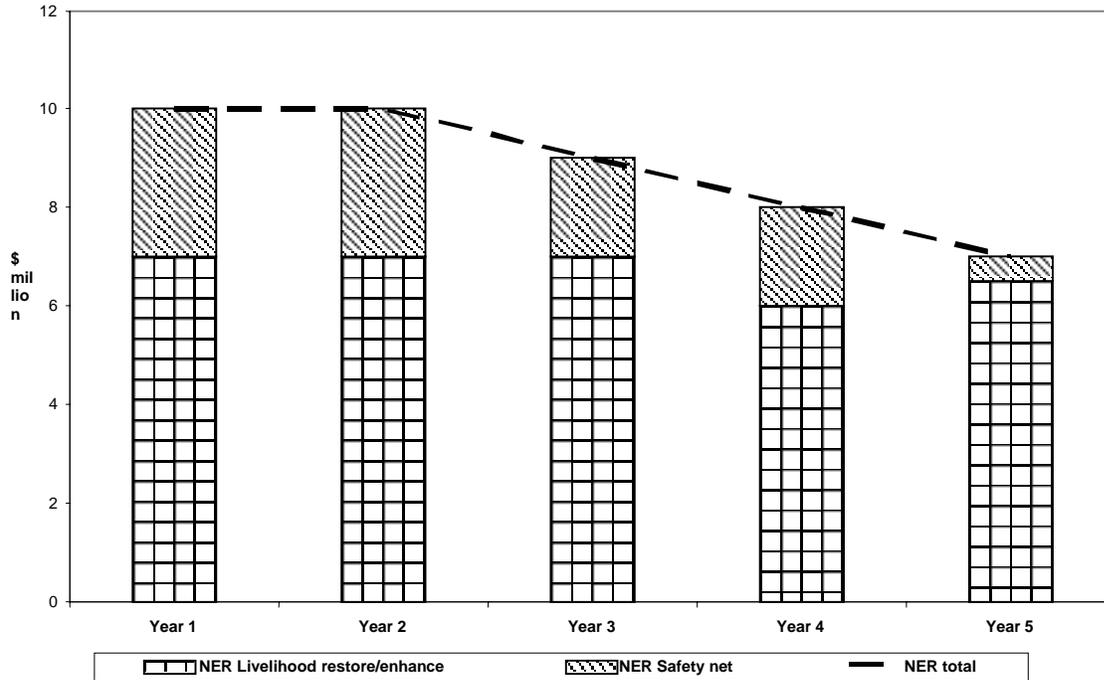


777
 778

779

780 The third example (Figure 3) represents a scenario whereby the Multi-Year Assistance Program
781 targets a chronically food insecure population and throughout the period of intervention no
782 shocks are experienced – hence, the funding source is solely non-emergency.

Figure 3. MYAP in a Chronically Food Insecurity Population - No Shock

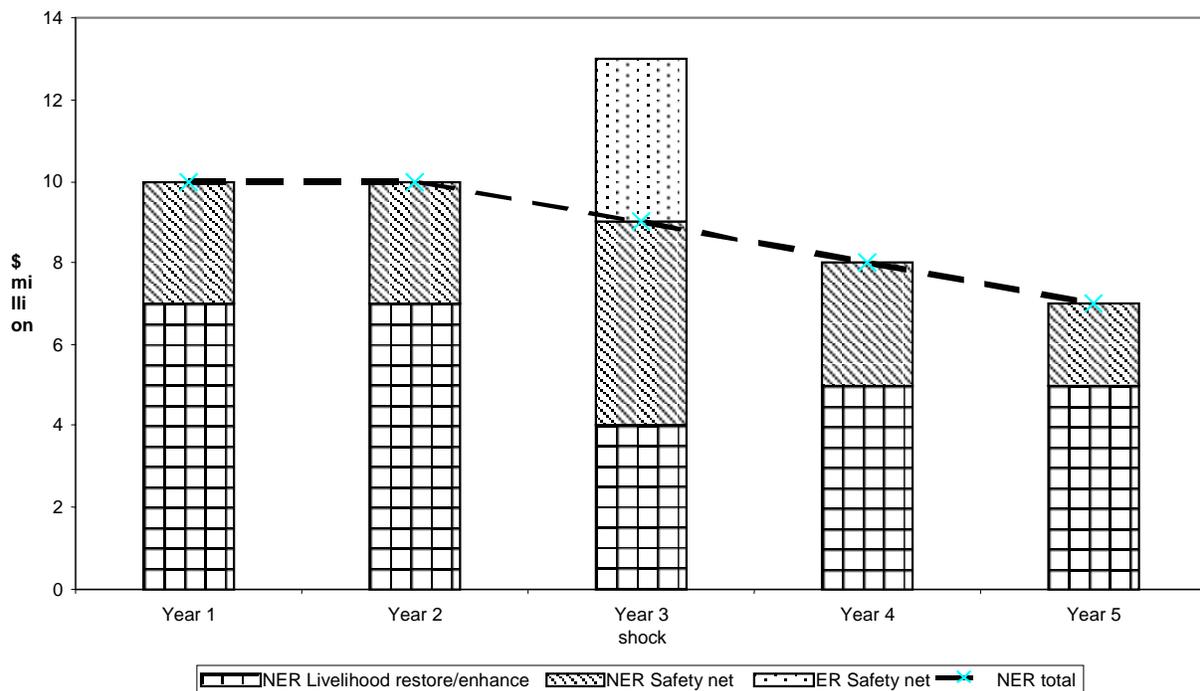


783

784

785 Figure 4 represents a scenario of the same Multi-Year Assistance Program that experiences a
 786 shock in year three. Regular programming continues with adjustments among the interventions
 787 and, in addition, emergency resources are added to response to additional transitory needs due to
 788 the shock. This “emergency” safety-net intervention is funded with emergency funds during the
 789 same time that the longer-term interventions continue with non-emergency funding, although the
 790 relative weight of the safety-net interventions for the chronically food insecure increases relative
 791 to the livelihood enhancement interventions because of the need to maintain consumption levels
 792 and protect the assets of the chronically food insecure.
 793

