

Annex A

Multi-Year Assistance Program Proposal Application Format

**P.L. 480 Title II
Country/Cooperating Sponsor**

FY 07 – FY xx

Multi-Year Assistance Program

**Proposal Application Format
(May 1, 2006)**

Resource Request Summary:

Activity Completion Date: _____

Life of Activity Commodity Request (MT): _____

Life of Activity Monetization Budget Request (US\$ Equiv.): _____

Life of Activity Section 202(e) Budget Request (US\$): _____

Life of Activity ITSH Budget Request (US\$): _____

Life of Activity Cost Share/Non-Federal Contribution (US\$): _____

Date of Submission to USAID/Mission and DCHA/FFP: _____

CS HQ Contact Information
*(include: Name/Title, Address, Telephone,
Fax, E-mail)*

CS Country Office Contact Information
*(include: Name/Title, Address, Telephone,
Fax, E-mail)*

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A. Executive Summary (1 page)

Provide a concise summary of: 1) underlying cause of food insecurity to be addressed; 2) strategic objectives and expected results; 3) the proposed program activities; 4) why imported food aid is an appropriate resource to use to support program objectives and activities; 5) resources required and committed, both in-kind and dollars (or dollar equivalent), from all sources; and 6) how the results will be measured and monitored. Briefly present the history of CS activities in the country or region, including the evolution of the Title II strategy and proposed interventions. If acute short-term food insecurity is to be addressed, discuss how the proposed program incorporates development-relief concepts to address transitory and chronic food insecurity, if applicable.

Executive Summary Tables can be accessed at the following link which includes many of the required tables and instructions for MYAP submission:

http://www.usaid.gov/our_work/humanitarian_assistance/ffp/fy07_myap_annex_a.html.

B. Problem Analysis and Proposed Interventions (up to 3 pages if one objective; up to 6 pages if two or more objectives)

The same level of problem analysis is required for all Multi-Year Assistance Program proposals, whether a follow-on to a previously approved proposal or a completely new proposal. If a MYAP proposal is integrated with Mission activities and points 1&2 below are covered in the Mission Plan, this plan may simply be referenced.

1. Provide a brief description and analysis of the underlying causes of food insecurity and how they impact the population in the country and the proposed target area. In this analysis, include or reference appropriate national and local level data that is available on the degree and nature of food insecurity; major determinants and underlying causes of food insecurity (including infectious or water-borne diseases, geo-climatic conditions, natural resource constraints, political and socio-economic conditions, etc.), sources of risk and vulnerability, and the linkage among these factors. Provide data on the geographic distribution of food insecurity and vulnerable populations in the country to justify the choice of geographic area(s) and target population.
2. Based on this analysis of the underlying causes of food insecurity and their consequences, identify the priority technical and geographic areas where assistance is needed, and the timeline for action. Briefly describe the extent to which problems in these priority areas are addressed by USAID/Washington, the USAID Mission, World Bank, World Food Program, or other development or community organizations. Describe the nature of vulnerability that continues to exist despite other donor efforts, and the degree to which the population is prone to risks or periodic shocks.
3. Given the existing vulnerability to food insecurity and potential for risks or periodic shocks, describe the capacity and relative strengths in your organization for addressing them, technically and geographically. Include a statement regarding the institutional capacity of your organization, and of local partners (if relevant), and the basis upon which this assessment is made. If applicable, discuss any technical partners that have been identified to complement your organization's areas of expertise, and the role of this

partner in the planning and implementation of the proposed program.

