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SUBJECT: U.S. Agency for International Development/Bureau for Democracy, Conflict, and Humanitarian Assistance/Office of Food for Peace Annual Program Statement for International Emergency Food Assistance, Opportunity Number APS-FFP-16-000001

ISSUANCE DATE: TBD

U.S. Agency for International Development's (USAID) Office of Food for Peace (FFP) is the U.S. Government (USG) leader in international food assistance. The purpose of this Annual Program Statement (APS) is to disseminate the necessary information to enable prospective applicants to apply for USAID FFP emergency food assistance awards using Title II and/or Emergency Food Security Program (EFSP) resources.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. AUTHORITIES

Any awards issued under this APS will be made under the Food for Peace Act (FFP Act), as amended by the Agricultural Act of 2014, or under the Foreign Assistance Act of 1961 (FAA), as amended.

Title II of the FFP Act authorizes the USAID Administrator to establish programs to provide agricultural commodities to foreign countries on behalf of the people of the United States and to provide assistance to address famine and food crises; combat malnutrition, especially in children and mothers; carry out activities that attempt to alleviate the causes of hunger, mortality and morbidity; promote economic and community development; promote food security and support sound environmental practices; carry out feeding programs; and promote economic and nutritional security by increasing educational, training, and other productive activities. The preponderance of Title II resources must be used to fund U.S. in-kind assistance interventions, under which the USG procures commodities from U.S. producers and then provides the commodities and associated costs to an implementing agency for use in programs to enhance the food security of vulnerable populations.

The Agricultural Act of 2014 amended the FFP Act such that Section 202(e) funding may now be used to establish and enhance Title II programs, which represents an expansion over prior legislation. Thus, a portion of FFP's Title II resources may be used to fund cash transfers, food vouchers, and other complementary activities linked to the provision of food assistance. For more information on Title II Section 202(e) applicants can refer to [Food for Peace Information Bulletin 14-01](#).

The FAA authorizes the provision of disaster assistance through the International Disaster Assistance (IDA) account. EFSP is administered using IDA funds for market-based food assistance, including local, regional and international purchase of food, and other interventions such as food vouchers and cash transfers to facilitate the availability of and/or access to food.

B. PROGRAM OBJECTIVES AND SCOPE

FFP's Mission is to reduce hunger and malnutrition and assure that adequate, safe and nutritious food is available, accessible to, and well-utilized by all individuals at all times to support a healthy and productive life. Through its emergency programs, FFP provides food assistance to save lives, reduce suffering, and support the early recovery of populations affected by both acute and chronic emergencies.

FFP responds to emergency situations, or crises, where the food supply is severely disrupted and populations lack access to sufficient food through normally available means such as production, barter, or purchase in markets. Such situations may involve drought, floods, earthquakes, and/or civil conflict. An economic shock such as a rise in food prices due to global

price increases, or reduced remittances due to a recession, will be considered an aggravating rather than primary factor for determining eligibility for emergency food assistance. In addition to resource transfers to help populations meet immediate food needs, FFP emergency programs may be accompanied by complementary programming that has a direct impact on food security.

Across all programs, FFP strives to uphold the following principles:

- Do no harm in the process of providing food or other food assistance resources;
- Strive to keep the interests and voice of the vulnerable at the center of our work;
- Adhere to the highest standards of human rights, respect and dignity in our provision of assistance;
- Provide access to food to those in greatest need in an impartial manner, without bias or prejudice; and
- Enable communities to find durable means to meet their own food security needs.

I. Eligible Food Security Responses

For the purposes of this APS, FFP defines relief, recovery, and protracted crisis response activities as follows:

- a. Relief** - Activities that meet the immediate, life-saving food assistance needs of populations directly affected by an identifiable shock, or which protect livelihoods from further degradation. Typical activities may include unconditional food assistance through blanket or targeted transfers to severely affected populations—often including displaced populations, women-headed households, and other marginalized groups—and therapeutic and/or supplementary feeding to acutely malnourished individuals. Modalities should be appropriate to the emergency context. Complementary services that have a direct impact on food security may also be proposed.
- b. Recovery** - Activities implemented for a specified, appropriate timeframe that assist populations recovering from an identifiable shock and, if possible, place them on a trajectory that facilitates their return to at least a subsistence level and capable of participating in development activities. Typical activities may include conditional transfers to achieve work, asset, and/or capacity building objectives related to food security. In addition, provision of agricultural inputs, community-based risk reduction, or other complementary services that have a direct impact on food security may be considered.
- c. Protracted Crisis** - Activities that meet the food needs of populations in those environments in which a significant proportion of the population is acutely vulnerable to death, disease, and disruption of livelihoods over a prolonged period of time. Typical activities may include targeted transfers based on regularly assessed needs, supplementary feeding, and context appropriate livelihood or vocational support.

Given that emergency resources are limited, priority will be given first to life-saving relief interventions, and then to early recovery and protracted crises. For each of the categories of emergency assistance, FFP expects that emergency food assistance modalities and transfer costs will constitute the majority of total proposed costs.

USAID's focused resilience-building efforts are multi-year, multi-sectoral and multi-partner projects. If unique conditions on the ground merit the inclusion of FFP emergency activities in one of these joint efforts or similar strategic opportunity, FFP will issue a standalone FFP emergency APS solicitation for multi-year work. FFP will confer with the Office of U.S. Foreign Disaster Assistance (OFDA) in evaluating and making a final determination for applications that involve sectors where OFDA is the designated lead USAID emergency response office.

Under this APS, FFP has identified a number of standard modalities for use in implementing activities to achieve relief, recovery, or protracted crisis response objectives. FFP encourages partners to consider whichever modality or combination of modalities is best suited to the emergency context--which may include limited flexibility to switch between approved modalities based on conditions on the ground over the life of the award.

U.S. In-Kind Emergency Food Aid Modalities

- **Title II U.S. in-kind food aid** – the provision of U.S. food commodities procured through the regular ordering process or drawn from pre-positioned stocks, as determined by FFP, with associated costs for distribution to food insecure participants in the affected country.

Note: For in-kind food aid, applicants must request commodities on [FFP's commodity price list](#). Note that specialized food aid commodities, such as emergency food products or ready to use supplementary foods (RUSF) require specifically tailored interventions. Requests for these specialized commodities will be considered on a case-by-case basis.

Non-U.S. Food Procurement Modalities

- **Local procurement** – the purchase of food or nutritional commodities within a country affected by an emergency which provides advantages in cost, lead time, and/or quality over alternative procurement modalities.
- **Regional procurement** – the purchase of food or nutritional commodities, including nutritional commodities from a country that is within the same continent and provides advantages in cost, lead time, and/or quality over alternative procurement modalities.
- **International procurement** - the purchase of food or nutritional commodities from a country that is not located within the same continent as the country in which the commodities will be used. International procurement will only be approved under rare circumstances in which neither local/regional markets nor U.S. in-kind food are sufficient to meet the needs in an urgent crisis.

Note: FFP prioritizes procurement in developing countries. Consequently, all local, regional and international purchases must procure commodities with both source and origin in countries listed in the “Lower Middle Income Countries and Territories” level or below on the [Official Development Assistance \(ODA\) recipients list](#) of the Organization for Economic Cooperation and Development’s (OECD) Development Assistance Committee (DAC). A commodity’s source is the country from which the seller ships the commodity, and origin is the country in which the commodity was produced.

Any deviation from this requirement should be explicitly identified in the application with justification for the requested waiver.

Cash Transfer Programming Modalities

- **Food vouchers**

The provision of vouchers that are redeemable for food to participants affected by an emergency who lack economic access to food stocks that are readily available in the local markets of the affected country.

- **Cash transfers**

The targeted provision of money to participants who lack economic access to food stocks that are readily available in the local markets of the affected country.

- **Market Strengthening**

Assistance provided to improve a crisis-affected group’s situation by providing support to a critical market system they rely on. Support can be provided to market actors, market infrastructures and services, or market environment. . Applications proposing market strengthening support must include methods to measure outcomes for the emergency-affected population. Market development (i.e., activities intended primarily to promote market linkages that did not exist pre-crisis) will generally be considered outside the scope of emergency response.

Note: Cash Transfer Programming (CTP) is used within the humanitarian community as a category that includes both unrestricted cash transfer and voucher modalities. As such, CTP should be understood to include both within this document.

Other Food Security Interventions

- **Complementary Food Security Programming**

The provision of services that would complement the primary mechanisms for providing food assistance and are directly supporting one of the four modalities noted above.

Such interventions must not exceed 20 percent of the total proposed budget of any application, including all supporting costs.

