Guidelines and Procedures for Fiscal Year 2008 International Food Relief Partnership Transportation, Delivery and Distribution Applications

The International Food Relief Partnership (IFRP) is a USAID program to support the production, stockpiling, transportation, delivery, and distribution of shelf-stable, prepackaged foods by U.S. non-profit and Public International Organizations. These guidelines and procedures apply to grant proposals for transportation, delivery and distribution of commodities.

In administering the IFRP program, USAID seeks to diversify the types of Title II food aid commodities available for programming and expand USAID's base of non-profit organizations capable of managing U.S. government-funded international food aid programs.

The commodities currently available for distribution are:

Harvest Pro Vegetable blend (Product Code 304), and/or
Harvest Pro Plain Harvest Lentil blend (Product 504), and/or
Harvest Pro Combined Vegetable and Lentil blends (Product Code 404).

These commodities are produced, packaged, and warehoused by Breedlove Dehydrated Foods.

Grant awards under the IFRP program will be made and governed in accordance with these guidelines and procedures and Part 226 of Title 22 of the Code of Federal Regulations.

Eligibility Requirements

To be eligible for a grant, an organization must be a U.S. non-profit organization (as described in section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of the Internal Revenue Code of 1986) or a Public International Organization (PIO).

Proposal Timing

IFRP grants will be awarded for a one-year performance period. There will be two application cycles during Fiscal Year 2008. Completed applications must be received by Food for Peace, per instructions below, no later than 5:00 p.m. (EDT) on January 15, 2008 for the first application cycle, and June 2, 2008 for the second application cycle. Applications received prior to January 15, 2008 will be reviewed in the first cycle. Applications received between January 16, 2008 and 5:00 p.m. (EDT) on June 2, 2008 will be reviewed in the second cycle. Applications received after 5:00 p.m. (EDT) on June 2, 2008 will not be accepted.

Applications will be reviewed, and it is anticipated that applicants will be notified of award decisions within sixty (60) days of the application deadline. Applications that are not successful in receiving awards during the first cycle will be held for consideration in the second cycle.

These procedures apply to both new applicants and current grantees seeking consecutive years of funding.

USAID welcomes new partners for the IFRP program and encourages relevant U.S. nonprofit organizations and P.I.O.s that have not received previous USAID funding to apply.

Submission Procedures

Applicants are requested to submit one (1) unbound copy of their submission to USAID's Office of Food for Peace via AMEX International Attn: 2008 IFRP Applications, 1300 Pennsylvania Avenue, N.W., Ronald Reagan Building, North Tower, Suite 270, Washington, DC 20004 and one (1) electronic copy of their submission in Microsoft Word to FFP at IFRP@amexdc.com. USAID will confirm receipt of proposals within two days of their arrival. USAID will forward a copy of the proposal to the USAID Mission or Diplomatic Post in the proposed country of operation.

Application Documentation

Applications must include the following: 1) proof of eligibility per requirements listed above, 2) proposal technical narrative (*in MS Word format, 12-point font, single spaced, and not to exceed 10 pages in length),* 3) detailed and summary budgets *(in MS Excel or MS Word format)* and budget narrative, 4) documentation supporting proposed indirect cost rate, if applicable *(see Budget section below for more details)*, and 5) certifications regarding terrorism and lobbying.

Proposal Format

Due to the high volume of applications anticipated, Food for Peace recommends that applicants use the following suggested format in order to facilitate the review process. Regardless of format used, applications should provide the information specified under each section below.

I. Executive Summary
Provide a brief summary of the nature of the food security situation and the proposed intervention.

II. Organization Description
Provide a brief description of the organization and any/all local partner organizations. Include a brief history of the organizations' activities in the proposed country of operation and any previous experience with the distribution of food aid commodities, including previous IFRP activities, if any, in the proposed country of operation, and/or elsewhere. Please identify any other donor organizations which have previously supported or currently support the organization.

III. Situation Analysis
Present a concise description of the food security situation in the country as well as the proposed areas of operation. Provide an explanation of why those areas have been selected and a brief description of the proposed beneficiaries, and rationale for targeting them. Provide the number of beneficiaries to be targeted, and an explanation of targeting

criteria used to select them. Include any relevant statistics or assessment data (from the applicant and/or other organizations), which exemplify the need for the proposed intervention.