4. Based on the analysis of vulnerability to food insecurity and the potential for risks or periodic shocks and their underlying causes, and identification of your organization’s relative capacity to address them, briefly identify the technical and geographic areas that this proposed activity plans to address (detailed description should be deferred until section C.2.). Include a justification of why imported food aid is needed as opposed to communities and individuals being able to use local foods through production, purchases, barter or social safety nets. All MYAPs should address the underlying causes of food insecurity that may include food access, availability, and/or utilization, with priority placed on activities that reduce risk and vulnerability and to protect and enhance human capacities, livelihood capabilities, community resilience, and community capacity to influence factors that affect its food security. FFP places priority on Title II programming in populations with high levels of child malnutrition and poverty. FFP anticipates that the Food Aid and Food Security Policy Paper priority technical areas of household nutrition and agricultural productivity will continue to be a central focus of most Title II multi-year programs. However, the approach to these technical areas may differ in some respects in that the strategic objectives of the program will focus on addressing risk and vulnerability. Program objectives should prioritize the protection and enhancement of human capacities, household livelihoods, community resiliency, and/or increase community capacity to influence factors that affect food security. For further technical explanation, CSs should refer to the USAID Food Aid and Food Security Policy Paper at: http://www.usaid.gov/our_work/humanitarian_assistance/ffp/fspolicy.htm and the FFP FY 2006 – 2010 Strategic Plan at http://www.usaid.gov/our_work/humanitarian_assistance/ffp/ffp_strategy.2006_2010.pdf

Proposals should reference a country/intervention area map (and attach as “Appendix 10”) that clearly defines the area(s) of intervention.

Food security programs with HIV/AIDS-affected populations may be supported by Title II resources where it is determined that HIV/AIDS represents an underlying cause of food insecurity and is a critical constraint to household food security. Describe the impact of HIV/AIDS on household food security and how the proposed activities would mitigate that impact.

C. Program Objectives and Design (up to 15 pages if one objective, up to 20 pages if two or more objectives)

C.1. Specific Objectives

The MYAP proposal should prioritize program objectives, keeping them focused and limited in number and in context with the new FFP strategic framework as follows:

- (a) Human capacities protected and enhanced;
- (b) Livelihood capacities protected and enhanced;
- (c) Community resiliency protected and enhanced;
- (d) Community capacity to influence factors (decisions) that affect food security increased;

Productive safety-net activities should be reflected under the relevant objective that they support. Clearly state the objectives and intermediate results anticipated over the life of the program. State the established timeframe for completion.

C.2. Proposed Activities

Program interventions should be described in sufficient detail to assess their operational and technical feasibility. Describe the type, purpose, location, and feasibility of the activities, referring to a country/intervention area map to be included as **Appendix 10**. Relate activities to the specific objectives and results and show how they will address the underlying causes of food insecurity by reducing vulnerability and by enabling populations to cope with risk and periodic shock. Describe how the activities will be implemented and by whom. Describe and quantify the target population, including what proportion of the area's population will be covered under each objective. If the activities are proposed that address one or more capacity building objectives, or address multiple causes of food insecurity, describe how and to what extent the interventions will be integrated at the community-level and the proportion of the target population that will benefit from activities in more than one sector. Describe the criteria that will be used to selected program beneficiaries and how these criteria ensure the participation of the most food insecure.

State the amount and type of commodity that would be used and why imported food aid is being requested for each of the different activities. Specify how the Title II food and/or monetization proceeds will be utilized, and justify the size of the ration and the ration mix selected for each program activity. If rations are being proposed to support more than one activity, (i.e. MCH, FFW, SF), discuss whether and how the rations are complementary and/or harmonized. If more than one Cooperating Sponsor is distributing ration in the country (including WFP), discuss whether and how rations are harmonized among implementing partners and with the host country government.

Describe how increases in transitory and chronic food insecurity in response to shocks will be monitored and responded to using the development relief approach. If the characteristics of food insecurity in the target population are such that this is not a necessary component of the program, discuss why these types of activities are not likely to be needed.

Gender issues are important considerations as gender inequalities often underlie food insecurity. MYAP proposals should describe a gender strategy to ensure equitable participation by both men and women in the design, targeting, and management of MYAP activities. Include a description of how activities, including agricultural activities, will impact the workload of women.

C.3. Key Assumptions and Risk Management

Discuss the key or critical assumptions of the planned activities and any risks that may negatively affect expected results. If relevant, include factors such as climate, political or economic instability or potential for other program disruptions. If the proposal includes a monetization component, include potential risks and typical problems associated with commodity trading (e.g., defaults by buyers, commercial sector complaints, fluctuating market prices, and currency devaluation). Briefly describe any contingency plans to mitigate the risks and the effect of changes in critical assumptions. If the success of the planned activities is contingent upon conditions or events outside the CS's control (e.g., host government

infrastructure, policy or program shifts of the host government, or material contributions from other organizations), the conditions or events should be noted briefly. State how they could affect the CS's ability to carry out its planned activities and how the CS would address these contingencies.