Based on their potential to contribute to the stabilization of household and community access to adequate nutritious food, interventions may include:

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- o Agriculture and food security: including support for agricultural inputs such as seeds, tools, fodder, as well as agriculture-related training.
- o Livelihoods: including support for community-level savings and restoration of livelihoods.
- o Nutrition: including support for community-based services such as community-based management of acute malnutrition (CMAM), integrated management of acute malnutrition (IMAM), promotion of appropriate infant and young child feeding practices in emergencies and/or other social and behavior change communication associated with the food emergency, or distribution of locally/regionally procured nutrition products.
- o Interagency coordination support: OCHA Cluster or other sub-cluster working groups that are relevant to support a more effective and coordinated food security responses to the specific shock (e.g., food security cluster, logistics cluster).
- o Efforts to strengthen gender equity, empower youth, or improve cohesion, linkages and dispute resolution mechanisms between identity groups when such factors can be directly linked to improved food security.

Monetization of commodities will typically not be permitted under this APS. However, on an exceptional basis, applicants may propose a Title II-funded market access program activity for review and consideration. For additional information on market access programs, see the [Market Assistance Program Field Manual](#).

II. AWARD INFORMATION

A. PROJECT DURATION

Resources available under this APS are prioritized to address immediate emergency relief and early recovery food assistance needs. Immediate relief activities should not exceed 12 months in duration and should be justified based on need. For populations that are affected by protracted emergencies—such as refugees or internally displaced persons—needs must be periodically reassessed. Applications for recovery or relief-to-recovery activities should not exceed 18 months. Awards may be subsequently extended based on needs and conditions on the ground, and such funded extensions will typically require a new submission under this APS.

B. ANTICIPATED FUNDING AVAILABILITY

Absent exceptional circumstances, USAID anticipates that EFSP awards will not exceed \$30 million for any one award. In-kind funding may exceed \$30 million. This level of funding is provided for planning purposes only. Project applications can be submitted above or below this

dollar amount, and will be considered based on the strength and appropriateness of the applicant's proposed project.

C. COST SHARE

No cost share is required. Where possible, all applications, particularly those that are recovery-focused, should include activities that are integrated with activities in other sectors, layered with other investments in the same communities, and/or sequenced with activities that will further enhance the food security of the target population.

D. ANTICIPATED NUMBER OF AWARDS

USAID plans to make multiple awards in the form of grants and/or cooperative agreements under this APS. Nevertheless, USAID reserves the right not to make any awards at all or to limit the number of awards made to a particular region or country. There is no limit regarding either the number of applications that an organization may submit or the number of awards FFP may approve for a given region or country or to a specific organization.

E. SCHEDULE

This APS is open indefinitely and will remain open until an APS amendment is issued to establish a closing date. Concept papers may be submitted at any time until the APS closes. USAID intends to review applications as they are submitted, but USAID may issue amendments or addenda to this APS to request concept papers or applications for particular countries or regions of interest. USAID will post amendments or addenda to [Grants.gov](https://www.grants.gov) (through which organizations may sign up to receive notifications of changes), and to the [FFP Emergency Food Assistance website](#). USAID may issue amendments or addenda to this APS for other reasons, such as to establish deadlines or notify interested parties that no further funding is available.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE PARTNERS

To be considered for an award, the applicant must be:

1. A private voluntary organization (PVO) or cooperative that is, to the extent practicable, registered with the USAID Administrator, or
2. A public international organization (PIO).

This includes U.S. and non-U.S. nongovernmental organizations (NGO) as defined in Section 402 of the FFP Act and as described on the USAID website under PVO Registration.

USAID encourages concept papers from potential new partners. However, awards to these new organizations may require additional time for processing if the USAID Agreement Officer needs to undertake pre-award reviews as discussed in [ADS 303.3.9](#). These pre-award reviews may affect implementation dates and activities; new partners should take this into account. Potential new

partners might wish to consider collaborating with those organizations that have met the criteria described in the ADS to expedite review and approval.

B. NON-ELIGIBLE PARTNERS

Under this APS, for both Title II and EFSP, USAID will not accept applications from, or provide resources to individuals, parastatal organizations, or USG departments and agencies.

Note that EFSP resources cannot be awarded to governments. However, under Title II, USAID may provide agricultural commodities to meet emergency food needs through foreign governments.

IV. APPLICATION AND SUBMISSION INFORMATION

The APS applies to both new proposed interventions and funded extensions or modifications of existing FFP-funded emergency projects. All submissions should be completed online through FFPMIS. This includes revised application documents.

FFPMIS can be accessed at <https://usaid-ffp.entellitrak.com/>.

- User guides and additional FFPMIS resources can be found on [the TOPS website](#).
- Any technical questions on use of FFPMIS should be emailed to FFPMIS_Support@devis.com. The FFPMIS helpdesk is staffed from 9:00 a.m. to 5:00 p.m., Monday through Friday.

FFPMIS submissions will require a combination of data entry and document uploads. All uploaded documents should be completed in accordance with the format detailed in this APS and must adhere to the following:

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

Please ensure that all documents including the budget are prepared in a printer-friendly format.

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USAID requires applicants to submit a brief concept paper prior to submitting a full application. Applicants may submit concept papers for projects requesting Title II U.S. in-kind resources only, other modalities, or a combination of Title II U.S. in-kind and other modalities, as warranted. Please see Section IV. A. below for guidance on how to submit a concept paper.

Applicants need only submit one concept paper, even if they are requesting both in-kind and market-based resources. Applicants should submit concept papers without specifying the funding source for market-based modalities. USAID will decide how any approved market-based modalities will be funded.

Potential applicants shall contact the USAID Agreement Officer for this APS through the following mechanisms:

- Contact FFPEmergencyGrants@usaid.gov with any questions or comments relating to an emergency project application.
- Technical questions on FPMIS should be emailed to FFPMIS_support@devis.com.

Note: Pre-award contact with any other USG personnel or FFP's institutional support contractors may result in disqualification of the concept paper or application.

A. CONCEPT PAPER (5 pages Max)

Applicants are encouraged to review [Results-Oriented Assistance: A USAID Sourcebook](#), which may prove helpful in preparing concept papers and applications. USAID encourages applicants to submit concept papers as soon as possible and applications, if requested, within two weeks in order to respond in a timely manner. USAID will work with applicants and potential partners to address needed changes should the situation evolve and more information becomes available.

The Concept Paper submission package must include:

1. Project Overview Table (one page)
2. Concept Technical Information (5 page max)
3. Budget Overview
4. Map of the proposed target area(s)

Note: Project Overview Table, Budget Overview and the map do not count as part of the 5 pages max.

USAID understands that the information in the concept papers will be preliminary and may change in the final application.

- I. **Project Overview Table** that may include in-kind food aid resources, market-based modalities, and/or complementary services, as applicable. Applicants must complete and submit the following Table with their concept paper.

CONCEPT PAPER PROJECT OVERVIEW TABLE

Organization Name _____ Name, Title and E-mail Address of Organization Point of Contact _____ Country and Geographic Administrative Unit(s) (in the country) _____ Project Title (if applicable) _____	Total Funding Level Requested / Total Operation Funding Level (if Multi-donor) _____ Start and End Date of Award/ _____ Start and End Date of Operation (if Multi-donor) _____
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Activity	Modality	District	Region	Interval	Transfer	Percentage of kcal needs met	Unit of Transfer	Number of Distributions	Number of Households	Number of Individuals	Total Transfer (\$ and MT if applicable)	Other Activity Costs	Total Activity Cost*
												(Freight, Staffing, Overhead)	
E.g., Cash for Work	Cash Transfer	Pulaski, Citrus, Fairfax	Ouachita	Monthly	\$100	100%	Household	3	5,000	30,000	\$1,500,000	\$700,000	\$2,200,000
E.g., General Food Distribution	In-Kind (U.S.)	Orange	So Cal	Monthly	17 kg	100%	Individual	6	5,000	30,000	3.06 MT (\$1,500,000)	\$2,000,000	\$3,500,000

* Note that Total Activity Cost Column must equal Total Funding Level Requested

2. Concept Technical Information (must not exceed five pages)

Concept papers that exceed this limit may be rejected without review.

a. Emergency Description (no more than half a page)

Explain the food security emergency. Provide details outlining what portion of the population has been affected by the food security emergency (breadth) and the severity of current and projected food insecurity at the household level (depth).

Recognizing the need for rapid action and that available information will vary significantly based on stage of the emergency and context, please provide, as available:

- Specific indicators of acute food insecurity in the targeted geographic area
Depending on the stage of the emergency, this might include leading indicators (such as rainfall, projected yields, FEWS NET projections, disruption of livelihoods, disruption of markets, price volatility, displacement, etc.) or following indicators (such as food consumption score, household hunger scale, coping strategies index, or seasonally atypical levels of malnutrition) as well as qualitative findings. The level of detail should reflect data available at time of submission and outline any ongoing or planned assessments that would influence project design.
- Scale and Context
How many people are affected and how severely in the targeted geographic area? How does that compare to the overall population in the targeted geographic area? How do current conditions (agricultural yields, malnutrition levels, etc.) compare to the seasonal trend historically? Relative to the five year average? Has there been a disaster declaration?
- Social Dynamic
Briefly describe the targeted community context with particular regard to on-going tensions among identity groups and other aspects of social cohesion that need to inform the response.
- Gap analysis
Who are the other food security actors in the proposed geographic area? How are you coordinating this food security activity with other humanitarian and government actors to maximize impact and avoid duplication?
- A map highlighting the proposed geographic administrative units
(This map does not count as part of the 5 page maximum.)