IV. Program Objectives and Strategy

Provide the overall goals and objectives of the program. Briefly describe the activities to be implemented for each objective. Discuss how an IFRP grant would contribute to addressing the problem of food insecurity presented in the situation analysis, and how the IFRP activities enhance or are integrated into the organization's ongoing program. Discuss the likely impacts of the food assistance on beneficiary well being, including health and diet, and any other likely development impacts (e.g., increased school attendance). Include a monitoring plan that outlines how the organization will track progress against its objectives, a reporting/monitoring schedule, and any plans for an internal or external evaluation of the program.

V. Implementation Plan

Provide a concise explanation of how program activities will be implemented. Outline logistical arrangements pertaining to accessing, loading, shipping, storing and distributing commodities. Provide a delivery and distribution schedule and a list of proposed distribution sites. Provide commodity selection, and explain why the selected commodity is suitable (e.g., in terms of local diet, nutritional content, cultural preferences, etc.) for the proposed target population. Describe ration size per beneficiary, and proposed distribution procedures. Include any relevant information pertaining to coordination with the host government, other organizations, or other program activities that complement the use of IFRP commodities.

VI. Budget and Budget Narrative

Provide a detailed budget, including a breakdown of costs <u>within</u> the following line item categories (headquarters and field personnel; transport, storage, and handling; local travel; other direct costs; and indirect costs, if applicable – see below), funding sources for each cost (e.g., IFRP grant, host government contributions, organization's private contributions), total amount and description of any non-federal cost-share, and documentation substantiating proposed indirect cost rate if application contains indirect costs. (Note: *Applications may only include indirect costs if an organization has an established Negotiated Indirect Cost Rate Agreement (NICRA)*). Provide a summary budget containing a summary of the estimated line item categories from the detailed budget. Include a budget narrative that briefly explains each line item. Include a calculation of any non-federal contributions to the program, either in-cash or in-kind.

<u>Additional Guidance</u>

All proposed grant goals, objectives and activities, along with the receipt/loading, rapid transportation, and delivery of commodities in-country, must be achievable within 12 months.

Each application may request a maximum of 75 metric tons (MT) of commodities (currently valued at approximately $173,000) and up to $100,000 of funding. It is not mandatory, however, that these exact levels be requested or in this proportion. *(Note: Funding is available for costs directly associated with the movement, management and monitoring of IFRP commodities. Funding will not be considered for the following costs: vehicle purchase, project materials, tools and office equipment.)*

To permit flexibility to respond to emergencies, grants will contain a provision allowing grantees to divert 25% of commodities to respond to sudden onset disasters in the country for which IFRP funds were provided, without the requirement of a formal grant modification. However Grantees must notify USAID in advance of any diversion of commodities for sudden onset disasters and must obtain USAID approval to divert commodities. Grantees may not divert commodities if informed by USAID that such diversion is inconsistent with requests from the host government or the U.S. Embassy.

Grant modifications, after award, for deviations from program and/or budget plans, such as to address sudden onset emergencies that require the diversion of more than 25% of commodities will follow procedures set forth in Code of Federal Regulations Title 22, Part 226 section 226.25, "Revision of budget and program plans."

In order to maximize the diversity of partners, organizations may submit no more than 2 applications per year and may not apply for multiple awards within a single country.

While applicants are not required to include counterpart funding toward the transportation and distribution of commodities, applications that include cash and/or in-kind contributions from non-U.S. government sources will be given preference, as this demonstrates a strong commitment to the planned activities and extends the benefits of U.S. government funding.

Review Procedures

All applications will be reviewed by a committee and scored 1-100 using the following criteria and possible points per criteria:

1. **Organization Description:** *Capacity of the organization(s) to undertake activities in the proposal*, assessed by a clear description of the organizations' qualifications and experience, demonstrated knowledge of the country and proposed area(s) of implementation, and demonstrated experience undertaking activities of comparable complexity, including any previous IFRP experience. (15 points)

2. **Situation Analysis:** *Justification of need in the proposed country/areas of operation,* assessed by a clear description of the nature of food insecurity in the country and implementation areas and among target populations, including effective use of relevant statistics and assessment data. (20 points)