C.4. Sustainability Strategy

Identify the exit strategy for Title II assistance. Describe a time frame for graduation of families from specific components, individual communities from the MYAP, and the MYAP from the geographic area. Describe how each activity will promote the financial and/or institutional sustainability of intended results. Discuss how sustainability will be measured, e.g., cost recovery, financial commitment, technical/managerial capacity, community commitment, or the capacity of host country counterparts, government, or institutions. If applicable, describe the capacity of host country counterparts to sustain the results of the activities. If the activities are not to be continued, explain why the activity will no longer be required.

C.5. Lessons Learned

If the CS had a previous Title II program in the target country, the activity design should incorporate lessons learned from previous activities and respond to any concerns raised in recent evaluations or audits. The design should also include lessons learned from other relevant country programs. If the program builds on non-Title II investments/activities in the area, outline these activities, their impact, and lessons learned for the current MYAP proposal design.

D. Complementarity (up to 1 page)

Briefly describe how program interventions support or complement host government (national, regional, or local), CS, and USAID/Mission strategic objectives. Describe how Title II activities relate to other investments that have occurred in the same geographic area, either by the host government, other CSs, USAID, or other donors. Note any complementarity between the proposed program and other relevant activities being undertaken in the country. Indicate where complementary programs are being carried out. State how Title II resources are being integrated with other resources. Describe existing and planned partnerships and alliances with community and local groups, as well as with other CSs.

If collaboration with government ministries, other CSs or other groups is anticipated and necessary for program results to be achieved, describe how resources are to be pooled and the relationships and responsibilities among the group, and provide evidence that these groups have committed to provide the technical and/or financial resources described in the proposal. If a consolidated country program or a consolidated regional program is being presented, discuss the complementarity between the programs.

Where programs target people living with HIV/AIDS, CSs should include an assessment of the HIV burden and the various aspects of the HIV program in the target area including a discussion of existing support for food security or safety nets. This assessment should include a brief description of other programs (PVOs, IOs USAID Mission, global initiatives, etc.) and opportunities to promote synergy of food aid interventions. CSs are encouraged to integrate HIV/AIDS activities and service providers funded by other sources (CS, USAID/Mission, etc.)

with the Title II-funded activities. Where possible, CSs should undertake direct co-programming of resources (CS, USAID/Mission, etc.).

E. General & Detailed Implementation Plans (up to 6 pages)

Provide a detailed, time-phased implementation plan for the first fiscal year of the MYAP that accurately reflects the integration of resources, activities and achievement of performance targets. As such, this plan should be regarded as a management tool that guides and directs the annual implementation of the MYAP. At a minimum, this plan should include: a list or chart identifying key activities planned; the quantity and timing of these activities; person(s) responsible; and the relationship between the planned activities and the strategic objectives. Activities should be clearly linked to strategic objectives and specific performance targets. Indicators should be identified for use in tracking progress in achieving annual targets and objectives. In addition to the technical program activities, all training, technical assistance, evaluation, audit, commodity procurement, and other key support actions should be included in the activities list of the detailed implementation plan. Additional narrative is encouraged to further describe the information provided in the chart to support linkages between activities and expected achievements. If major assumptions are being made to support performance targets, these should be noted accordingly.

Provide a general time-phased implementation schedule for each of the MYAP out years.

Include a list or chart identifying the following: key activities planned; timing of these activities; person(s) responsible; and the relationship between the planned activities and the strategic objectives, performance indicators, and/or benchmarks established for each activity. Include all training, technical assistance, evaluation, audit, commodity procurement, and other key actions.

It is understood that as the implementation of programs evolves over time there will be changes and refinements to the general implementation plans for the out-years. For this reason, FFP will request a detailed implementation plan for each program year as part of the annual Resource Request. This will ensure that the implementation plan remains relevant and incorporates lessons learned and feedback from monitoring and evaluation exercises.