Figure 4. MYAP in a Chronically Food Insecure Population - Shock in Year Three



794
795

796 All of these scenarios indicate the need for flexibility and use of both emergency and non-
 797 emergency funding. Identifying the potential shocks is paramount to designing Multi-Year
 798 programs that focus on vulnerability of the targeted populations. Understanding their level of
 799 resilience and coping mechanisms provides the basis for determining when to intervene with
 800 emergency responses.

801

802 FFP strongly urges all proposal submissions to include a discussion on the process used to
 803 identify potential shocks. If the proposal does not include mechanisms to monitor early warning
 804 and trigger indicators and plans for how to respond to shocks, the proposal should indicate why
 805 these mechanisms are not necessary based on the nature of the targeted population’s food
 806 insecurity and the sources of vulnerability and risk.

807

808 **VIII SUBMISSION AND REVIEW PROCESS**

809 *a) Single-Year Assistance Programs*

810 The Single-Year Assistance Program proposal and approval process is designed to facilitate
811 rapid response to emergency situations where loss of lives and livelihoods may result in the
812 absence of rapid intervention. FFP's most important emergency response mission is to ensure
813 that critical food needs of people affected by natural disasters and complex emergencies are
814 effectively met. Natural disasters, protracted refugee operations and complex civil or man-made
815 emergencies almost always lead to food insecurity for the affected population. Due to war or a
816 natural catastrophe, coping mechanisms are typically strained and resources exhausted, creating
817 a situation warranting external intervention to offset the inability of the affected population to
818 meet their basic needs. The sometimes lengthy nature of the crises further compounds people's
819 ability to adapt because of insecurity, leading in some cases to constant movement, which in turn
820 affects their ability to plant food crops or gain employment. In these situations SYAPs may
821 require follow-on SYAPs, or may require the design of follow-on MYAPs, which are described
822 below.

823 If the emergency is a rapid onset emergency in a country or region of a country where no Title II
824 activity is occurring, CSs should take the initiative in assessing nutritional status, food security
825 and emergency food needs.

826 All FFP Single-Year proposals must demonstrate the need for food as an appropriate response to
827 the emergency. Frequently, an in-country needs assessment is carried out on a joint basis
828 involving several different agencies, including WFP and CS/NGOs. Note that national or
829 regional needs assessment data are also available to those agencies, USAID Missions and
830 FFP/Washington through several sources including the Famine Early Warning System Network
831 (FEWSNET). The Food and Agriculture Organization of the United Nations (FAO) produces bi-
832 monthly reports by country on food crops and shortages as well as reports generated by the
833 Global International Early Warning System (GIEWS). These documents are especially helpful
834 in preparing for a slow onset emergency, such as a drought.

835 The official "triggering mechanism" that initiates an emergency food aid response is the
836 issuance of an UN emergency appeal or a disaster declaration by the U.S. Embassy. Often, the
837 initial nutritional and food security assessments provide the foundation of an appeal or disaster
838 declaration. Both the UN Appeal or Embassy Disaster Declaration are considered primary
839 "triggering mechanisms" used by FFP and either may serve as a basis for considering requests
840 for emergency food assistance. Though infrequent, an emergency request from the International
841 Committee for the Red Cross (ICRC), International Federation of the Red Cross/Red Crescent
842 Societies (IFRC) or similar international organizations may also initiate a broader U.S. response
843 in the form of food grants to CSs/NGOs.

844 **Note that such an external "triggering mechanism" as described above is necessary only in**
845 **the case of an unanticipated shock or when there have not been any on-going or previous**
846 **Title II programs – either in the country or in the region affected by the emergency.**
847 **Otherwise, as detailed below, the expectation is that early warning indicators and internal**
848 **triggering mechanisms will be in place within on-going programs and will enable timely**
849 **response should an emergency or shock as described above occur. Such on-going**

850 **programs, equipped with early warning indicators should provide monitoring information**
851 **to support their request to initiate emergency response. Missions are expected to concur**
852 **with the PVO request to initiate emergency response should an external emergency**
853 **declaration not be forthcoming.**

854 **SYAP Proposal Format**

855 A CS considering a response should contact the USAID Mission or Regional Office (where there
856 is no USAID Mission) and their CS headquarters to alert them that a response is being
857 contemplated. If resources are also being sought from OFDA, a CS may choose to follow the
858 proposal format established by DCHA/OFDA for emergency funding, with the inclusion of the
859 critical information required for a Title II food aid response.

860 Rapid onset emergencies (e.g. flood, earthquake, volcano eruption) require quick mobilization
861 and FFP will not normally expect an extensive proposal in order to make a timely and effective
862 initial response. The proposing entity should address the following issues in a brief initial
863 proposal submission. If some of the following key components are not determined yet, describe
864 the process and timeframe by which these details will be worked out and included as an
865 amendment to the agreement, should the proposal be approved.