3. **Program Objectives and Strategy:** *Technical merit of the proposal,* assessed by the inclusion of a thorough description of program goals, objectives and activities, a concise plan for tracking progress against objectives, reporting and evaluating program impact, and a clear, realistic explanation of any impact of the IFRP grant on beneficiaries, beyond feeding activities (e.g., increased school attendance or clinic visits). (30 points)

4. **Implementation Plan:** *Quality of program planning*, assessed by a clear, concise description of how activities will be carried out, realistic timeframe for delivery, storage and distribution of commodities, relevant coordination issues, and evidence of thorough review of the suitability of the commodity in the proposed country/area of implementation. (25 points)

5. **Budget:** *Quality of financial planning,* as assessed by the inclusion of detailed and summary budgets with correct calculations, the inclusion of allowed costs only, clear description of line items in the budget narrative, and organizational commitment to the program as evidenced by the inclusion or integration of non-federal resources, i.e., cost-share. (10 points)

Notification and Award Requirements

Applications will be reviewed and it is anticipated that applicants will be notified of award decisions within sixty (60) days of the application deadline. After notification of a potentially successful application, but prior to signing an award, successful applicants will be required to submit:

- A statement by the applicant assuring that the commodities can be imported duty-free, along with any information and associated documentation that supports the statement. Such documentation can include, but is not limited to, written certification by the USAID Mission or Diplomatic Post, or a Host Country Food for Peace Agreement.
- Branding Strategy and Marking Plan
- DUNS Number (Note: Applicants are encouraged to apply for a DUNS number well in advance of the application period because it may take three weeks or more to obtain the number online.)

Reporting requirements and Program Completion

All proposed grant goals, objectives, and activities, including the receipt/loading, rapid transportation, and delivery of commodities in-country, must be achievable within a 12 month timeframe or performance period. Please note that a "Results Report" will be required to be completed by the grantee either during or after the program performance period. All grantees will be contacted by USAID for submission of the Results Report. Please see the referenced link below, under additional information, for further information on results reporting.

Grantees must submit a final report within ninety (90) days of the agreement expiration date summarizing how and why the goals and objectives were met, or, if the overall goals and benchmarks were not met, an explanation of why not. The final report should focus on results achieved and should be substantiated with quantitative data as appropriate. Final reports should be submitted in electronic format to FFP at IFRP@amexdc.com.

IFRP Program Frequently Asked Questions

How many grants may I apply for?

Each organization is limited to submitting 2 applications per year.

If I have received an IFRP grant agreement in the past, may I apply for another one?

Yes. There is no limit to how many IFRP grants an organization may receive throughout the life of the IFRP program. However, please note that an organization may receive one (1) grant agreement per country per year.

Is preference given to returning grantees or to new partners?

All applications are scored solely on what technical and cost information is provided. Each application stands on its own for technical merit and cost effectiveness. If an organization has past international food aid experience, whether with USAID Title II and/or the IFRP or USDA organizationally or any other venue, then descriptions of these activities, their capacities and impacts, should definitely be included in the application.

Are there any other eligibility requirements?

If an organization's application is considered for funding, it is then essential that the organization provide USAID written assurance by the host-country government (country where activities are to be implemented), that all commodities will be allowed to imported duty-free. This documentation can include, but is not limited to, written certification by the USAID Mission or Diplomatic Post or via an already existing host-country food for peace agreement.

Can faith-based organizations apply for IFRP grant agreements?

Yes. All U.S. based, non-profit organizations registered under the IRS Federal Tax Code 501(c)(3) are welcome to apply. It is extremely important to note that all organizations who receive a USAID grant may **not** discriminate against beneficiaries based upon their religious affiliation and that proselytizing is wholly disallowed.

What if an organization cannot fit all of the information USAID is requesting into a 10 page application?

It is extremely important that an organization provide all of the information as outlined in the guidelines. Please note however that the summary and detailed budgets, along with the budget narrative, are not a part of the 10 page technical narrative limitation.

How will USAID score an organization's application?

A technical panel reviews and scores all applications based on the criteria stated in the guidelines. All scoring criteria are found in the guidelines so be sure to read them carefully and answer each thoroughly and appropriately. All applications are considered by USAID to be stand alone documents, so each is only scored on the information contained within a submitted application and not on any other past documents or correspondence. We welcome new partners as well as past or current partners and no preference is given to either.