If a published assessment is used (e.g., an United Nations (UN) appeal), cite the source including title, author, and date of publication. If citing assessment findings that are not publicly available, please include a copy of the assessment as an attachment to the concept paper, if possible.

b. Project Summary (no more than one page).

What activities are you proposing to address the food security needs described above and why? How did you determine the size of the ration or transfer? If providing a transfer, is it based on a specific expenditure basket?

c. Rationale. (Use the remaining page length for Rationale).

Explain how your organization determined what type of modality to use based on the population's emergency food security needs. Please respond to each of the criteria below.

i Market Appropriateness

Describe what type of assessment or analysis has been conducted to identify the preferred response modality based on market conditions. This section should be data-driven to the extent possible and based on information available at time of submission (both internally or from secondary sources). FFP understands that immediately following rapid onset disasters, information may be limited; however this should not preclude a concept note submission.

- Is there adequate supply and diversity of food commodities on source markets (i.e., local markets for CTP modalities) to meet participant needs without driving up prices?
- Are source markets sufficiently integrated with regional/international markets to adapt quickly to changes in demand?
- Is there sufficient competition to mitigate collusion, price fixing, and other potential negative impacts on the program?
- Is price volatility a risk in the current context that would affect the chosen modality?
- Is there any risk of the chosen modality creating disincentives to production or competing with more sustainable livelihood activities?
- Have you identified any other risks or possible benefits to local markets that influenced your choice of modality?

ii Feasibility

Briefly discuss major operational constraints that factored into the choice of response modality and delivery mechanism. Elements to consider include:

- time-sensitive nature of the emergency, including availability of rapid response options such as prepositioned commodities or pre-negotiated cash transfer or voucher response mechanisms
- physical access including roads and availability of fuel
- availability and quality of warehousing
- staffing and existing community relationships
- security considerations

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- other infrastructure (physical or financial), or
- other logistical challenges

iii Project Objectives

What are the food security objectives of the proposed response? Is there a specific nutritional objective? Is the project intended to be a short-term relief operation or part of a broader strategy? Are there specific social dimensions—such as gender dynamics, protection concerns, ethnic tensions, conflict dynamics, etc.—that influenced the choice of modality?

iv Cost-Efficiency

Among modalities that have been determined to be market appropriate, feasible, and capable of achieving the desired objectives, is the proposed intervention a cost efficient way to meet the humanitarian needs? If the proposed modality or delivery mechanism is not the most efficient (per the calculation below), what considerations or tradeoffs went into the decision? If available, you may choose to cite any studies, pilots, evaluations, etc. relevant to the implementation country to support your decision.

FFP requires that partners provide a comparison of the ration-specific costs (e.g., transfer value or commodity and freight) of the proposed project relative to an equivalent Title II program. Savings should be indicated as percentage and absolute value.

- For LRP programs, use the [Title II commodity calculator](#) available on the FFP website to construct a food basket of equivalent nutritional value for the sake of comparison.
- For CTP, identify the intended percentage of food needs met and convert that into an equivalent food aid basket (exact commodities do not need to match) to estimate required tonnages of Title II commodities via the [Title II commodity calculator](#). This conversion may be based on the commodity composition of other in-kind programming taking place in the same country.

If requesting both in-kind and CTP, in addition to the above, please explain how the two will complement each other.

3. Budget Overview

It should include estimated commodity and freight costs for LRP or transfer values for CTP but does not have to itemize other costs.

4. Map of the proposed target area(s)

Map that clearly identifies geographic locations targeted by the project with as much specificity as can reasonably be managed based on the urgency of the response.

B. CONCEPT PAPER EVALUATION

Each concept paper will be evaluated under the following review criteria:

1. Applicant adequately justifies the need for emergency food assistance for emergency or recovery programs in accordance with the APS, and
2. Applicant provides adequate analysis to indicate that the programmatic approach (e.g., assistance modality and delivery mechanism) is sensitive to market conditions in geographic areas of implementation and procurement, and
3. The programmatic approach is feasible—based on logistical capacity and infrastructure—and able to deliver assistance within the time restraints as required by the emergency, and
4. The food security objectives of the project are clearly stated, and sufficient explanation has been provided to indicate that the proposed approach is likely to be effective at achieving those objectives in meeting the needs of acutely food insecure people affected by a crisis, and
5. The proposed approach is cost efficient and will either optimize the number of participants to be reached relative to U.S. in-kind commodities (if proposing market-based food assistance modalities) or the applicant adequately documents added value other than project reach in meeting stated food security objectives.

If these criteria are met, USAID will then consider the following factors: the current and planned level of USG support for the emergency, the response strategy of the recipient country's government, the availability of USAID's resources, other current and projected emergency food assistance needs, and the availability of USG pre-positioned food aid commodities. Subject to the outcome of that review, USAID may then request that the partner submit a full application for the proposed project or portions thereof.

Applicants will receive a notification if their concept papers are deemed unsuccessful. USAID will not provide debriefs for unsuccessful concept papers as a general rule, but may at its own discretion debrief in exceptional circumstances. If an applicant is not invited to submit a full application as a result of submission and review of a concept paper, any re-submission by that applicant of another concept paper for the same project (e.g., same shock, same participant population, same geographic area, same emergency needs, etc.) will only be considered under exceptional circumstances. Similarly, if an applicant's full application is not recommended for funding, re-submission of another concept paper for the same project (e.g., same shock, same participant population, same geographic area, etc.), by the same applicant, will only be considered under exceptional circumstances.

C. APPLICATION (15 pages max.)

The request for a full application is not a commitment by USAID to fund the proposed project or portion thereof. The decision to submit a full application is at the applicant’s sole discretion. USAID reserves the right to reject an application without review if the assumptions and/or circumstances underlying the approval of the concept paper have changed significantly. Therefore, applicants are urged to submit full applications within two weeks of being invited to do so.

Full applications will be evaluated on a rolling basis in accordance with the criteria set forth in the *Merit Review Criteria* section below. After review of an application, either an award decision will be made, or—if deemed necessary—written and/or verbal discussions/negotiations will be conducted with applicants who submit the most highly-rated applications. After the conclusion of any such discussions/negotiations, applicants will, unless otherwise advised, be required to submit revised applications which will be re-evaluated against the review criteria. If necessary, USAID may conduct more than one round of discussions/negotiations and may request more than one revised application.

The application process has been designed to minimize the time needed for award approval. While there is no time limit or approval deadline associated with the APS application review process, USAID will make award decisions as quickly as possible.

Applications should include the following:

Technical Documentation (15 Pages)	
1. Project Overview Table	Required
2. Project Justification	Required
3. Project Design and Description	Required
4. Operations and Logistics	Required
Supporting Documentation	
5. Risk Assessment	Strongly Encouraged
6. Monitoring and Evaluation (M&E) Plan	Required
7. Cost Application /Budget/Budget Narrative	Required
8. USAID Environmental Regulations (Rapid Environmental Impact Assessment (EIA))	Encouraged

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9. Certifications, Assurances, and Other Statements of Applicant and/or Recipient	Required
10. System for Award Management (SAM)	Required
11. Financial Documents /Indirect Cost Rates (NICRA)	Required
12. Federal Forms (SF-424 and any relevant attachments)	Required
13. Electronic Payments under USAID Awards (E-Payment Waiver)	If Applicable
14. Branding Strategy and Marking Plan	Encouraged (required before award)
15. Safety and Security Plan	Required
16. Past Performance (successful applicants only)	Required
17. Other Documents (Letters of Intent/Letters of Agreement/MOUs with potential subawardees)	Encouraged

I. Project Overview Table. Applicants are encouraged to fill in and submit the following table with their application or update and/or revise tables submitted with concept papers, as applicable. Applicants are encouraged to supplement the table with additional relevant information.

APPLICATION PROJECT OVERVIEW TABLE

Organization Name _____ Name, Title and E-mail Address of Organization Point of Contact _____ Country and Geographic Administrative Unit(s) (in the country) _____ Project Title (if applicable) _____	Total Funding Level Requested / Total Operation Funding Level (if Multi-donor) _____ Start and End Date of Award/ _____ Start and End Date of Operation (if Multi-donor) _____
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Activity	Modality	Deliv ery Mech anism	District	Regi on	Interval	Transfe r	Percentag e of kcal needs met	Unit of Transfe r	Number of Distribut ions	Number of Househ olds	Number of Individuals	Total Transfer (\$ and MT if applicable)	Other Activity Costs (Freight,Staffing, Overhead)	Total Activity Cost*
E.g., Cash for Work	Cash Transfer		Pulaski, Citrus, Fairfax	Oua chit a	Monthly	\$100	100%	Househ old	3	5,000	30,000	\$1,500,000	\$700,000	\$2,200,000
E.g., General Food Distributio n	In-Kind (U.S.)		Orange	So Cal	Monthly	17 kg	100%	Individu al	6	5,000	30,000	3.06 MT (\$1,500,000)	\$2,000,000	\$3,500,000

* Note that Total Activity Cost Column must equal Total Funding Level Requested

2. Project Justification

Explain the food security emergency. Provide details outlining what portion of the population has been affected by the food security emergency (breadth) and the severity of current and projected food insecurity at the household level (depth).