- 866 1) Analysis of the emergency - (attach available nutritional, food security and needs
867 assessments data).
- 868 2) Proposed response - Explain why food aid is the appropriate tool for this emergency and
869 describe what activities are proposed, including a description of how the program will fill
870 gaps that may exist and/or avoid duplication or overlap with other programs.
- 871 3) Beneficiaries – Who, where and how many.
- 872 4) Ration(s) composition and size – What, why and how much.
- 873 5) Program Duration – proposed start date and length of response. Include prospects and timing
874 for transitioning out of the emergency phase, describing what the triggers will be to
875 determine the need to transition.
- 876 6) Implementation – How and who, including emergency IEE and Bellmon analyses.
- 877 7) Timeframe - When commodities are needed.
- 878 8) Monitoring - How will it be done and what are the indicators.
- 879 9) Cost Estimate – Detailed budget of P.L.480 Title II inland transport (if applicable), ITSH and
880 202(e) costs, as well as CS cost share and other USG funding as applicable. A brief budget
881 narrative should be included with the budget.
- 882 10) Exit Strategy – Explain how the proposed intervention addresses the underlying causes that
883 led to the emergency being addressed; discuss how the intervention helps to prepare for
884 transition out of emergency and/or build in preparedness and mitigation components.

885 11) A Host Country Food for Peace Agreement (HCFPPA) or Mission or Diplomatic Post
886 concurrence noting that such a program can operate in accordance with Regulation 11
887 without the HCFPPA or until one can be signed.
888

889 12) Lobbying and Terrorism Certifications.
890

891 In addition, the following documents are expected to be provided whenever feasible. FFP/W
892 and/or Mission or Diplomatic Post will advise if and when the receipt of these documents, are
893 required.
894

- 895 • An AER (with CS signatures)
- 896 • USAID Branding Strategy and Marking Plan (See Annex F)
- 897 • A draft Initial Environmental Examination (IEE) with Mission signatures; (In accordance
898 with FFPIB 04-04 (May 2004), the 22 CFR 216 or “Reg. 216” Initial Environmental
899 Evaluation (IEE) process must be invoked for persistent or complex emergencies lasting
900 more than a year, unless a “categorical exclusion” is granted. In the first year of an
901 emergency response, FFP encourages CS/NGOs to consider using the Rapid
902 Environmental Assessment (REA) to minimize impact of relief to public health and
903 natural resources (www.benfieldhrc.org/disaster_studies/rea/rea_index.htm). For detailed
904 guidance on conducting environmentally sound design with the IEE, CSs should consult
905 Annex D, Environmental Review and Compliance Information and
906 www.usaid.gov/our_work/environment/compliance. Refer to Section V of Annex D for
907 funding for Reg. 216 training. Programs implemented by the World Food Program
908 (WFP) are not subject to the USAID Environmental Procedures.)
909

910 A proposal shall be considered incomplete if any of these components have been required and
911 are not received.

912 ***b) Multi-Year Assistance Programs (3 to 5 year time frame)***

913 Proposals should be submitted to FFP (via Amex International) and to the appropriate USAID
914 Mission and/or Regional Mission no later than May 15th of the calendar year prior to the fiscal
915 year (FY) in which the activities are to commence (for example, by May 15, 2006 for FY 2007
916 with a planned start up date of October 1, 2006). Due dates may change annually and FFP will
917 notify PVOs accordingly.
918

919 Should a regional program be proposed, the proposal should be submitted to all affected USAID
920 Missions for review. If the proposal is for a follow-on Multi-Year Assistance Program from a
921 Single-Year Assistance Program described above, adherence to the scheduled submission dates
922 will be required; however discussion on a case by case basis will be expected regarding phase-
923 over and transition concerns. It is likely that country specific pipeline and activity arrangements
924 will have to be made regarding the end of the initial emergency interventions under the Single-
925 Year Assistance Program and the startup of an approved Multi-Year Assistance Program.
926

927 FFP will review each proposal based on the criteria and policies set forth in these guidelines.
928 USAID Missions and/or Regional Offices will submit comments regarding proposals to FFP
929 within 30 days of receipt of the proposals. Missions are not authorized to present comments to

930 or request proposal revisions from CSs during the review process without FFP/Washington
931 concurrence.

932
933 FFP is committed to meeting the 120-day mandate as set forth in the P.L. 480 Title II legislation.
934 However, its ability to meet this mandate depends upon the quality of proposals and their
935 responsiveness to the standards and requirements set forth in these guidelines. CSs are
936 encouraged to read these guidelines carefully and ensure that their proposals are responsive and
937 complete in all respects.

938
939 Consistent with the requirements set forth in the P.L. 480 Title II legislation, FFP shall determine
940 whether to approve a proposal, and sign a Transfer Authorization (TA) for funding, not later than
941 120 days after receipt of a complete proposal (subject to availability of funds). If a proposal is
942 denied, FFP will specify the reasons for denial and the conditions that must be met for approval.
943 Unsuccessful proposals may be resubmitted in the following proposal review cycle if applicable.
944

945 **MYAP Proposal Format**

946
947 The review of a MYAP proposal can begin if it is prepared in the proposal application format
948 and includes the key documentation outlined below. A proposal shall be considered incomplete
949 if any of these documents are not included in the proposal submission.