Since the grant performance period is for 12 months, should my program activities be for 12 months?

No. The program activities should be within the 12 month timeframe, along with all logistics of the receipt/loading, rapid transportation, and delivery of the commodities in-country.

When will we actually receive the commodity once the grant has been issued?

Once a grant agreement has been issued to your organization, your organization must then initiate the shipping process. Your organization will be solely responsible for making all logistical arrangements with your own freight forwarders/shippers/handlers for the receipt/loading of the commodities at the Breedlove Dehydrated Foods facilities in Lubbock, Texas, and also, for the rapid transportation, and delivery of the commodities in-country thereafter. USAID is **not** involved in this process under the IFRP program.

How do we calculate ration sizes with the Breedlove Dehydrated Foods?

The following is information from Breedlove Dehydrated Foods' website regarding the details of the commodities you can chose from. Please feel free to make appropriate ration sizes that fit your specific program.

Breedlove commodity	Total bags	Serving size/ bag	Serving size	Caloric value/ serving size
75 MT (4 containers)	74,976	50	20g	73 kcal (Veg) 67 kcal (Lentil) 68 kcal (Blend)

Source: http://www.hungershope.org/site/PageServer?pagename=products_bdf

Can we supplement the Breedlove Dehydrated Foods soup mixes with other food?

Yes. The Breedlove Dehydrated Foods' soup mixes may be combined with other food.

Do organizations have to coordinate with the USAID, or other organizations providing food aid in my proposed country of operation?

It is not required to coordinate your food assistance programming with other projects in the country. However, it is recommended that you are aware of the projects, where they are implementing and which beneficiaries they are targeting, so that there is no/limited overlap.

Do ocean freight costs need to be included in the $100,000 grant limit?

Yes. All ocean freight, and associated costs, of the tonnage of commodities that you are requesting must be included in your proposed budget and within the $100,000 limitation.

Once confirmation has been received that we have been selected to be a grant recipient can we start the planning process for the project?

No. You may only begin making plans and incurring program costs for the project once you have received a USAID signed/dated grant agreement document. Once you have the signed/dated grant document by USAID, you may begin your program planning including the logistical process of receiving and moving the commodities from Breedlove Dehydrated Foods' facilities in Lubbock, Texas. However and again, please note that under no circumstance will an organization be reimbursed for program costs incurred prior to the receipt of a fully signed/dated USAID grant agreement document.

Are there specific requirements related to managing and storing the commodities?

Yes. Please refer to the Commodities Reference Guide Section III: Storage / Shelf Life Specifications.
Available at: http://www.usaid.gov/our_work/humanitarian_assistance/ffp/crg/sec3.htm

Additional Information

Breedlove Dehydrated Foods product specifications are available at:
http://www.breedlove.org/products.htm

Information on malnutrition (stunting) rates can be found at:
http://www.phnip.com/dolphn

Information on certifications regarding lobbying can be found at:
http://www.usaid.gov/forms/sflllin.pdf

Information on certifications regarding terrorism can be found at:
http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd04_14.pdf

Information about how to obtain a DUNS number can be found at:
www.dnb.com/US/duns_update/index.html

Requirements pertaining to Branding and Marking can be found at:
http://www.usaid.gov/our_work/humanitarian_assistance/ffp/branding_annex_f.pdf

Information regarding "Results Reporting" can be found at:
http://www.usaid.gov/our_work/humanitarian_assistance/ffp/fy07_results_report.html

Information pertaining to a Host Country Food for Peace Agreement can be found at:
http://www.usaid.gov/our_work/humanitarian_assistance/ffp/reg11p.htm#211.3

Regulation 11, which governs P.L. 480 Title II, can be found at:
http://www.usaid.gov/our_work/humanitarian_assistance/ffp/reg11p.htm

U.S. regulations governing the administration of assistance award to U.S. Non-governmental organizations can be found at:
http://www.washingtonwatchdog.org/documents/cfr/title22/part226.html

Humanitarian charter and minimum standards in disaster response can be found at:
http://www.sphereproject.org/

Title II Commodities Reference Guide, Section III: STORAGE/ Shelf Life Specifications can be found at:
http://www.usaid.gov/our_work/humanitarian_assistance/ffp/crg/sec3.htm