Recognizing the need for rapid action and that available information will vary significantly based on stage of the emergency and context, please provide, as available:

- Specific indicators of food insecurity in the targeted geographic area
Depending on the stage of the emergency, this might include leading indicators (such as rainfall, projected yields, FEWS NET projections, disruption of livelihoods, disruption of markets, price volatility, displacement, etc.) or following indicators (such as food consumption score, household hunger scale, coping strategies index, or seasonally atypical levels of malnutrition).
- Scale and Context
How many people are affected and how severely in the targeted geographic area?
How does that compare to the overall population in the targeted geographic area?
How do current conditions compare to the seasonal trend historically? Relative to the five year average?
- Gap analysis. How was the transfer value determined? Is it based on a specific expenditure basket? Are there geographic gaps in humanitarian coverage for the area being proposed?
- A map highlighting the proposed geographic administrative units
- If a published assessment is used (e.g., a UN appeal), cite the source. If citing assessment findings that are not publicly available, please include a copy of the assessment as an attachment to the application if possible.

3. Project Design and Description

Use this section to describe what assistance your organization intends to provide and why:

a. Participants

Provide a breakdown and description of the target participant group(s). Describe how the targeting criteria will prioritize assistance based on need (e.g., targeting decisions based on age, nutritional status, length of displacement, loss of household assets, or usage of negative coping mechanisms etc.). Describe the proposed participant registration process including how targeting criteria will be linked with registration lists and the extent of community involvement in the registration process. If using a community-based targeting approach, applicants must ensure that adequate time is allowed for local committees to identify program participants, and eligibility criteria for each participant or household should be documented.

Be specific about how the project design accounts for gender roles in the targeted population and any asymmetries that may result in disproportionate vulnerability, access to services, or ability to participate in and benefit fully from the activities proposed within this application. Explain how other social dynamics including the needs of youth, tensions between identity groups, or other potential drivers of conflict have been taken into consideration in deciding who receives assistance and what kind of assistance they are receiving.

Describe how any negative impacts of targeting will be mitigated, and estimate the total number of participants (individuals) who fall into the following categories: refugees, IDPs, and other. For projects proposing activities in multiple geographic administrative units, please provide a breakdown of the aforementioned participant groups for each.

b. Coordination

Provide a brief description of the geographic or sector-specific division of food security and complementary services programming among NGOs, UN agencies, host government authorities and others to demonstrate that the applicant's project will not overlap with those of others, and that there is a demonstrated gap in donor support for activities proposed by the applicant. Describe complementarity between the proposed project and existing food assistance activities in the country, particularly with other FFP-funded projects. How will this project engage with humanitarian coordination mechanisms?

c. Description of Conditionalities or Food Security-Related Complementary Services

Applicants must demonstrate how the proposed intervention(s) directly support the other proposed food assistance activities (food, cash, or vouchers) in this application and draw a direct link to the impact on food insecurity. Provide a detailed description of the proposed technical approach.

d. Partners

Identify planned partners (including sub-awardees) and what activities they will be responsible for implementing. If partners have not yet been identified, explain the process by which partners will be identified. If the applicant intends to work with the host government, describe the nature and history of the relationship with the government and the government's roles and responsibilities in the project.

e. Exit or Transition Strategy

Describe the rationale for the proposed project duration. Describe the exit strategy or transition strategy (for organizations continuing operations for the same participants) for the project based on the anticipated food assistance needs, overall approach and the proposed timeline of activities. Present a realistic appraisal of what opportunities are likely to be available to participants at the end of the project. Is the objective to provide

sufficient assistance to enable households to support themselves by the end of the project? Or if the need for assistance does not end at the end of this award, what will come next for the participants?

4. Operations and Logistics

This section should demonstrate the capabilities of the organization to execute this project based on staffing, infrastructure, and logistical arrangements. Successful applicants will be able to succinctly describe how each major step of the project implementation will be achieved.

a. Ration

For in-kind distributions including Title II U.S. in-kind or LRP, provide details on the food ration composition (food commodity type and quantity) per individual and participant group.

For cash transfer and food voucher projects, applicants should explain how the transfer value was determined and how it relates to the food needs of an individual or household (e.g., the food component of the minimum expenditure basket). Please provide an illustrative basket of commodities and respective costs. If the proposed food rations support more than one activity or are distributed by more than one agency in the country, discuss whether and how the food rations are complementary and/or coordinated with one another.

For food voucher projects, include a list of all products or goods that would be redeemable with the food voucher and provide a justification for the composition of that list.

b. Distribution Method

Identify and justify the distribution method(s) for each food assistance modality and any conditions for participants to receive the food assistance. Describe how the proposed distribution method(s) has/have taken into consideration the needs and protection of men, women, boys, and girls.

- i For food distribution activities, describe which distribution method will be used, such as general distribution, supplementary and therapeutic feeding, food for work, food for assets, and others and how many distributions will take place.
- ii For cash transfer and food voucher activities, describe how cash/vouchers will be distributed as well as the frequency of distributions and whether electronic payments are a viable option in the emergency context. Per [USAID Procurement Executive Bulletin No. 2014-06](#), partners must use electronic payments where the operating environment permits. Waivers can be requested if the political, financial, or communications infrastructure in the country cannot support electronic payments or if other exception criteria outlined in the bulletin are met.

- iii For food voucher activities, provide details such as value-based voucher versus commodity voucher, vendor selection processes and price negotiation (if any), and vendor convenience factors such as denominations of food vouchers, expiration dates (if any) and estimated average distance and travel time between participants and vendors as well as any gender issues associated with these distributions.

c. Protection and Conflict Sensitivity

Identify specific challenges related to the operating environment for the proposed project and explain the security measures in place to protect participants and staff who receive or manage emergency commodities, cash transfer, food vouchers, and/or complementary services. Protection principles include:

- i. Minimizing any unintended negative effects of your intervention that can increase people’s vulnerability to both physical and psychosocial risks and result in harm, exploitation, and abuse;
- ii. Arranging for people’s meaningful access to impartial assistance and services in proportion to need and without any barriers;
- iii. Setting up mechanisms through which affected populations can measure the adequacy of interventions or address concerns and complaints; and
- iv. Supporting the development of self-protection capacities of individuals and communities

Applications must articulate how the project will use conflict-sensitive approaches. A conflict sensitive project must at a minimum “Do No Harm”, or avoid inadvertently contributing to conflict. Together conflict sensitivity and the “Do No Harm” approach require an implementer to (i) understand the conflict context in which it operates, and in particular understand intergroup tensions and the divisive issues with a potential for conflict, and connecting issues with the potential to mitigate conflict and strengthen social cohesion; (ii) understand the interaction between its operations and the conflict context; (iii) act upon the understanding of this interaction to avoid unintentionally feeding into further division and to maximize the potential contribution to strengthen social cohesion and peace.

Applications must articulate how conflict sensitivity and an understanding of conflict dynamics will inform interventions and adaptive management throughout the entire program cycle.

d. Market Analysis and Impact

Please provide an assessment of the markets and an analysis of the potential impacts of the proposed modality. In general, the market impact analysis should answer the question: *How are markets currently functioning, what impact is the proposed intervention likely to have on the commodity market system in the proposed project location and what risks could that pose to the community?* Both quantitative and qualitative

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justifications are expected. To assist in developing an analysis, USAID recommends consulting [FEWS NET](#) staff in the field and FEWS NET materials and, as appropriate, using market assessment tools such as:

- [EMMA](#), or Emergency Market Mapping and Analysis
- [RAM](#), or Rapid Assessment for Markets; and
- [MAG](#), or Market Analysis Guidance

Partners may also refer to the [Minimum Requirements for Market Analysis in Emergencies](#) developed by the Cash and Learning Partnership for information on appropriate scope and rigor of emergency market assessment.

An appropriate emergency market analysis should generally address the following considerations:

- i. Price trend analysis (if available) examining price stability as well as integration for relevant commodities in proposed geographic areas as well as relevant source markets.
- ii. Issues with competition at different levels of the market system, and whether the proposed project will negatively impact the market dynamics (e.g., by increasing the power of a few large producers at the expense of smallholders). Note any entry/exit barriers for market actors.
- iii. Significant local and regional supply constraints that may affect the proposed project (e.g., other large procurements or institutional purchases, poor harvests, import tariffs, restrictive trade policies) including relative scale of programming transfers to normal market volumes. Applicants must demonstrate how the project will take into consideration seasonal fluctuations in agricultural harvests, labor markets, and food commodity prices. The analysis should demonstrate that the proposed project is unlikely to do discernible economic harm to key market actors in the market-system, found in the locations of commodity origin and/or project distribution.
- iv. Market actors' ability to respond to changing levels of demand. The analysis should demonstrate that vendors can respond to the increased demand that the cash/voucher project will create, without causing a shortage of the commodities in question and/or causing prices to rise for other low-income consumers who are not part of the project. In order for cash transfer or food voucher projects to work successfully, food supplies in the market must already meet or exceed demand and a sudden loss in purchasing power, or demand, should be the primary constraint to meeting acute food security needs.