F. Monitoring and Evaluation (up to 4 pages)

F.1. Monitoring and Evaluation Plan

Describe the monitoring and evaluation (M&E) plan that will be implemented to measure the performance indicators and report on the degree of achievement of results. Joint monitoring and evaluation plans are encouraged where more than one CS is engaged in similar activities, and is required where a consolidated proposal is being submitted. If possible, CSs should work with USAID/Missions so that CS monitoring complements or supplements USAID monitoring and evaluation efforts, and vice-versa, while still conforming to the requirements of these guidelines.

The MYAP proposal should articulate a comprehensive and actionable methodology for monitoring and evaluation, including baseline data, (or a plan to complete the baseline data collection within the first year of the MYAP), measurable intermediate results, and procedures to collect and analyze data and incorporate results in order to be able to modify the activity based on lessons learned. A critical component of this monitoring plan should be an explanation, if

appropriate, of trigger indicators and how these indicators will be selected, monitored and utilized in determining potential changes to program implementation if shocks occur. A mid-term evaluation should be planned for approximately half-way through the MYAP period. The mid-term evaluation should provide an assessment of progress in MYAP implementation that can serve as a management tool to refine program activities and improve internal CS management of the program. Emphasis should be placed on the implementation process and effects at the beneficiary level. There is no requirement for a population-based survey at mid-term. This is only necessary for the baseline and final impact evaluation. The focus of the final evaluation should be the results achieved by the program, substantiated with quantitative data from a population-based survey. The results of the final evaluation will be a primary consideration in the review of follow-on or similar MYAP proposals.

A viable Monitoring and Evaluation Plan should include the following:

- a. For each indicator, clear identification of the type of data to be collected; the frequency of data collection; the methodology to be used; the population covered; key assumptions anticipated in the planned interpretation of data; and the personnel who will collect and analyze the data.
- b. Description of the information and data collection systems in place or planned that will be used to track progress related to annual monitoring indicators; description of how monitoring information will be used to adjust activity implementation.
- c. Description of the evaluation component of each activity used to measure progress related to impact indicators, including personnel and funding required; description of the evaluation design, including a sampling plan and plans for control groups, if any; description of the baseline data sources; and a time line for the baseline study (to be completed by the end of the first year), the mid-term evaluation, and an impact evaluation [The final evaluation for MYAPs that have a Life of Activity of four years or longer should be conducted in the penultimate year of the program. For three year MYAPs, the final evaluation should be conducted by the first quarter of the third year]; and a description of the monitoring procedure (technique, frequency) that will be used to measure behavioral change where behavioral change is sought.
- d. If required by the IEE (e.g., activities are classified as “Negative Determination with Conditions), all activities in agriculture, natural resource/watershed management, water and sanitation, and/or physical infrastructure development should describe how the environmental impact will be monitored and viable indicators suggested. Preferably, the environmental effects will be part of the project's overall monitoring and evaluation system. If so, discuss the annual and impact indicators that have been developed. An Environmental Management Plan (EMP) should specify the planned mitigation and monitoring procedures and budget for the life of the activities.

F.2. Results, Performance Indicators and Targets

Performance indicators should measure the extent to which the activity results in changes in behavior and well-being at the population level, as well as progress in activity implementation.

Two types of performance indicators should be identified in the MYAP proposal: impact indicators and annual monitoring indicators.

If the MYAP involves activities related to health and nutrition for programs that address utilization, CSs are required to report on the impact on child nutritional status using indicators of height-for-age and/or weight-for-age, in addition to indicators they may choose for changes in child feeding behavior. Where appropriate, FFP also encourages the use of child nutritional status indicators, especially stunting (height-for-age), to measure the impact of other types of programs.

If the MYAP aims to improve the food access component of food security (e.g.. programs that implement activities in agriculture, micro-enterprise development, income generation and diversification), CSs are required to report on the impact on household food consumption using indicators of months of inadequate food provisioning and/or household dietary diversity.

Where appropriate, indicators and targets should be established to capture the impact of mitigation activities that lessen the negative impact of a problem (such as a drought, cyclone, or a high prevalence of HIV/AIDS) on the household food security of a particular target group.

