



**USAID**  
FROM THE AMERICAN PEOPLE

## CHECKLIST OF REQUIRED ELEMENTS

This document is intended to provide an easy reference of the requirements for application submissions from NGOs. Applications that do not meet these requirements will be returned to the applicant without review.

<http://www.usaid.gov/what-we-do/working-crises-and-conflict/crisis-response/resources>

This checklist complies with *USAID/OFDA Application Guidelines* October 18, 2019.

Applications must:

1.  Conform to a limit of 20 pages plus 2 pages per sub-sector, excluding the cost proposal, application summary, and supporting documentation. For example, an application with 3 sub-sectors cannot exceed 26 pages.
2.  Be written in English or submitted with English translations [\(USAID Automated Directives System \(ADS\)-303.3.20\)](#) and saved in Word 2000 and/or Excel 2000 or newer versions. USAID/OFDA does not accept zip files. Submit only PDF files for signed documents.
3.  Include an application summary of approximately two pages (see Recommended Application Formats on page 18).
4.  Use page numbers and headers or footers that clearly identify the submission or revision date. You must label all documents as either an original or revised submission.
5.  Submit application via [the USAID/OFDA Application and Award Management Portal](#) to USAID/OFDA Washington, D.C. from your organization's headquarters, which refers to the office with authority to sign the award.
6.  Use sectors, sub-sectors, keywords, indicators, and keyword indicators identified in the *Guidelines*. Find all approved sectors in the Approved Sector, Sub-sector, Indicator Table on page 23, and Keyword List on page 46, with further explanation in the sector requirements section beginning on page 84 and further explanation of keyword indicators on page 231.
7.  Address the sector requirements in the appropriate sections responding to each of the applicable technical questions outlined.
8.  Clearly identify restricted goods or commodities and supply appropriate documentation as outlined in the sector requirements.

### Supporting documents included as annexes

9.  Submit a detailed, itemized budget in U.S. Dollars (USD) in Excel format. Attribute costs to specific line items, rather than including "pooled costs" (see Cost/Budget Guidelines on page 54).
10.  Submit a corresponding budget narrative in Word, and a completed and signed Standard Form (SF) 424 (see Cost/Budget Guidelines on page 54).

11.  Submit a Branding Strategy and Marking Plan (BSMP), even if a waiver is in place (see Branding and Marking on page 65).
12.  Include all required signed Certifications and Assurances (see page 68).
13.  Provide a location-specific Safety and Security Plan for proposed program sites (see Supporting Documentation on page 70).
14.  Submit your organization's Code of Conduct that is consistent with the U.N. Inter-Agency Standing Committee (IASC) Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crises (see page 71).
15.  Submit the Implementation Details for your organization's Code of Conduct by program location(s), not to exceed one paragraph (see page 71).
16.  Submit your Accountability to Affected Populations plan as an annex, not to exceed one page (see page 73).
17.  Submit a Monitoring & Evaluation Plan and include the Monitoring Table template (see M&E on page 74).
18.  Submit a Risk Assessment and Mitigation information, if applicable.
19.  Address the Logistics Requirements located on page 81.
  - a. Include a brief description of logistics and operations structures if project uses USAID/OFDA funds for procurement, storage, or transport.
  - b. If procurement over \$50,000 is planned, provide a:
    - i. Procurement plan,
    - ii. Procurement policy, and
    - iii. Transport plan.
  - c. If warehousing in support of USAID/OFDA-funded project(s) is planned, provide a:
    - i. Storage plan, and
    - ii. Warehouse management policy.
  - d. If renting or purchasing vehicles is planned, provide:
    - i. Discrete lists of vehicles, including those to transfer into the project or those planned for purchase or rental,
    - ii. Maintenance management plan, and
    - iii. Fleet management policy.
20.  If your application must be revised due to an Issues Letter,
  - a. Delete any text removed rather than using ~~striketrough~~, and
  - b. Apply **bold** typeface to changes.