- v. Possible negative impact on non-participant stakeholders (e.g., traders, wholesalers, transporters, retailers, local producers, wage laborers, vulnerable non-participants) and suggest mitigation or contingency actions.
- vi. For all modalities, the applicant must provide information that will inform the decision of the USAID Mission in making a Bellmon determination (specifically discuss effect on market, adequate storage and transportation, etc.). The use of existing analyses, reports and data sets along with qualitative information is encouraged. For example, under Title II development projects, the Bellmon Estimation Studies for Title II (BEST) Project conducts independent market analyses in select countries to assist USAID in ensuring that the Bellmon Amendment requirements are met. These documents are located on the [USAID BEST](#) website and may be useful to emergency projects.

e. Commodity Procurement Table

For local and regional procurement projects, include a table detailing the intended commodity procurement, including source and origin countries and estimated commodity cost per metric ton. Describe how the commodity will be procured (e.g., open competition, limited competition from pre-approved vendors, commodity exchange, negotiated agreements with cooperatives, forward contracting, etc.)

Commodity	MT	Source	Origin	Commodity Cost	Ocean/Inland Transportation Cost	Procurement Method

Note that it is the responsibility of the awardee to develop contractual arrangements in accordance with U.S. laws and regulations. Also detail anticipated shipping method, dates of departure from the country of origin, arrival in the country of distribution as well as when commodity will reach the participants. If the applicant anticipates purchasing commodities from a foreign government entity, the applicant must include the name of the entity and associated government and demonstrate that the estimated purchase price is a fair market price.

f. Commodity Safety and Quality Assurance

In-kind commodities are subject to U.S. Department of Agriculture (USDA) safety and quality assurance inspections and auditing. Locally and regionally procured commodities

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must also meet similar safety and quality standards, and be approved by USAID and its partners.

For local and regional procurement: All bulk grains, legumes, and pulses must meet recipient country food safety standards. If the recipient country does not have food safety guidelines for grains, legumes, and pulses, then awardees must adhere to the Codex Alimentarius Recommended International Code of Practice: General Principles of Food Hygiene CAC/RCP 1-1969 Rev 4 - 2003 including Good Agricultural Practices (GAP) System and Guidelines. All other food products, including processed foods, fortified blended foods, and enriched foods shall comply, in terms of raw materials, composition, or manufacture, except when specified otherwise in the award, with the Codex Alimentarius Recommended International Code of Practice: General Principles of Food Hygiene CAC/RCP 1-1969 Rev 4 - 2003 including Annex Hazard Analysis and Critical Control Point (HACCP) System and Guidelines. All cereals and cereal product commodities must comply with USAID specifications and well as its partners, in terms of product composition and microbiological criteria.

In addition to the local country requirements or Codex Alimentarius standards, as applicable, all commodities must meet the specifications, nutrition, quality, and labeling standards of the recipient country. Awardees are required to contract established food safety and quality auditing services prior to shipment and distribution and retain a copy of each certificate for their records. Expenses for commodity safety and quality assurance auditing should be included in application budgets.

See the [FFP Commodity Reference Guide](#) as well as specifications for commodity-specific data, information on proper commodity storage, and other information. For additional information regarding mycotoxins (e.g aflatoxin and DON), see the [USDA Mycotoxin Handbook](#). Organizations in the food procurement chain are encouraged to model their food safety management systems after FSSC 22000 standards, but compliance with those standards is not mandatory.

The following documents are recommended guidance for projects that specifically target infants and young children as participants:

[Guidelines on Formulated Supplementary Foods for Older Infants and Young Children CAC/GL 08-19911](#)

[Codex Standard for Processed Cereal-based Foods for Infants and Young Children CODEX STAN 074-1981, REV. 1-2006](#)

Regarding food voucher projects, it is expected that commodities purchased by participants with food vouchers financed under an EFSP award will meet the commodity standards of the recipient country. If proposing a food voucher program,

please identify what procedures will be in place to ensure that vendors provide food of acceptable quality.

- g. Activity Timeline.** Identify the proposed project start date and end date as well as when commodity, cash, or voucher distributions would start and end. Provide a separate timeline for each modality: Title II commodities, locally and regionally procured commodities, cash transfers, food vouchers, and complementary services. Provide a detailed timeline for all stages of procurement of commodities, including, but not limited to, tender, purchase, transport, storage, delivery and distribution. For cash transfers and food vouchers, this would include drafting and printing of food vouchers, agreements and/or contracts with participating financial institutions and/or vendors, scale and frequency of cash/voucher distributions, and how/when the distributions are tied in to activities such as cash for work/vouchers for work, food voucher reimbursement timelines for vendors, etc. Additionally, provide timelines for each activity, such as work activities, training, consultations and/or counseling and activities under complementary services that may not have been covered in other timelines.

5. Risk Assessment

All partners are requested to complete an analysis of risks as it relates to the proposed modalities and relevant mitigation measures. Specifically, the assessment should examine potential risk related to fraud, corruption and mismanagement. Applicants should demonstrate that due consideration has been given to ensuring the security and protection of all participants, especially with respect to: timing and location of distributions; amount of food or cash transfers or value of food vouchers of which participants will take possession; person(s) responsible for pickup; distance to distribution sites, etc.

6. Monitoring and Evaluation (M&E) Plan.

Applicants must submit an M&E Plan including a Logical Framework (LogFrame) that shows the causal linkages between outputs, outcomes and goal, identifies assumptions and potential risks that are critical to the success of a project, and includes key indicators with proposed targets to track the project's performance with final targets.

The LogFrame consists of a matrix with four or more columns and many rows, summarizing the key elements of a project.

- i. Narrative summary: The project's hierarchy of objectives (Goal, Purpose, Sub-purpose, Intermediate outcome, and Outputs).
- ii. Indicators with targets: How the project's achievements will be monitored and evaluated. Indicators should be linked to the activities and outcomes and targets should be ambitious yet achievable.
- iii. Data sources: Where the indicator data will come from, and when it will be collected.
- iv. Assumptions: The contextual environment and key external factors critical to the project's success.

For reference materials and supporting information regarding LogFrames, see the M&E and Reporting Policy and Guidance (forthcoming), and [USAID December 2012 Technical Note on Logical Frameworks](#).

In addition, the M&E plan should describe the applicant's approach to monitoring food security, market, post distribution, project processes, project performance and the operating context.

a. Monitoring

For projects proposing an implementation period of greater than six months, should plan for Food Security Monitoring that would include food security indicators including Food Consumption Score (FCS), and Household Hunger Scale (HHS). Applicants may propose other food security indicators.

All applications should include a plan for post distribution monitoring (PDM) to track the utilization of household food assistance, recipients' food preferences, timeliness of the assistance, recipients' perception about gender and protection considerations, safety and security, and other factors associated with the transfer of the entitlement. The PDM reporting should describe how participants use food assistance transfers (consumption and/or expenditure patterns dependent upon modality), whether that usage is consistent with the project design, and other sources of household food, issues, and challenges.

Plan for process monitoring should include implementation related issues like distribution, convenience, waiting time, quantity and quality of the transfer at the distribution point. The process monitoring should also capture the effectiveness of participant feedback loops, complaint mechanism and the system for resolving such complaints

The applicant should plan for market monitoring and identify the commodities that will be tracked, the locations, and the frequency. If reliable secondary data sources track commodities in programming locations partners may utilize these but should indicate the source. In addition, partners should consider how to measure programming influence on market actors. The [MARKit: Price Monitoring, Analysis and Response Kit](#) developed by members of the LRP Learning Alliance is an example of one of the community toolkits available to help interpret and react to market information collected during a project.

b. Evaluation

USAID does not require a baseline survey for projects that do not aim to change practices or behaviors and the life of the project is 12 months or shorter. In instances

when the successful applicant believes a baseline study is warranted, the applicant should plan and budget for a baseline survey and a final evaluation.

USAID encourages applicants to consider collecting baseline data at the time of participant registration instead of a separate survey. All projects aiming to achieve a food security objective must include the following two food security indicators. In addition the projects should include other indicators based on the purpose, sub-purpose, and intermediate outcomes.

1. [Food Consumption Score \(FCS\)](#) and
2. [Household Food Insecurity Access Scale \(HFIAS\)](#).

Projects designed for 12 months or less should include base values from secondary sources.

c. Post award requirements

Within 60 days of the award, the successful applicants are required to submit an indicator table, which should include all indicators, baseline values, data sources, targets, data collection frequency, and data collection methods.

USAID may include additional monitoring and evaluation requirements.

Please see the *Post-Award Reporting* section for minimum reporting requirements.