Where appropriate, the MYAP proposals should identify the early warning indicators and trigger levels that will be used by the CS to refine and adjust interventions to meet the increased needs, and/or initiate a request for emergency resources to enable a timely response to increased food insecurity following an emergency or shock. Activities and training used to strengthen disaster management or emergency preparedness should be clearly stated.

The annual monitoring indicators identified should provide sufficient information to judge annual progress towards results. Where appropriate, MYAPs should include annual monitoring indicators that provide information on the percent of targeted population reached, the percent of targeted population adopting improved practices/behaviors, and the percent of communities with enhanced capacity. The specific annual monitoring indicators will vary, based on MYAP-specific approaches and interventions.

Complete the performance indicator tracking table below with both annual monitoring and impact indicators and targets. Quantify the current level of each performance indicator, if possible, with primary data (baseline) for the population of interest, or with secondary data that provide a reasonable estimate of the current situation. Include annual targets as appropriate (using not applicable as needed) and LOA targets for all performance indicators. The magnitude of change in the performance indicator, the size of the population affected, and the criteria for determining that targets have been achieved, must be clear.

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Performance Indicator Tracking Table

Indicator	Base-line	Year 1* Target	Year 1* Achieved	Year 1* %Achieved vs Target	Year 2* Target	Year 2* Achieved	Year 2* %Achieved vs Target	Year 3* Target	Year 3* Achieved	Year 3* %Achieved vs Target	Year 4* Target	Year 4* Achieved	Year 4 %Achieved vs Target	Year 5* Target	Year 5* Achieved	Year 5* %Achieved vs Target	LOA Target	LOA Achieved
Component 1 Impact Indicator 1																		
Component 1 Impact Indicator 2																		
Component 1 Monitoring Indicator 1																		
Component 1 Monitoring Indicator 2																		
Component 2 Impact Indicator 1																		
Component 2 Impact Indicator 2																		
Component 2 Monitoring Indicator 1																		
Component 2 Monitoring Indicator 2																		

Note: Annual monitoring indicators should be reported on each year. Impact indicators need only be reported for those years determined by the CS as appropriate by the CS's monitoring and evaluation plans. If the CS adjusts indicators or targets (for example, if found to be inappropriate or targets were set too high or low) clear explanation should be provided. Note that explicit FFP approval is required for downward revision.

* Specify the fiscal year to be reported (e.g. FY07).

G. Audits (up to ½ page)

Provide information regarding the CS's A-133 audit policy/scheduling and other Title II-related audit activities. Discuss how any outstanding audit recommendations will be closed and, as required, incorporated into the activity.

H. Commodity Market Issues (up to 1 page)

H.1. Bellmon Analysis

State who carried out the Bellmon analysis and provide a brief statement regarding the summary conclusions, relevant issues or areas of concern, and plans to ensure they are mitigated or resolved. The CS should attach a copy of the analysis as “**Appendix 8.**”

H.2. Usual Marketing Requirements

The Usual Marketing Requirement (UMR) is detailed in the FFP Monetization Field Manual. Monetization activities will be undertaken only where they will not disrupt commercial markets for agricultural commodities. Program levels will be compared with USDA's established amount available for US programming under the “usual marketing requirements” analysis. The UMRs are routinely provided by USDA for specific commodities and countries. CSs are encouraged to get the UMRs from the USDA in Washington or through their Agriculture Attaches or USAID Mission locally. Where this is not possible, CSs may contact FFP.

I. Activity Resource Requirements (up to 5 pages)

I.1. Commodities

Programs in a single country should submit a single Annual Estimate of Requirements (AER) form, commodity procurement schedule, and life-of-activity commodity requirement worksheet, in the electronic format in the Executive Summary Table. Consolidated regional program proposals should include an AER for each country, and reflect individual country data, as well as a consolidated total on the remaining charts.

I.1.a. Annual Estimate of Requirements

The CS should submit as “**Appendix 3**” a signed (by the CS) AER form for the first fiscal year of the MYAP. Ensure that package size and commodity type are specifically noted on the AER. The electronic AER can be found at:

http://www.usaid.gov/our_work/humanitarian_assistance/ffp/dap5/dap5_c_aer.xls.

