



FOREIGN AGRICULTURAL SERVICE

Food Assistance Division
Office of Capacity Building and Development

FY 2017 Food Assistance Proposal
Guidance and Request for Applications

LOCAL REGIONAL PROCUREMENT (LRP) SOLICITATION

May 26, 2016

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U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service

**Notice of Availability of Funds and Funding Opportunity Announcement for The USDA
Local Regional Procurement Program (LRP)**

ANNOUNCEMENT TYPE: Request for Application

FUNDING OPPORTUNITY NUMBER: USDA-FAS-LRP-17

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 10.608

DATES: Applications must be submitted to the United States Department of Agriculture (USDA) via email to ppded@fas.usda.gov by 5:00 p.m. Eastern Standard Time (EST) on June 31, 2016. Applications received after this date will not be considered. FAS advises applicants to begin the application process early to allow time to address any difficulties that may arise. There will be no exceptions to this application deadline. Comments regarding this request for applications will be considered to the extent practicable, and should be submitted to ppded@fas.usda.gov.

EXECUTIVE SUMMARY: USDA's Foreign Agricultural Service is expected to award multiple cooperative agreements totaling up to \$2 million under LRP. Applications for cooperative agreements will be prioritized for the following countries: XXXX countries (THIS will be determined by the Food Aid Division FY 2017 priority countries analysis). To fulfill its mandate under the Agricultural Act of 2014, to provide grants to, or enter into cooperative agreements with eligible organizations to implement field-based projects that consist of local or regional procurements of eligible commodities in developing countries to provide development assistance and respond to food crises and disasters, USDA proposes these Local Regional Procurement Guidelines (guidelines) in accordance with 7 CFR Part 1590.

LIST OF ACRONYMS

CCC	Commodity Credit Corporation
CFR	Code of Federal Regulations
CV	Curriculum Vitae
DUNS	Dun & Bradstreet
FAD	Food Assistance Division
FAIS	Food Aid Information System
FAO	United Nations Food and Agriculture Organization
FAS	Foreign Agricultural Service
FFPr	Food for Progress
FY	Fiscal Year
GDP	Gross Domestic Product
IR	Intermediate Results
ITSH	Internal Transport, Storage, and Handling
M & E	Monitoring and Evaluation
MCHN	Maternal Child Health and Nutrition
MGD	McGovern-Dole International Food for Education and Child Nutrition Program
MT	Metric Tons
NGO	Non-Governmental Organization
NICRA	Negotiated Indirect Cost Recovery Agreement
NIFA	National Institute of Food and Agriculture
OCBD	Office of Capacity Building and Development
OMB	Office of Management and Budget
PER	Public Expenditure Review
PIN	Personal Identification Number
PP	Program Participant
PPP	Private-Public Partnership
PMP	Performance Monitoring Plan
PVO	Private Voluntary Organization
RCT	Randomized Control Trial
RF	Results Framework
SAM	System for Award Management
SF	Standard Form
SFP	School Feeding Program
SMC	School Management Committee
SO	Strategic Objective
UN	United Nations
USAID	United States Agency for International Development
USDA	United States Department of Agriculture
USG	United States Government
WAEMU	West Africa Economic and Monetary Union
WB	World Bank
WFP	World Food Program

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Authority

The USDA Local Regional Procurement Program (LRP) is authorized by the Food, Conservation and Energy Act of 2008, as amended.

B. Program Objectives

The objectives of the USDA LRP program are to strengthen the ability of local and regional farmers, community farmer groups, farmer cooperatives, processors and agribusinesses to provide high quality commodities in support of school feeding programs, development activities, and food crises; increase the capacity of organizations and governments to procure commodities in support of school feeding programs, development activities, and food crises; and ensure the expedited provision of safe and quality foods to populations affected by food crises and disasters.