7. Cost Application

All costs must be in U.S. currency. For the cost application, clearly identify the type of emergency food assistance modality proposed (U.S. in-kind or market-based modalities) and break out all costs associated with each modality into separate columns. Every cost (e.g., project, administrative, etc.) must be captured in at least one modality column. In-kind components do not need to be broken out by intervention. If the applicant is requesting only Title II U.S. in-kind resources or only resources for market-based food assistance, then only *one* cost application is required. If the applicant is requesting both Title II and IDA resources, the applicant should submit *two separate* cost applications, one for Title II in-kind resources using the commodity calculator and including applicable ITSH and Section 202(e) funding requests, and one for the IDA resources.

Note: The cost breakdown by market-based modality (local and regional procurement, cash transfers, food vouchers and complementary services) must, when added together, equal the total funding amount requested. In other words, all line item costs must be associated with one or more modalities. If the applicant is requesting both in-kind and market-based resources, then the sum of the two cost application totals must equal the total funding request.

Costs should be further broken down by food voucher activities, cash transfer activities,

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commodity procurement, transport, shipping and handling costs, and project activity costs, delineated by resources provided through this APS, non-USG cost-sharing, if any (see [2 CFR 200.307](#)), other USAID funding broken down by operating unit and type, if applicable (e.g., FFP Title II, FFP EFSP, OFDA, etc.), and/or other non-USAID USG funding, as applicable.

For select market-based modalities (specifically, local and regional procurement), the applicant must pay competitive prices for commodity procurements. To assist in this analysis, applicants may use comparative price calculations. Applicants shall explain the approach to be used to ensure competitive pricing. All costs for complementary services activities must not exceed 20 percent of the total proposed budget, including all supporting costs for these award components such as staff salaries and fringe, equipment, other direct costs, etc. Provide a brief budget narrative justifying all cost items. Provide appropriate supporting documents, i.e. Negotiated Indirect Cost Rate Agreement (NICRA), etc. The financial plan should meet the criteria contained in Subpart E-Cost Principles of [2 CFR 200](#), which will be used to determine whether the components of the cost application are allowable and reasonable. With regard to payment of local government taxes, awardees must comply with allowable cost principles outlined in [2 CFR 200](#). (Note: This does not apply to PIOs.) Applicants should use the following cost categories in their budget and provide a budget summary table. Other categories may also be included.

- i. Staff Salaries
- ii. Fringe Benefits
- iii. Total Salaries and Fringe Benefits
- iv. Supplies and Materials
- v. Travel
- vi. Commodity Procurement, Transportation and Warehousing
- vii. Capital Equipment
- viii. Consultancy/Technical Assistance/Training
- ix. Sub-awardee
- x. Other Direct Costs
- xi. Sub-Total Direct Costs
- xii. Indirect Costs; and
- xiii. Grand Total

PIOs may use budget categories used in appeals or other USAID funding requests.

8. USAID Environmental Regulations

USAID emergency food assistance programs will be implemented in accordance with the [Automated Directives System \(ADS\) Part 204.3.10: Environmental Review in International Disaster Scenarios](#) stipulations for IDA and non-IDA funded emergency food assistance activities. When all requisite exemption criteria are met, these activities are exempted under [22 CFR 216](#), with the exception of the procurement and/or use of pesticides (see fumigation below). Emergency projects must meet international standards of “The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response” (See

[ADS 204.3](#)) which include consideration of environmental consequences of humanitarian action. Other applicable guidance on training tools and assessments may be found within the [USAID emergency food assistance website](#).

When [ADS 204](#) exemption criteria do not apply, then the USAID environmental safeguards and compliance process pertains. Unlike development projects, awardees of an emergency project must only plan for environmental compliance if the project (1) will last longer than 12 months and (2) include activities that may have potential environmental impacts. For these more predictable and multi-year emergency projects, awardees must develop an Initial Environmental Examination (IEE) ([see guidance](#)) to assess risks from local environmental impacts. Such requirements do not apply to PIOs, who will follow their own environmental policies and procedures, per [ADS 308.3.11.c](#). For any procurement and or use of fumigation or other pesticides for protection of food commodity, then [applicable assessments](#) and procedures apply.

9. Certifications, Assurances, and Other Statements of Applicant and/or Recipient

Non-PIO applicants are required to submit certain certifications with the application. The templates can be found on the [USAID website](#).

10. System for Award Management (SAM)

All applicants (other than individuals and with some specific exceptions as per 2 CFR 25.110), must have Dun & Bradstreet (DUNS) numbers and be registered in the [SAM](#). Applicants must comply with all requirements for themselves and any potential sub-recipients as found in [Acquisition & Assistance Policy Directive \(AAPD\) 11-01 amendment #1](#).

11. Financial Documents/Indirect Cost Rates.

All applicants must submit a NICRA, support the proposed indirect cost rate with a letter from a cognizant U.S. Government audit agency with sufficient information for USAID to determine the reasonableness of the rates, or, in accordance with [2 CFR 200.414](#), eligible applicants may choose to apply a 10 percent *de minimis* indirect cost rate. Please note this is only for those applicants which have never received a NICRA.

12. Federal Forms.

NGO and PVO applicants must fill out the [SF-424 Core Form, Application for Federal Assistance and SF-424 Attachments](#) (SF-424A, SF-424B, SF-424C, SF-424D).

13. Electronic Payments under USAID Awards

Electronic payments are a requirement and effective business practice for payments under USAID awards. Electronic payments are well established as a cost-effective and efficient business practice for recipients to transfer funds to project participants and sub-recipients and contractor/vendors under grants/cooperative agreements. Therefore, applicants are encouraged to demonstrate their capacity to use electronic payments and minimize cash payment systems as the humanitarian context permits. Cash payment systems are defined as a payment system that generates any transfer of funds through a transaction originated by

cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instrument to the designated payee. An electronic payment system is defined as a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument, which is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

14. Branding Strategy and Marking Plan

Applicants are required to comply with [2 CFR 700.16](#) and [ADS 320](#) and any updates thereof, as applicable, and complete a branding strategy and marking plan (BS/MP) with each award (i.e., Title II and EFSP). The BS/MP is required for successful applicants only; it is not required upon submission of a concept paper or with the initial full application. However, if a full application is requested, the applicant is encouraged to include their BS/MP in the initial submission of the full application. An applicant who chooses not to include their BS/MP with their application will not be penalized during the review process, but should be aware that, if the applicant is an apparently successful applicant, submission of an acceptable BS/MP will be a prerequisite for any resulting award. Because USAID's branding and marking requirements have cost implications, such costs should be included in the application budget even if the applicant does not submit its BS/MP with the application. Exceptions and waivers to USAID marking requirements may be approved pursuant to conditions set forth in [2 CFR 700.16](#)(h) and (j), and [22 CFR 211](#) as applicable. Agency branding and marking guidance, found in ADS 320, contains instructions on how to prepare the BS/MP. The USAID website contains samples of the USAID logo in various formats. Please visit www.usaid.gov/branding for the Graphic Standards Manual (updated March 2016) and logos. Except under limited circumstances, USAID requires the recognition of the contributions of the American people extended under awards, unless otherwise approved. Typically, for Title II, commodity packaging will be completed in the United States.

For market-based modalities, in addition to standard USAID BS/MP requirements, unless otherwise approved in writing by USAID, all bags for commodities purchased under local and regional procurement must bear USAID Identity (as defined in [2 CFR 700.1](#)), the commodity type and quantity, and the following text: These commodities are provided by USAID, but were produced in [insert country]. Note: This reference to where the commodities were produced equates with the commodities' country of origin, which may differ from the country of purchase. The cost of labeling of all bags should be included in the budget.

15. Safety and Security Plan

Among USAID's primary programming concerns is that its implementing partners take all reasonable precautions to minimize risks to all staff and operations funded by USAID. While risk can never be fully eliminated, USAID expects its partners to be adequately prepared to

work in any environment for which they submit an application. Applicants must incorporate operational security management systems, appropriate to their organization and operational area(s), into all applications.

USAID requires applicants to submit a location-specific safety and security plan for proposed operational areas, which may be as specific as a village, town, city, or district where activities will occur. Applicants should use discretion in providing a level of detail appropriate to the operating context and variance in conditions across the targeted areas. Submission of global security handbooks and/or policy documents does not satisfy USAID's requirements for safety and security plans. Safety and security plans must be demonstrably written for and apply directly to the areas where activities are being proposed. All personnel and operations funded under USAID awards, including sub-awardees or other partners with substantive programmatic contributions, must be covered by a safety and security plan. USAID implementing partners should pay attention to the unique threats and vulnerabilities faced by national staff and directly address these threats and vulnerabilities in safety and security plans.

USAID will not explicitly or implicitly evaluate the merit of the content of any safety and security plan(s) submitted. The safety and security plan will not count toward the total page limit and should be included as an annex with the submission of the full application. PIOs are not required to submit a safety and security plan.