- 950
- 951 ➤ A signed Host Country Food for Peace Agreement (HCFFPA) or, Mission or Diplomatic
952 Post concurrence noting that such a program can operate in accordance with Regulation
953 11 without the HCFFPA or until one can be signed;
 - 954 ➤ A draft Initial Environmental Examination (IEE) (with Mission signatures);
 - 955 ➤ An AER (with CS signatures);
 - 956 ➤ A Bellmon Analysis;
 - 957 ➤ Comprehensive and detailed budgets including narrative; and
 - 958 ➤ Certifications Regarding Lobbying and Terrorism.
- 959

960 A complete IEE certifies that 1) planned activities will not have an unintended negative impact
961 on public health and/or ecological services, 2) all environmental consequences of planned
962 activities have been identified and adverse impact has plans for mitigation to remove or reduce
963 the expected impact. A statutory requirement under 22 CFR 216, the CS must complete an IEE
964 and IEE amendment for every new development proposal (MYAP and MYAP amendment). As
965 an appendix to the annual Resource Request submission, an Environmental Status Report (ESR)
966 is required to detail monitoring and evaluation protocols and must be signed by a Mission officer
967 knowledgeable of the Title II program, (e.g. the FFP Officer or SO Team Leader.) with a copy
968 sent to the FFP CBO in Washington and the DCHA BEO. An Environmental Management Plan
969 (EMP) should specify the planned mitigation and monitoring procedures and budget for the life
970 of activities. For detailed guidance on USAID procedures for conducting environmentally sound
971 programming, CSs should consult Annex D, Environmental Review and Compliance information
972 and www.usaid.gov/our_work/environment/compliance.

973

974 Follow-on Multi-Year Assistance Program proposals in priority countries must present final
975 evaluation findings for the prior cycle MYAP/DAP that demonstrate positive results and
976 effective implementation in order to be considered in the first tier of funding.
977

978 The 120 day clock will not begin if any of the documents above are missing at submission. If
979 the documents above are submitted but there are questions about their content, FFP will not
980 consider the proposal incomplete. For example, if all documents above are submitted on the
981 May 15, 2006 deadline, but there is a question about an AER calculation, the submission will not
982 be considered incomplete and the proposal will not be rejected on that basis. However, a
983 correction, if necessary, will be required before a proposal can receive approval.
984

985 Within 10 working days from the receipt of an incomplete proposal or one not submitted in the
986 proposal application format, FFP shall notify the CS Headquarters Office and the relevant
987 USAID Mission by e-mail with an explanation of why the proposal was rejected. The CS will
988 then have 10 working days from the receipt of the e-mail to submit a proposal that includes the
989 documentation listed above. FFP shall begin the 120-day time period for the approval and
990 issuance of a TA from the date FFP receives a legible electronic copy or paper copy of the
991 documents that complete the proposal, whichever arrives earlier. FFP will notify the CS and the
992 Mission by e-mail of the date the 120-day time period begins and will follow the process for
993 review of a complete proposal outlined below. Remaining documents, as noted in the Annex A
994 Proposal Format, should be submitted within 15 working days of the initial submission date if
995 they have not been provided with the original submission.
996

997 FFP will review complete proposals and send an issues letter to the CS. This issues letter will
998 consolidate the comments by all USAID offices, including FFP, USAID Missions and Bureaus
999 and will request submission of a USAID Branding Strategy and Marking Plan (See ANNEX F).
1000 FFP may also request a formal meeting with the CS (either in Washington or the field) to discuss
1001 the threshold issues presented in this letter. If the proposal is being reviewed in the field, the
1002 response to the issues letter by the CS should be received before the proposal review meeting
1003 takes place. Determination of whether or not a field review is feasible will be done by FFP, the
1004 USAID Mission and the CSs. In order to meet the 120-day mandate, FFP will impose strict time
1005 periods for the CS to complete the necessary revisions and comply with the Branding/Marking
1006 request. If a CS fails to complete the revisions and Branding/Marking requirements on time,
1007 FFP may deny the proposal based on the outstanding issues the CS has failed to address in a
1008 timely fashion. Proposals that are denied may be resubmitted in the following proposal review
1009 cycle if applicable.
1010

1011 When a complete proposal is received, FFP will review the submission. If the proposal is
1012 approved and all required documents and certifications received and funds are available, FFP
1013 will send a signed TA to the CS within 120 days for review and signature. For a complete
1014 proposal received by May 15, 2006, the TA would be signed by FFP by September 11, 2006.
1015

1016 Late Submittals: With the approval of the Director of the Office of Food for Peace late
1017 proposals will be accepted on an exceptional basis when it is in the best interest of the U.S.
1018 Government to do so. However, FFP will give priority funding consideration to acceptable
1019 proposals submitted on time.

1020
1021 **c) CS Preparation and FFP Review of Proposals**
1022

1023 Use of the proposal format for **MYAPs** provided in **Annex A** is **required**. For both MYAPs and
1024 SYAPs, proposals must address each of the sections included in the format. FFP will review
1025 proposals based on the information provided for each section.

1026
1027 Furthermore, proposals must meet the following conditions:
1028

- 1029 • Written in 12-point type (narrative) in English;
- 1030 • Limited to no more than 30 numbered and dated pages (not including annexes);
- 1031 • Includes a clear statement of program goal(s) and results to be achieved by the end of life
1032 of the program, with objectively verifiable indicators and sources of data to measure such
1033 results;
- 1034 • Submitted as Word and/or Excel spreadsheets (attachments); and
- 1035 • Provides only the information requested (cross referencing and use of charts are
1036 encouraged to present information concisely and to eliminate repetition).