C. Purpose of Funding Opportunity

Under the USDA LRP Program, recipients use FAS-provided funds to purchase eligible commodities in developing countries and pay for associated administrative and operational costs related to the implementation of field-based projects in a foreign country pursuant to an agreement with FAS. Funds provided by FAS under the USDA LRP Program may be used to provide food assistance in the form of development assistance, an emergency response, or both through a field-based project. Field-based projects intended to provide development assistance will be implemented for a period of not less than one year. Food assistance may be provided under the USDA LRP Program through local and regional procurement, food vouchers, and cash transfers. The United States Department of Agriculture-Foreign Agriculture Service (USDA-FAS) is soliciting concept notes for its Fiscal Year 2016 LRP. Applications must be submitted via email to ppded@fas.usda.gov by 5:00P.M (EST) June 30, 2016.

D. Priority Countries and Regions

FAS will give priority considerations to eligible applications for field-based projects located in Africa. USDA may give preference for funding to eligible entities that have, or are working toward, projects under the McGovern-Dole International Food for Education and Child Nutrition Program. For a list of existing McGovern Dole projects, please visit: <http://www.fas.usda.gov/programs/mcgovern-dole-food-education-program/active-mcgovern-dole-projects>. (A list of priority countries will be included and this will be determined by the Food Aid Division FY 2017 priority countries analysis):

PART II – AWARD INFORMATION

A. Type of Award

USDA anticipates that cooperative agreement(s) will be awarded as a result of this solicitation. In a cooperative agreement, FAS will be substantially involved in the project. Additional information on cooperative agreements can be found at GPO.gov.

B. Estimated Funding

FAS expects to award an estimated \$5 million in FY 2016. Individual application should be in the range of \$2 million to \$2.5 million. Applications may be fully funded under this round, or incrementally funded by this round and subsequent rounds, subject to the availability of funds. Issuance of this solicitation does not constitute an award or commitment of the part of the U.S Government to make awards, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a concept note or full application.

C. Anticipated Start Date

Funded projects are anticipated to start in September 2016.

D. Period of Performance

FAS seeks proposals for implementation up to a 2 **year period**, except where indicated under Country Specific Guidance.

PART III – ELIGIBILITY INFORMATION

A. Eligible Applicants

1. Applicants must meet eligibility requirements stated in the LRP Program Regulations (7 CFR Part 1590 and Part 1590.1):

§ 1590.3 Eligibility and conflicts of interest

(a)(1) A private voluntary organization or a cooperative is eligible to submit an application under this part to become a recipient under the USDA LRP Program if it is either registered with the Administrator of the U.S. Agency for International Development or FAS has determined that such registration is impracticable. FAS will set forth specific eligibility information, including any factors or priorities that will affect the eligibility of an applicant or application for selection, in the full text of the applicable notice of funding opportunity posted on the U.S. Government web site for grant opportunities

(2) FAS may give preference for funding to eligible entities that have, or are working toward, projects under the McGovern-Dole International Food for Education and Child Nutrition Program established under section 3107 of the Farm Security and Rural Investment Act of 2002 (7 U.S.C. 1736o–1).

(b) Applicants, recipients, and subrecipients must comply with policies established by FAS pursuant to 2 CFR § 400.2(a), and with the requirements in 2 CFR § 400.2(b), regarding conflicts of interest.

2. Applicants must also meet eligibility requirements stated in the LRP Regulations (7 CFR Part 1590 and 1590.1) as follows:
 - An entity (including subcontractors/subgrantees) will be considered ineligible if they have been designated by the US Government as debarred or suspended in procurements funded by the United States Federal Government or otherwise prohibited by applicable United States law or executive order or United States policies. USDA will review inter alia:
 - i. US State Department, Terrorist Exclusion List:
<http://www.state.gov/j/ct/rls/other/des/123086.htm>
 - ii. US Department of Treasury, Specially Designated Nationals List:
<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>
 - iii. General Services Administration, System for Award Management (SAM):
<http://www.sam.gov>

B. Cost Sharing

Cost sharing is not required for eligibility but is encouraged to maximize program impacts and elicit in-country sustainability. Applicants must identify and explain any cost sharing in the budget narrative. Applicants must also document these non-FAS cash or non-cash contributions accordingly on the Standard Form 424 (SF-424) associated with their proposal submission, as per 7 CFR 1590.4(b) (4) (i). If an award is made, the applicant will be responsible for obtaining these resources. These resources will not be borne by FAS funding.