16. Past Performance.

Successful applicants only will be asked to provide a list of all contracts, grants, or cooperative agreements involving similar or related work that the applicant has undertaken during the previous three years. This includes any experience with local and regional procurement, cash transfers, food vouchers, commodity management, complementary services, and other food assistance experience, or, secondarily, experience with emergency programming. This information must include the location and award numbers, if applicable, a brief description of work performed, name of donor entity and points of contact for donor(s) with current phone numbers and/or e-mail addresses. List all information in reverse-chronological order, starting with the most recent.

17. Other Documents

It is recognized that in some projects the identification of specific partners and sub-recipients cannot occur until after award. Therefore, specific delineation of responsibilities and costs of sub-recipients cannot be provided in the concept paper and/or application. However, in many cases, this information is known at the time the concept paper and/or application is being prepared. In order to reduce the administrative burden of obtaining post-award approval for partners, sub-recipients, etc., and thereby facilitate project implementation and the achievement of results in the timeframe of the award(s), applicants are strongly encouraged to identify partnership arrangements in the technical/programmatic and cost/budget/management sections of their concept paper and/or application. Letters of Intent, Letters of Agreement, or Memoranda of Understanding should be included in the application to the extent possible.

USAID encourages PIOs and international NGOs/PVOs to support, mentor, partner, and/or collaborate with local organizations. It is the responsibility of applicants to ensure that local partners do not appear on the Excluded Parties List (this includes the U.S. Department of Treasury's Office of Foreign Assets Control *Specially Designated Nationals and Blocked Persons List*), which can be found at the [System for Awards Management \(SAM\)](#). Applicants working through local partners must ensure that local organizations have the capacity to carry out the designated components of the proposed project, and should consider a capacity-building component which will leave a lasting impact on local organizations.

D. APPLICATION REVIEW INFORMATION

The programmatic and technical aspects of an application will be reviewed separately from the cost application. The cost application will be evaluated for cost effectiveness, cost realism, reasonableness, allowability, and allocability only if the proposed project successfully addresses the criteria outlined below.

USAID will use the following point system in evaluating the technical criteria:

Merit Review Criteria	Maximum Possible Points
1. Project Justification	20
2. Project Design and Description	50
3. Operations and Logistics	30
Total Possible Points	100

1. Project Justification

It will be evaluated based on the appropriateness of the proposed food assistance modality as a response to the described shock or trigger event of the emergency situation [see the *Project Justification* section]. For all proposed modalities, please include the justification in terms of appropriateness, timeliness or cost-effectiveness.

2. Project Design and Description

It will be evaluated based on the extent to which the project will meet the identified emergency needs based on the project design and description of implementation [see the *Project Design and Description* section].

3. Operations and Logistics

It will be evaluated as to the capabilities of the applicant to carry out the proposed project based on organizational capacity, as well as infrastructure and logistical arrangements, including maintaining commodity soundness, quality and safety [see the *Operations and Logistics* section] without creating any market disincentives or disturbances.

V. AWARD ADMINISTRATION INFORMATION

[ADS 540](#) requires awardees (except PIOs) to submit documentation created during the course of a USAID award to the *USAID Development Experience Clearinghouse (DEC)*, such as assessments, analyses, studies, articles, baseline surveys, midterm and final evaluations, and appropriate components of the ARR. Prior to submitting materials, awardees should contact the AOR to ensure that the final and cleared materials are agreed upon for DEC submission, if required by the terms of the award. Awardees should upload all documents through <https://dec.usaid.gov/>.

All Programmatic and financial reports must be submitted to the USAID AOR by the due date for AOR’s approval. In addition to the annual and final reporting requirements specified below, USAID will make project information available to the public as appropriate. Post-award reporting quarterly program performance reports (QR), annual results reports (ARR) and final programmatic results report should be submitted through FFPMIS unless otherwise specified by USAID. When uploading documents, please use the following file naming convention: [Partner Acronym] [Country] - [USAID Award Number] - [Quarter Start Month] - [Quarter End Month] [Year] “Progress Report”/”SF-425”/”Final Report”.

- Example: “ABC Haiti AID-FFP-G-16-00001 January - March 2016 Progress Report”

PROGRAMMATIC REPORTING	
QUARTERLY PERFORMANCE REPORT	FINAL REPORT
a. Project Summary	a. Project Summary
b. Project Outputs	b. Project Outputs
c. Programming Performance	c. Programming Performance
d. Challenges	d. Lessons Learned
e. Market Analysis	e. Market Analysis
f. Planned Activities	f. Cross-cutting Elements
g. Success Stories	g. Success Stories
h. local and Regional Purchase commodity (LRPR) FFPMIS table	h. local and Regional Purchase commodity (LRPR) FFPMIS table
i. Cash Transfers and Food Vouchers_FFPMIS table	i. Cash Transfers and Food Vouchers_FFPMIS table
FINANCIAL REPORTING	
QUARTERLY FINANCIAL REPORT	FINAL FINANCIAL REPORT
SF 425 - SF 425a	The final Financial report replaces the quarterly financial report for the final quarter of the award

A. PROGRAMMATIC REPORTING

I. Quarterly Performance Reports (QRs) (5pages max-recommended)

QRs are due within 30 days after the end of each fiscal year quarter, unless the reporting period ends before 45 days from the effective date of the award, or less than one month from the estimated completion date of the award and the award will not be extended. The primary objectives of the QR are to discuss progress against all indicators identified in the M&E Plan, to tell the story behind the progress and to identify planned changes in programmatic approaches. USAID specifies additional components of quarterly reporting in the award based on the modality.

a. Project Summary

Major changes in access, security, food security and other elements impacting programming as relevant. Summary should be specific to changes in the context from the previous quarter, with an outlook at potential changes in the next quarter. Please include reference to any specific issues that have been the subject of informal updates or approval requests to FFP within the last quarter (e.g., “the cost fluctuations”)

b. Project Outputs

Project output achievements reflected as planned versus actuals. Data should be presented per month for all months which have passed under the active award. Include total number of participants targeted and reached overall disaggregated by sex. If participants are reached by more than one modality, please note this in your narrative. Please provide narrative description for any results over or under targets. Modality specific reporting tables are provided below.

	Participants Actual / Planned						Unique Participant
[Activity]	[Oct.]	[Nov.]	[Dec.]	[Jan.]	[Feb.]	[Mar.]	
Participants (Male)	Actual/ Planned	Actual/ Planned	Actual/ Planned	Actual/ Planned	Actual/ Planned	Actual/ Planned	
Participants (Female)	Actual/ Planned	Actual/ Planned	Actual/ Planned	Actual/ Planned	Actual/ Planned	Actual/ Planned	

c. Programming Performance

Present results from outcome and process indicators. This includes data from post-distribution monitoring (PDM), feedback mechanisms and ad-hoc assessments. Where appropriate, data should be presented per month for all months which have passed under the active award.

d. Challenges

Any challenges that the project has faced during the quarter and how they were resolved and potential challenges or delays, which may impact the program’s ability to achieve its objectives.

e. Market Analysis

Analyze and present results from market assessments and monitoring (source and participant community markets). Discuss trends and potential programming impacts. In reporting price changes over time, comparisons should be made to any regular seasonal changes of prices. In the absence of robust pre-existing market information systems, awardees should utilize the most accurate, regular, and relevant prices available. Unexpected market impacts should be explained in the QRs and ARR, along with course corrections made.

f. Planned Activities

Key activities planned for the upcoming quarter.

g. Success Stories (as relevant)

h. For projects with local and/or regional procurement

Awardees are expected to complete the table below in FFPMIS at the time of quarterly report submission. Include actual quantity and cost of commodities purchased, by commodity type and origin, compared with costs from the FFP [commodity calculator](#), calculated at the time of purchase. In addition to commodity cost, other costs should be identified (e.g., surveys, special bagging, required labeling, fumigation, etc.). USAID requests that purchase contract costs be disaggregated in order to reflect commodity costs. If a full breakdown is not possible, awardees should provide a commodity price estimate at fair market value at the time of purchase.