1037
1038 For MYAPs, CSs are required to submit two (2) unbound copies and one (1) electronic copy to
1039 the appropriate USAID Mission and/or Regional Mission, and one (1) unbound copy to FFP/W
1040 via Amex International, Attn: FY07 Multi-Year Assistance Program Proposal, 1300
1041 Pennsylvania Ave, N.W. Suite 440, Washington DC 20004, and one (1) electronic copy to FFP
1042 at FFPdocs@amexdc.com.

1043
1044 The SYAP should be submitted simultaneously in English to the Mission and/or appropriate
1045 Regional FFP Office and to FFP/Washington. Where Regional FFP Offices operate, the USAID
1046 Mission and the Regional office should each receive two (2) hard copies and one (1) electronic
1047 copy for either MYAP or SYAP submissions. Mission or Regional FFP Office concurrence with
1048 the proposed SYAP or MYAP is required for final approval.

1049
1050 The following information provides further guidance to CSs beyond the information referenced
1051 in **Annex A**. CSs should consider these issues in developing Multi-Year Assistance Program
1052 proposals:

1053
1054 i) Legislative Mandates for Type of Commodity, Programming and Program Size
1055

1056 Of the non-emergency tonnage, 75% must be processed, fortified or bagged. FFP has developed
1057 a “Value Added Commodities List” of processed, fortified and bagged commodities that it has
1058 determined will meet this statutory requirement (see **Annex E**). Proposals with a higher
1059 proportion of processed, fortified or bagged commodities may be given priority.

1060
1061
1062
1063 ii) Section 202(e) Funding
1064

1065 Authority and Purpose: P.L. 480 Title II Section 202(e), requires FFP to make cash available to
1066 eligible organizations in support of Title II programs in order to 1) assist them in establishing
1067 new programs under Title II; and 2) help in meeting specific administrative, management,
1068 personnel and internal transportation and distribution costs for carrying out Title II programs
1069 (including monetization programs) in foreign countries.
1070

1071 Section 202(e) funding has historically been limited by a \$28 million cap; however the 2002
1072 Farm Bill increased the authorization to an amount no less than 5% and no greater than 10% of
1073 the total Title II appropriation in each fiscal year. Due to the significant increase in the amount
1074 of 202(e) funding authorized in the 2002 Farm Bill, FFP has broadened the scope of the types of
1075 costs eligible for funding consideration under this section.
1076

1077 Definition of Eligible Recipients: In order to be considered “eligible” to receive funds under
1078 Section 202(e) an organization must be:

1079
1080 aa) a Private Voluntary Organization (PVO) or cooperative that is, to the extent
1081 practicable, registered with USAID; or

1082
1083 bb) an Intergovernmental Organization (IO), such as the World Food Program

1084 Eligible Uses: Eligible uses for 202(e) funding differ between “new” programs and “established”
1085 programs as detailed in the Food for Peace Information Bulletin (FFPIB) of October 27, 2003
1086 found at http://www.usaid.gov/our_work/humanitarian_assistance/ffp/ffpib_04_01.doc
1087

1088 Expectations:

1089
1090 A. FFP strongly encourages CSs to identify other sources of public and private funding in
1091 order to leverage Title II resources and diversify support for the program prior to making
1092 requests for 202(e) funding.
1093

1094 B. FFP expects that the 202(e) portion of most Title II Programs will be between 5% and
1095 7% of the approved program value (including the commodity cost, shipping cost, ITSH and
1096 202(e) budgets), and will not exceed 10% of the approved program value. Exceptions will be
1097 considered on a case by case basis.
1098

1099 C. No expense is eligible for 202(e) funding until 202(e) funding is obligated under a
1100 Transfer Authorization or Cooperative Agreement budget (or Amendment).
1101

1102 D. If the Title II program shares staff, services or space with another program(s), the
1103 amount charged to 202(e) should be in proportion to the expenses incurred by the Title II
1104 program.
1105

1106 E. FFP will receive and consider 202(e) funding requests from CSs on a per project basis.
1107 CSs may charge indirect costs on their 202(e) direct costs in accordance with their previously
1108 established Negotiated Indirect Cost Rate Agreements (NICRAs). All CSs will be subject to the

1109 same 202(e) policy guidelines defining what types of direct costs may be covered by 202(e)
1110 funding.

1111
1112 iii) Funding for Internal Transport Storage & Handling (ITSH)

1113
1114 P.L. 480 Title IV Section 407(c) (1)(B) (for non-emergency programs) and Section 406(b)(6)
1115 (for emergency programs) authorizes the use of Title II funding for the transportation costs of
1116 Title II commodities from designated ports or points of entry abroad to storage and distribution
1117 sites and for the associated storage and distribution costs for Title II programs. All emergency
1118 programs are eligible for ITSH funding, however non-emergency programs only qualify for
1119 ITSH funding if they are in Least Developed Countries (LDCs) as described by the World
1120 Bank's list of IDA eligible borrowers.

1121
1122 The following website provides a list of the eligible LDC countries in which FFP will consider
1123 ITSH funding for non-emergency programs.
1124 [http://web.worldbank.org/WBSITE/EXTERNAL/EXTABOUTUS/IDA/0,,contentMDK:200545](http://web.worldbank.org/WBSITE/EXTERNAL/EXTABOUTUS/IDA/0,,contentMDK:20054572~menuPK:115748~pagePK:51236175~piPK:437394~theSitePK:73154,00.html)
1125 [72~menuPK:115748~pagePK:51236175~piPK:437394~theSitePK:73154,00.html](http://web.worldbank.org/WBSITE/EXTERNAL/EXTABOUTUS/IDA/0,,contentMDK:20054572~menuPK:115748~pagePK:51236175~piPK:437394~theSitePK:73154,00.html)

1126
1127 If other sources of support have been examined and are inadequate, a request for ITSH funds
1128 may be submitted with the program proposal. This fund is limited and justification for such
1129 funding must be strong.