I.1.b. Commodity Requirement Worksheet for Life of Activity

The commodity requirement worksheet must include all of the commodities for both direct distribution and monetization required for program implementation for the performance period of the MYAP. In addition, the commodities must be attributed to either emergency or non-emergency programming. A table must be completed for each year. This table should be completed in its electronic format (found in the Executive Summary Tables), and submitted via

e-mail with the complete Multi-Year Assistance Program application. The commodity requirement worksheet and instructions for its completion can be found at the site below.

See Annex A, Executive Summary Tables, for Commodity Requirement Worksheets for Life of Activity.

I.1.c. Commodity Procurement Schedule

The commodity procurement schedule identifies which month the CS would like to have commodities to arrive at the U.S. port for the first year of the MYAP based on the invitation number. This table can be found at the website below and must be completed as part of the application process.

See Annex A, Executive Summary Tables for Commodity Procurement Schedule

I.1.d. Monetization Plan

Include a monetization plan as outlined in the Title II Monetization Field Manual, referring to the monetization criteria and FFP monetization policies. Provide full justification for the monetization and describe the proposed mechanics of the monetization (type of sale, type of buyer, anticipated commodities, whether sale will be conducted with other CSs, etc.). Provide a separate monetization sales budget and projected proceeds from sales. Discuss sales proceeds management, including “maintenance of value” issues, and the vehicle procurement plan, if applicable. Use the Title II Program Policies and Proposal Guidelines, Section VIII.c.iv as a reference

Anticipated Monetization Cost Recovery Calculation and Estimate

Discuss anticipated cost recovery for the first fiscal year of the program. Compare against actual cost recovery achieved in prior year (if a follow-on program). Justify the monetization on the basis of the amount of funding to be made available for programming, as compared to the costs incurred in carrying out the monetization. Justify based on the generation and use of monetization proceeds and food security impacts. Discuss how previously encountered problems will be avoided or mitigated and provide details on any localized market factors that impact market prices and cost recovery.

Anticipated Monetization Cost Recovery

Complete the worksheet below (add or delete columns, as needed) for expected monetization transactions in the first fiscal year of the program.

	Sale 1	Sale 2	Sale 3	Wtd Avg
1. Call Forward Number				n.a.
2. Expected Sale Date				n.a.
3. Commodity				n.a.
4. Tonnage to be Called Forward (total MT)				(total)
5. Exchange Rate (estimated)				
6. CS estimated FAS cost (total \$/MT)				
7. Freight estimate (foreign flag)* (\$/MT)				
8. Inland freight estimate (\$/MT)				
9. C&F total cost est. using foreign flag (\$/MT)				
10. Anticipated sales price (\$/MT)				

Note: Use exchange rate applicable at time of estimate; FAS=free alongside ship, C&F=commodity and freight

I.1.e. Logistics Plan

Discuss any commodity-related issues, including port facility, storage infrastructure, port management capabilities, transport status, and commodity pipeline. For landlocked countries, note the points of entry (limited to four) for FFP review and approval. For special procurement or shipping requests, such as containerization or through bills of lading for non-landlocked countries, a detailed justification must be attached. If reimbursement for inland transport charges will be requested, attach a copy of the contract covering transport for the first fiscal year of the MYAP, and an estimate of total U.S. dollars needed for inland transport. If this is not yet available, state when this will be submitted to DCHA/FFP. If the contract is not in English, submission of an English translation of the contract is required.

I.2. Financial Plan

I.2.a. Budget Narrative

Explain how the financial requirements (in-kind, dollars, foreign/local currency for the life of the MYAP) will be met. If funds are expected to be carried over from the previous fiscal year(s), explain why. Provide a budget narrative(s) to cover monetization, Section 202(e) and ITSH funds. Describe any budget line items or funding sources that are not self-explanatory.

I.2.b. Budgets

Attach as “**Appendix 2.1**” the comprehensive budget format summarized by technical area for each fiscal year and total life-of-activity with the appropriate attribution to emergency or non-emergency programming.