QUARTERLY LOCAL AND REGIONAL PURCHASE COMMODITY REPORT (LRPR)			
COUNTRY OFFICE			
FISCAL YEAR			
QUARTER			
IMPLEMENTER			
AWARD/GRANT NUMBER			
A. Procurement Information Details/ Data			
	Commodity 1	Commodity 2	Commodity 3
1. Commodity Procured			
2. Award Quantity Approved (MT)			
3. Quantity Procured (MT)			

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4. Cost per MT at the place of purchase (In US\$)			
5. Ocean Freight cost per MT (In US \$)			
6. Inland freight cost per MT (In US\$)			
7. Internal freight cost per MT (In US\$)			
8.Total cost & freight to USG (US\$/MT) (Total A3 through A7)			
9. Actual quantity delivered (MT)			
10. Program Element			
11. Activity			
12. Modality (Local or Regional Procurement)			
13. Origin (country/ countries where commodity was produced)			
14. Source (country/countries where the commodity was procured or shipped from)			
15. Average cost per participant			
16. Number of months of distribution			
Impact on Procurement Market			
1. Date of purchase			
2. Market price two weeks prior to purchase			
3. Market price two weeks after purchase			
4. Remarks/Comments on time of the year of purchase at site of purchase in relation to main harvest			
Quantity Available in MT and Participant Information			
1. Quantity distributed in MT			
2. Planned participants for the quarter (Male)			
3. Planned participants for the quarter (Female)			
4. Actual number of participants reached (Male)			
5.(Actual number of participants reached (Female)			

i. For projects with cash transfers and food vouchers

Awardees are expected to fill in and submit the following QR table in FFPMIS at the time of quarterly report submission:

	Month	Month
1 Amount Approved		
2 Value of Individual Transfer (US\$)		
3 Planned # of Vouchers		

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4 Actual # of Vouchers Distributed		
5 Actual # of Vouchers Redeemed		
6 Planned # of Cash Transfers		
7 Actual # of Cash Transfers		
8 # of participants per month who received transfers		
9 # of months of distribution		
10 Average cost per participant		
11 Cost per Month		
12 Frequency of Transaction		
13 Quantity distributed in MT		
14 Planned participants for the quarter (Male)		
15 Planned participants for the quarter (Female)		
16 Actual number of participants reached (Male)		
17 Actual number of participants reached (Female)		
18 Time from signed agreement to first distribution to participants (if applicable to this reporting period)		

2. Annual Reporting

In lieu of a fourth QR, the same reporting tables should be used to enter cumulative annual reporting data. In addition, an Annual Results Report (ARR) shall be submitted in accordance with the FFP ARR guidance. The ARR reporting guidance can be found under [Annual Results Report](#) section in FFP Website. The ARR should be submitted through FFP MIS. This report will be instrumental in helping USAID complete reporting on overall program performance.

3. Final Programmatic Report

Reporting requirements will be identified in the award. Information should be reported for the entire life of the project. At a minimum, the final report will include the following.

a. Project Summary

Highlight overall project achievements and milestones. Provide general update on food security situation and contextual changes.

b. Project Outputs

Project output achievements reflected as planned versus actuals. Data should be presented per month for all months under the active award. Include total number of participants targeted and reached overall disaggregated by sex. If participants are reached by more than one modality, please note this in your narrative. Please provide narrative description for any and all results over or under targets.

c. Programming Performance

Present results from outcome and process indicators. This includes data from baselines, PDMs, feedback mechanisms and final assessments. Data should be presented per month for all months under the active award.

d. Lessons Learned

Describe lessons learned on the appropriateness of selected modalities and activities to the context, programmatic adaptations made in response to challenges or opportunities encountered, and unintended consequences of program activities and how they were addressed.

e. Market Analysis

Analyze and present results from market assessments and monitoring (source and last mile markets). Discuss trends and potential programming impacts. In reporting price changes over time, comparisons should be made to any regular seasonal changes of prices. In the absence of robust pre-existing market information systems, awardees should utilize the most accurate, regular, and relevant prices available. Unexpected market impacts or disincentives to local production should be explained in the ARR, along with course corrections made.

f. Cross-cutting Elements

Describe how project has assessed as well as addressed gender, protection and conflict sensitive needs and issues.

g. Success Stories (as relevant)

h. For projects with local and/or regional procurement, and/or cash transfers and food vouchers

Report on the above reporting tables for local and/or regional procurement, and/or cash transfers and food vouchers, as applicable, per month, for the life of the project.

For projects with local and/or regional procurement:

- a. Commodity safety and quality assurance inspection results compared to local country food safety guidance or Codex Alimentarius, as referenced in the *Commodity Safety and Quality Assurance* section. Results must contain aflatoxin levels and moisture content certification. Commodity safety and quality inspection certificates will be submitted concurrent with QRs through FFPMIS.
- b. Quantity of commodities lost by commodity type, value and reason of loss.

B. FINANCIAL REPORTING

I. Quarterly Financial Report and Final Financial Report

Financial reporting requirements will be in accordance with 2 CFR 200. Quarterly financial reports are expected to be submitted within 30 calendar days after the end of the quarter and the final financial report not later than 90 days after the end of the award. More information about financial reporting will be included in the award.

VI. OTHER INFORMATION

A. REQUIREMENTS FOR ALL PROJECTS

Unless otherwise approved by USAID, the source and origin of commodities financed by USAID under local and regional procurement projects, and the nationality of the suppliers of such commodities, shall be in countries up to the “Lower Middle Income Countries and Territories” category on the [OECD-DAC List](#) of ODA recipients, excluding the USAID foreign policy-restricted countries listed in [22 CFR 228.03\(b\)](#). The most recent DAC list should be used. "Source" is defined in 22 CFR 228.01. "Nationality" rules are defined in 22 CFR 228.14. For the purposes of this APS, “origin” is defined as “the country where a commodity is mined, grown or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results that is significantly different in basic characteristics or in purpose of utility from its components.” Commodity procurements will be subject to all applicable laws and regulations, e.g., Department of Treasury Office of Foreign Assets Control (OFAC) regulations.

Under this APS, all applicants (for NGOs, PVOs, and PIOs) proposing USAID-financed ocean shipment of commodities will be required to comply with the USG Cargo Preference Act as described in [ADS 315](#).

B. APPLICABILITY OF THIS APS

USAID assumes no liability for reimbursing applicants for any costs that may be incurred in the preparation and submission of concept papers and/or applications.

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USAID reserves the right to issue additional solicitations and/or make awards outside of this APS in order to meet the objectives of the U.S. Government.

This APS does not apply to Title II development (i.e., non-emergency) resources. For guidance on use of existing development resources to respond to a new emergency, current recipients should contact the project's Agreement Officer's Representative (AOR) in FFP. FFP will ensure that there is no duplication between emergency applications under the APS and development resources used in response to an emergency.

Notwithstanding the foregoing, or other provisions of this APS, USAID reserves the right to make awards to PIOs on different terms and conditions than to those made to NGOs, PVOs, and cooperatives; and to require different documentation prior to, or as a requirement under, an award.

USAID anticipates issuing amendments or addenda to this APS to request concept papers or applications for specific emergencies. USAID will post amendments or addenda to [Grants.gov](https://www.usaid.gov/grants), through which organizations may sign up to receive notifications of changes. USAID may issue amendments or addenda to this APS for other reasons, such as to establish deadlines or notify interested parties that no further funding is available.

Awards will be made and administered in accordance with applicable laws and regulations, including the FFP Act, the FAA, USAID regulations, policies, procedures, and any actual award provisions, including [USAID Standard Provisions](#) (for U.S. Nongovernmental Organizations, non-U.S. Nongovernmental Organizations, or Public International Organizations.). The awards will be administered under [22 CFR Part 211](#), [22 CFR Part 216](#), [2 CFR Part 200](#), [2 CFR Part 700](#), [USAID Standard Provisions](#), and [FFP Information Bulletins](#) as applicable.

C. CODE OF CONDUCT

1. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment;
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense;
3. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading, or exploitative behavior is prohibited. This includes exchange of assistance that is due to participants;
4. Sexual relationships between humanitarian workers and participants are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work;

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5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same humanitarian aid agency or not, s/he must report such concerns via established agency reporting mechanisms;
6. Humanitarian workers are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.

D. USAID DISABILITY POLICY AND ACCESSIBILITY STANDARDS

The applicant's attention is directed to [USAID Disability Policies](#). These policies have implications for both the project design and project budget.

E. VOLUNTARY SURVEY ON FAITH-BASED AND COMMUNITY ORGANIZATIONS

The applicant is encouraged, but is not required, to submit [USAID's Voluntary Survey on Faith-Based and Community Organizations](#).

F. INELIGIBLE GOODS AND SERVICES, INELIGIBLE SUPPLIERS, AND RESTRICTED GOODS

The applicant's attention is directed to [ADS 310](#), [ADS 312](#), and [ADS 313](#). These rules and requirements may affect the project design, budget, timing of award, and/or timely project implementation and post-award administration.

G. PROGRAMMATIC AND TECHNICAL REFERENCES

Please consult the Guidance and Resources sections on [USAID's Food Assistance website](#) for further information pertaining to the international emergency food assistance project activities described in this APS. If you have suggestions for additional resources, please submit them to ffpemergencygrants@usaid.gov. USAID does not necessarily endorse the views expressed in the documents listed in the "Online Resources" section of the website.

For gender considerations see the following resources:

- USAID's [policy on Gender Equality and Female Empowerment](#)
- More information on gender integration in project design can be found on the [USAID website](#).
- [Gender Analysis Overview](#)
- Tips for conducting a gender analysis at the activity or project level can be found in [ADS 201](#).

For technical considerations on complementary services for all modalities see the following resources for technical requirements and guidelines for technical sectors:

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- [USAID/Office of Conflict Management and Mitigation](#)
- [Sphere Handbook](#)

For country-specific FFP food assistance response figures, please refer to USAID FFP's Country Fact Sheets.

For OFDA proposal technical guidance, click [here](#).