1130
1131 Eligible uses for ITSH funding can be found in the Food for Peace Information Bulletin at:
1132 http://www.usaid.gov/our_work/humanitarian_assistance/ffp/ffpib_04_02.doc

1133
1134
1135 iv) Monetization

1136
1137 Given the consistent OMB directives in recent years to reduce the level of monetization as
1138 envisaged in the Monetization Rationalization Plan, FFP will closely scrutinize all proposed
1139 monetization activities and approve only those which use monetization proceeds to address the
1140 underlying causes of food insecurity, without in any way causing harm to local production or
1141 markets. MYAPs calling for 100% monetization will not be approved.

1142
1143 Once a monetization plan is approved, if market fluctuations cause commodity sales prices to
1144 drop below the anticipated sales price provided in the monetization plan, FFP will not approve
1145 additional commodities to make up the shortfall as funding for the life of activity is capped. The
1146 CS must either fund the shortfall from other resources or scale back programming to reflect the
1147 reduction in anticipated monetization proceeds. Any exceptions to this general rule - of not
1148 supplying additional commodities because of market fluctuations - will need to be considered
1149 and justified on a case-by-case basis, according to urgent food security needs, and approved by
1150 the Director of Food for Peace, subject to the availability of funds. Conversely, if market
1151 fluctuations cause commodity prices to increase above the anticipated sales price, pipelines for
1152 monetization commodities would be adjusted accordingly in the out-years of the activity,
1153 resulting in less monetization tonnage than originally planned.

1154

1155 Monetization activities will be undertaken only where they will not disrupt commercial markets
1156 for agricultural commodities. Title II programmed commodity levels will be compared with
1157 USDA’s established amount available for all U.S. food aid programming, which includes Title I,
1158 Food for Progress, McGovern-Dole International Food for Education and Child Nutrition
1159 Program and others, determined by the “usual marketing requirements” (UMR). The UMRs are
1160 routinely provided by USDA to USAID for specific commodities and countries. However, CSs
1161 are expected to research the markets independently to justify their monetization plans. In the
1162 case of West Africa, in concert with the West Africa Regional FFP Office, CSs are encouraged
1163 to participate in the data collection and analysis that contribute to the final UMRs for the region.
1164 FFP encourages CSs to design and execute monetization plans in consultation with U.S. food
1165 export and processing trade.

1166
1167 The monetization of value-added commodities, i.e. processed, fortified, or bagged commodities,
1168 is preferred to the monetization of bulk commodities because FFP is required to meet the
1169 statutory requirement that 75% of the programmed commodities be processed, bagged or
1170 fortified. The FFP Director must approve monetization of commodities to be used for purposes
1171 other than human consumption. Where more than one CS in a country proposes monetization of
1172 the same or different commodities, FFP encourages the monetization sales to be carried out
1173 jointly in order to decrease costs associated with monetization management and to maximize the
1174 monetization proceeds. However, Cooperating Sponsors may provide justification for
1175 monetizing separately, to be reviewed on a case by case basis.

1176
1177 Monetization sales in low-income food-deficit countries (LIFDCs): Go to the FAO Link to find a
1178 list of LIFDCs: <http://www.fao.org/countryprofiles/lifdc.asp?lang=en>
1179 If it is not feasible to monetize in the country where proceeds will be utilized, monetization may
1180 be carried out in another LIFDC in the region, i.e. “third country”. If neither is feasible, then
1181 monetization may take place in a least-developed country (LDC) in the region. In the case of
1182 “third country” sales the USAID Mission and/or U.S. Embassy in both the program country and
1183 monetization country must endorse the plan. Note: Monetization in the recipient country is
1184 preferred over monetization in a “third” country where the food security activities will not be
1185 taking place. A Bellmon Analysis is required for each country where food resources will be
1186 distributed or monetized.

1187
1188 For each commodity to be monetized CSs must set a sales price which: (1) represents the
1189 reasonable market price of the commodity in the country (or region) in which it is being sold; (2)
1190 does not depress the price of locally produced commodities in accordance with the 1977
1191 Bellmon Amendment; (3) does not disrupt normal commercial practices, i.e. UMR
1192 considerations and (4) is acceptable to the USAID Field Mission (or Regional mission for non-
1193 presence countries).

1194
1195 In light of the change in legislation regarding a cost recovery requirement for monetization by
1196 Cooperating Sponsors, “Reasonable Market Price” is to be achieved in the sale of Title II
1197 commodities per the market realities in the economy in which they are being sold. In general,
1198 market forces are recognized as a reliable and acceptable means of determining the reasonable
1199 and fair market price. In local markets, where the Cooperating Sponsor demonstrates, through
1200 sales by public tender auction or similar methodology, that the level of participation in the

1201 exercise (by prospective buyers) ensures competitive price formation and mitigates against
1202 collusion, the sales price so established will be regarded as the reasonable market price.

1203
1204 Where market forces cannot be harnessed to transparently formulate a reasonable market price
1205 (as above), and negotiated/treaty sales are required, a sales price which compares favorably with
1206 the lowest landed price or parity price for the same or comparable commodity from competing
1207 suppliers may be considered a reasonable market price, however the USAID mission will
1208 determine whether or not the resulting price is the best use of its limited resources and advise
1209 FFP.