Attach as “**Appendix 2.2**” the detailed monetization, Section 202(e) and ITSH budgets, for each year of the MYAP (delineating emergency v. non-emergency resources), based on line item categories (e.g., salaries, transportation, capital equipment, etc.). A detailed budget will be requested for each subsequent year of the MYAP with the annual Resource Request.

I.2.c. Indirect Costs

Attach as “**Appendix 2.3**” a copy of the latest approved negotiated indirect cost rate agreement (NICRA). For a CS that does not have a provisional or final approved federal rate, submit supporting documentation in the calculation of the CS’s indirect cost (overhead) rate(s).

I.3. Management (up to 1 page)

Provide an organizational chart identifying the position titles of CS staff and the amount of time that will be devoted to each proposed activity and corresponding responsibilities. List the recipient agencies (counterpart and/or collaborating organizations, both private and host government). If not described in the complementarity section of the original proposal, briefly outline their financial and management roles. If extensive technical assistance is being planned, explain the scope of the activity and the individual or organization responsible.

Provide evidence of the organization’s technical, financial, and managerial capability to design, implement, and monitor the proposed activities (including the number and size of programs managed or proposed). Describe prior performance implementing food aid programs in the proposed country or other countries, if applicable. Describe the organization’s headquarters, in-country, or regional personnel plans to backstop the MYAP. Explicitly address the types of capacity building that will take place within the CS or counterparts to increase the sustainability of results. Discuss how the use of Title II resources complements the CS’s strategy for the particular country and/or region.

J. Approval of Non-U.S. Equipment

If procurement of non-U.S. equipment or vehicles is requested, submit a source and/or origin waiver request and provide a justification. For vehicles, state how many non-U.S. vehicles are planned for purchase, from which funding source, and justify fully the proposed purchases and the funding source. Attach as “**Appendix 9.**” a copy of the written USAID/Mission procurement policy.

K. Initial Environmental Examination

Attach as “Appendix 4” an Initial Environmental Evaluation (IEE), when possible, cleared before proposal submission by the USAID Mission Director or his/her designee for non-emergency and persistent or complex emergencies lasting more than a year, as described in Annex D. Section III. E. Funds cannot be allocated until this draft IEE is approved and cleared by the FFP Director and DCHA Bureau Environmental Officer (BEO). Environmental Status Reports (ESRs) are to be cleared by a Mission officer knowledgeable of the program (e.g., FFP

Officer or SO team member) with copies sent to the FFP CBO and DCHA BEO. For consolidated country proposals, a single IEE and annual ESRs that cover all activities should be submitted. For consolidated regional proposals, the IEE and ESRs should be submitted for each country program. Include an Environmental Management Plan to describe mitigation and monitoring activities for interventions with potential impact to the environment (i.e. public health and/or ecological services). Since the IEE is reviewed as a stand-alone document, please include copies of all maps and photographs of project sites as part of the IEE. Provide digital copies of IEE and signed cover sheets for e-document management systems.

L. Certification Regarding Lobbying

Lobbying certification is required; complete appropriate sections of **Appendix 5** (see attachment).

M. Certification Regarding Terrorist Financing

In accordance with Executive Order 13224 all applicants for USAID assistance are required to certify that they do not provide material support or resources for terrorist acts. Before making the award of a grant or cooperative agreement to a non-governmental organization the certification attached in **Appendix 6** must be completed.

N. Agreements, Contracts, Letters

Attach as “**Appendix 7**” a copy of the host country Food for Peace Agreement, which should make reference to and incorporate or attach Regulation 11. Indicate whether there are outstanding issues, such as: the adequacy of the current agreement; exemption from the payment of taxes on Title II program commodities, material, and equipment; the continuation of tax exemptions on distribution commodities; how taxes/fees/tariffs for monetization commodities will be covered; and how the host country has cooperated with the CS in the implementation of its programs in accordance with Regulation 11 (in the case of follow-on programs).

Also include memoranda of understanding, inland contracts, and letters of support or agreements with relevant parties, as appropriate. If a document is lengthy, attach a copy only to the primary (“original”) unbound copy of the proposal to both the Mission and to FFP. Explain below if a host country agreement is not yet signed, and provide a timetable for submission. Identify any additional agreements planned but not yet executed.