

Annex B

MYAP Budget Instructions

(Monetization, Section 202(e) and ITSH Funding)

January 2008

A. Budget Categories

The information below is applicable to CSs implementing MYAPs, to be provided in tandem with the Comprehensive and Detailed Budgets (Annexes B1 and 2). SYAPs should provide a budget according to the information provided in Part VIII Section 1b of the guidelines narrative, though additional detail as provided below is welcome.

Provide a detailed line item budget and a narrative justifying the level of monetization, Section 202(e) and ITSH funding for the life of activity. Please include a separate budget to support emergency activities in Year 1 of the MYAP. CSs should not attach a budget for contingency emergency activities in response to a shock. The narrative and line item budget should include other potential sources of funding (e.g., CS cost-share, host government, Mission DA, etc.), and specifically address the following items:

- 1. Personnel** – identify each position, by title, to be supported under the MYAP. Briefly specify the duties of the key staff positions. State the amounts of time (as hours or percentage of time) to be expended by each position, the amount of compensation to be paid to each position and whether the proposed compensation is consistent with that paid other personnel engaged in similar work both within and outside your organization.
- 2. Fringe Benefits** – indicate the basis for computation of rates, including the types of benefits to be provided.
- 3. Consultants/Technical Assistance** (contracts and subgrants) - identify the type of consultancy/technical assistance needed in support of the Title II activities. Provide a brief justification for the use of the contractors selected. State the amounts of time to be devoted to the MYAP, including costs to be charged to this proposed award.
- 4. Travel (& per diem)** – identify total international and domestic travel as separate items. Indicate the estimated number of trips and purpose of travel. For each trip, itemize the estimate of transportation and/or subsistence costs. Specify the basis for computation of each type of travel expense (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.)

International Travel - for requests that include international travel, indicate the number of trips, number of individuals per trip, destination of country, and estimated date of departure. USAID

standard provisions state that international travel is allowable if each trip has received prior budget approval.

5. Training - only those training activities that directly support Title II activities (e.g., Title II workshops on Environmental Compliance) and are country-specific will be considered for funding. Provide a description of each training event, associated costs and how it will benefit Title II staff and/or beneficiaries.

6. Supplies/Materials - (individual items below \$5,000) - please indicate the type of supplies/materials requested and how these items will support the Title II program. Provide the basis for cost estimates or computations (e.g., vendor quotes, prior purchase of similar or like items, etc.)

7. Equipment - (individual items at \$5,000 or more) - provide a list of all planned equipment purchases with an individual value of \$5,000 or greater and how these items will support the Title II program. Indicate the estimated unit cost for each item. Provide the basis for cost estimates. For a definition of "supplies" and "equipment" please refer to 22 C.F.R. Part 226 (USAID Regulation 26).

8. Internal Transport, Storage & Handling (ITSH) - For MYAPs, FFP recommends that the recipient country government cover internal transport, storage and handling (ITSH) costs of commodities. However, depending on circumstances, such costs can be funded by non-emergency ITSH funds, monetization or Section 202(e).

9. Other Direct Costs - list other items by major type, such as occupancy, utilities, audits, baseline survey, midterm and final evaluations, vehicle maintenance, etc. Provide the basis for cost estimates or computations.

10. Indirect Costs – for SYAP and MYAP proposals, amendments and out-year resource requests (e.g., MYAP Pipeline and Resource Estimate Proposal), please include a copy of your organization's most current Negotiated Indirect Cost Rate Agreement (NICRA). State whether the amount requested is based on a rate approved by USAID or other cognizant federal office. If no NICRA exists, state the basis for the amount requested.

11. CS Cost Share – if applicable, provide the amount of cost share to be provided and where it will be used across budget categories. If at the end of any funding period, the CS has expended an amount of non-Federal funds (i.e., CS cost share) less than the agreed upon amount or percentage of total expenditures, the Agreement Officer may apply the difference to reduce the amount of USAID incremental funding in the following funding period. If the award has expired or has been terminated, the Agreement Officer may require the recipient to refund the difference to USAID.

B. Motor Vehicle Procurement

CSs requesting the procurement of motor vehicles should abide by USG and FFP procurement policy, as referenced in Part IX Section ix of the guidelines narrative.

C. Requests for Section 202(e) and ITSH Funding

FFP intends to obligate Section 202(e) and ITSH funding that parallel the life of the corresponding approved MYAP. However, Section 202(e) and ITSH funds are obligated on an annual basis subject to an annual review of the previous year's unexpended pipeline funds and the availability of new funds. Therefore, FFP requires that each eligible organization reconfirm the relevant fiscal year Section 202(e) and ITSH resource requirements in the PREP for current and out-year submissions.

Please refer to the FFPIB 04-01 and FFPIB 04-02 for eligible and ineligible uses of 202(e) and ITSH funding.

For awards to PVOs, on condition that the funds made available for support under section 202(e) of Public Law 480 as well as funding for ITSH, shall be administered in accordance with the terms and conditions set forth in 22 C.F.R. Part 211. USAID shall not be liable for reimbursing the Cooperating Sponsor for any costs in excess of the obligated amounts of ITSH and Section 202(e) awards. Non-U.S. organizations will be required to follow the "Standard Provisions for Non-U.S. Non-Governmental Organizations" as found in ADS 303.