1210
1211 For all monetization planned, CSs should estimate anticipated sales prices based upon local
1212 market analysis and provide the background and basis of that estimate for review by the USAID
1213 Mission, FFP/W and Regional Office as appropriate.

1214
1215 CSs should also indicate optimal timing of imports in order to contribute to food security
1216 (availability) objectives and to generate/receive sufficient monetization proceeds in time to meet
1217 programmatic requirements. For example, FFP recommends that CSs avoid the harvest season of
1218 a comparable product in order to ensure that there will not be a disincentive to local production.
1219 Further, harvest season should also be avoided due to competing demands for labor, equipment,
1220 vehicles, transport systems, etc.

1221
1222 Monetization plans for new multi-year proposals are to be included in the Activity Resource
1223 Requirements section of the proposal. Per these guidelines, the monetization plan must follow
1224 the outline provided in USAID's Monetization Field Manual with the exception of the guidance
1225 on cost recovery requirements, which was changed by the 2002 Farm Bill. This includes: a)
1226 rationale for monetization; b) proposed mechanics of the monetization: commodity selection,
1227 timing of sale, location of monetization, method of sales, impact of the sale on the local market
1228 and other programs, and storage facilities; c) monetization sales budget; d) sales proceeds
1229 management: safeguarding the proceeds, identification of financial institution(s),
1230 monitoring/accounting system and, if applicable, brief description of the joint/umbrella
1231 monetization.

1232
1233 For proposal amendments, CSs are required to provide information on their monetization plan if
1234 it will be significantly changed. If not, the CS must state that the sales methodology will remain
1235 the same. If an amendment request is submitted in lieu of an annual Resource Request, all
1236 information required in the annual Resource Request, including sales price estimates for the
1237 upcoming fiscal year must be included in the amendment request.

1238
1239 From the time of the multi-year proposal design to approval, and from Resource Request
1240 submission to TA finalization, market conditions may change to the degree that sales price
1241 estimates will need to be modified. CSs are requested to provide this information to FFP if the
1242 change in market conditions will result in insufficient resources for program implementation or if
1243 a significant drop in prices makes the sale of a particular commodity impractical.

1244
1245 It should be noted that report language was also included with the 2002 Farm Bill legislation,
1246 which stated that the new provision is intended to be consistent with the goal of maximizing

1247 proceeds from commodity sales. The report also listed several factors such as USG acquisition
1248 costs, transportation costs and localized factors that may impact market prices of the
1249 commodities that should be taken into consideration when deciding whether to approve a
1250 proposed sale of commodities at the local market price. FFP will consider these factors prior to
1251 the approval of any proposal with a monetization component.
1252

1253 v) Cost-Share Programming
1254

1255 Where integration of CS resources occurs, it must be expressed as a formal auditable cost-share in
1256 the CS proposed budget and approval documentation.
1257

1258 vi) Bellmon Determination
1259

1260 The Bellmon Determination certifies that the commodities will not have a negative impact on the
1261 local market or will not be a disincentive to local production in the recipient country, and assures
1262 availability of adequate storage. It is a statutory requirement and should focus on the first fiscal
1263 year of the proposal. A Bellmon Determination is required for each country where Title II
1264 commodities will be distributed or sold, including each country that is part of a regional
1265 proposal. A Bellmon Determination is required regardless of if Title II commodities are being
1266 imported under a SYAP or a MYAP.
1267

1268 For detailed guidance on conducting the analysis required for a Bellmon Determination, CSs
1269 should consult the *1985 Background Paper and Guide to Addressing Bellmon Amendment*
1270 *Concerns on Potential Food Aid Disincentives and Storage* and the official USAID cable
1271 entitled, *Bellmon Certification Requirements for P.L. 480 Title II Activities* (reissued, August
1272 1999). For supplemental information regarding market analysis, CSs should consult the *P.L. 480*
1273 *Title II Monetization Field Manual*. These documents are available on the Internet at:
1274 http://www.usaid.gov/our_work/humanitarian_assistance/ffp/nonemergency.html
1275

1276 vii) Host Country Food for Peace Agreement
1277

1278 In accordance with Regulation 11 (Section 22 211.3(b) CSs shall enter into a written Host
1279 Country Food for Peace Agreement (HCFFPA) with the government of each country for which
1280 Title II commodities are to be transferred to the CS. This agreement shall establish the terms and
1281 conditions needed by the CS to conduct a Title II program in the country in accordance with the
1282 applicable requirements of Regulation 11. Where such a written agreement is not appropriate or
1283 feasible, the USAID Mission or the Diplomatic Post shall assure FFP/W, in writing that the
1284 program can be effectively implemented in compliance with this Regulation without such an
1285 agreement...or until one can be signed. The proposal package must include either the HCFFPA
1286 or the written certification as appropriate.
1287

1288 viii) Annual Estimate of Requirements
1289

1290 An Annual Estimate of Requirements (AER), signed by the submitting PVO, reflecting the
1291 tonnage of commodities proposed for approval should be provided as Appendix 3 of the
1292 proposal. If there are carry-over resources, a commodity pipeline analysis must be provided as

1293 part of the AER. CSs should continually monitor their pipelines to ensure that requested
1294 commodities are adequate and are needed to meet program requirements. FFP will request and
1295 review pipelines on a periodic basis to ensure that pipelines are commensurate with program
1296 requirements and commodity status reports.

1297
1298 An accurate pipeline analysis in the AER is particularly critical in the last year of a resource
1299 request so that FFP can ensure that the PVO has planned for all commodities to be utilized by the
1300 program completion date and that commodities requested for monetization are consistent with
1301 anticipated monetization proceeds that must be expended by the end of the program.

1302
1303 In the interest of facilitating the reporting of resources, an additional column of information has
1304 been added to the AER template to indicate which commodities are planned under emergency
1305 (ER) and non-emergency (NER) funding. The additional column will permit maintaining
1306 separate reporting of resources.

1307
1308 ix) Vehicle Purchases

1309
1310 Vehicle procurement: FFP prefers that PVOs purchase vehicles for project use with non-U.S.
1311 Government (USG) funding. However, if the cooperating sponsor is unable to identify alternate
1312 funding (at the discretion of the CS), the order of preference for funding vehicles is first 202(e)
1313 funds and then ITSH funds. FFP prefers not to fund the purchase or lease of vehicles with
1314 monetization resources. Vehicles purchased with USG funding must follow the FFP
1315 procurement policy on source and origin requirements.

1316
1317 x) Inland Transportation

1318
1319 In the case of landlocked countries, Title II Inland Transport funding may be provided on a
1320 reimbursable basis for transport from discharge port to extended delivery point (EDP), or
1321 designated port of entry within the recipient country. ITSH funding may be provided for internal
1322 transport from the EDP or designated point of entry to distribution site. When a CS requests
1323 inland transport through the vessel's bill of lading to a designated internal point, funding will be
1324 provided on a reimbursable basis under the CS's Inland Freight Purchase Authorization (PA).

1325
1326 CSs without a prior activity in a given country should submit data from pro-forma invoices or
1327 contract quotes submitted by likely inland transport companies. Submission of the required
1328 information is pivotal to establishing an inland transportation account for reimbursement. In lieu
1329 of pro-forma invoices or contract quotations, CSs shall perform market research or a survey of
1330 local and regional transport companies. This shall be completed to determine local costs and
1331 pricing for the type and range of inland transport services that may be required during the term
1332 of the agreement. In this manner, the CS and FFP may be confident with the budget estimates
1333 for reimbursement of inland transport services.

1334
1335 *d) Procedures for the Final Year of a Program*

1336
1337 Cooperating sponsors (CS) should conduct impact evaluations in the year prior to the program's
1338 final year, and should submit the evaluation report to FFP during the final year. If the CS is

1339 proposing a follow-on program, the final evaluation report should be submitted to FFP prior to
1340 the submission of the follow-on proposal. FFP expects that CSs will plan for all commodities to
1341 be distributed, and all costs to be incurred against the approved monetization budget, by the
1342 program completion date. CSs should submit closeout plans to the USAID Mission and FFP/W
1343 six (6) months prior to the expiration of a program. Closeout guidance is available on FFP's
1344 home page at http://www.usaid.gov/our_work/humanitarian_assistance/ffp/closout.htm.

1345

1346 **IX MULTI YEAR PROGRAM AMENDMENT SUBMISSION AND REVIEW** 1347 **PROCESS**

1348

1349 A CS should submit a MYAP amendment request if there are significant changes proposed to the
1350 approved program. A significant change is defined as: a) a change in the purpose and/or
1351 outcome of the project; or b) a radical restructuring of implementation or monetization
1352 arrangements; or c) a shift of more than 10 percent of resources between budget line items or
1353 activities within the overall approved LOA budget; or d) a request for additional resources over
1354 the approved LOA budget. For CSs with consolidated country or regional programs, LOA refers
1355 to the entire approved program budget rather than country specific budgets.

1356

1357 Under any of these circumstances, the CS and FFP may mutually decide to consider a program
1358 revision or amendment. CSs should consult early with FFP Country Backstop Officers to make
1359 this determination.

1360

1361 The deadline for amendments is the same as the deadline for Multi-Year Assistance Program
1362 proposals as established in section I of these guidelines.

1363

1364 Use of the format provided in **Annex A**. If a section is not relevant to the MYAP changes being
1365 proposed, a "not applicable" statement can be used for that section. FFP will review
1366 amendments based on the CSs' ability to provide adequate, appropriate information under each
1367 section established in the format that is relevant to the proposed change. New activities and
1368 implementation arrangements proposed in an amendment will be approved based on successful
1369 activity implementation, responsiveness to previously expressed concerns and recommendations,
1370 evaluation of the resource request (financial plan and AER), mission concurrence, and
1371 environmental compliance. Final approval will be subject to the annual availability of funds and
1372 commodities.

1373

1374 Furthermore, amendments must meet the following conditions:

1375

- 1376 • Written in 12-point type (narrative) in English
- 1377 • Limited to 20 numbered and dated pages, (including Appendices A-C)
- 1378 • Submitted as Microsoft Word and Excel files (including applicable attachments)
- 1379 • Including only the information requested (cross referencing and use of charts are
1380 encouraged to present information concisely and to eliminate repetition)

1381

1382 CSs are required to submit two (2) unbound copies and one (1) electronic copy to the USAID
1383 Mission, and one (1) unbound copy to FFP/W via Amex International Attn: FY 2007 Multi-Year

1384 Assistance Program Proposal, 1300 Pennsylvania Ave, N.W. Suite 440, Washington DC 20004,
1385 and one (1) electronic copy to FFP at FFPdocs@amexdc.com.

1386

1387 Where Regional FFP Offices operate, the USAID Mission and the Regional office should each
1388 receive two (2) hard copies and one (1) electronic copy.