C. System for Award Management

Applicants must include a valid DUNS number in the organizational unit section of Block 8 of SF-424. All sub-recipients listed in the proposal must have a current DUNS number. Organizations that do not have a DUNS number can receive one at no cost by using the web-based form available at <http://fedgov.dnb.com/webform>.

In addition to having a current DUNS number, Applicants must be registered in the System for Awards Management (SAM) prior to submitting an application to this solicitation. Instructions for registering in SAM can be found at <https://www.sam.gov>. If awarded a grant, a Program Participant must maintain an active SAM registration number with current information throughout the duration which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the Program Participant is required to review and update the registration every 12 months from the date of initial registration to ensure the information is accurate.

PART IV – APPLICATION AND SUBMISSION INFORMATION

Competition under this Request for Application will consist of a two-step process where applicants first submit a Concept Paper. All Concept Papers received will be reviewed for compliance with this solicitation. The most highly rated Concepts will then be sent a formal letter requesting the applicant to submit a Full Application. To be considered for funding under this solicitation, applications must be able to meet the following requirements for the Concept Paper and the Full Application, respectively. All Applicants must refer to the LRP Regulations, 7 CFR 1590.4, which outline the application process. Each proposal will be reviewed and evaluated on its quality and technical merit.

Concept Paper Content and Format

- General Format: The Concept Paper must:
 - Be written in English;
 - Be written using Times New Roman, 12 point font;
 - Be written with 1-inch margins;
 - Be paginated with each page consecutively numbered; and
 - Not exceed Five (5) pages (the five page limit does not include the cover page and appendices). Pages in excess of this stated limit will not be considered.

Concept Paper should be developed using the following format:

- **Cover Page:** The Cover Page must include:
 - Name and address of organization;
 - Type of organization (e.g., for-profit, non-profit, university, local organization etc.);
 - Name of Project/Activity, Solicitation No. and Requested Funding Amount
 - Contact point (lead contact name; relevant telephone, and e-mail information); and

- Signature of authorized representative of the applicant.
- **Technical Information:** The five paged Concept Paper must include the following sections in the order stated below:
 - *An introduction and impact analysis*, as specified in the notice of funding opportunity: Provide a concise explanation of need of the specific development, emergency, or McGovern Dole challenge/opportunity.
 - *A plan of operation* that contains the elements specified in the notice of funding opportunity: Describe the proposed methodology procurement approach and other program activities and how they will address the need. Include any innovative methods, techniques, or tools relevant to your program. Describe how funding will be utilized to involve and strengthen local value chains and associated indigenous institutions to foster local capacity building.
- **Budget Information** A summary line item budget that indicates the amount(s) of any FAS-provided funds, program income, and voluntary committed cost sharing or matching contributions that the applicant proposes to use to fund:
 - (A) Administrative costs;
 - (B) Commodity procurement costs, including costs for locally and regionally procured commodities, and food vouchers;
 - (C) Transportation, storage, and handling costs; and
 - (D) Activity costs:
 - (ii) Where applicable, how the applicant's indirect cost rate will be applied to each type of expense; and
 - (iii) The amount of funding that will be provided to each proposed subrecipient under the agreement;

Required Appendices: (only include the appendices indicated below)

1. Budget Narrative: The applicant must submit, along with their budget, a narrative created in Microsoft Word which clearly explains their budget in detail, consistent with the budget categories detailed in the budget. The budget narrative for the Concept Paper is not to exceed one page.

2. Eligibility Checklist: Please submit with the Concept Paper a completed eligibility checklist provided in Annex B. This checklist will help determine the applicant's legal registered status and eligibility under this APS. If the answer to any of the questions in the checklist is "No", your organization is NOT eligible to be considered for award and it should not submit a Concept Paper for review. If submitted, it will not be considered. Along with the checklist, please provide: (1) certificate of incorporation; and (2) a list outlining ownership and/or governance. USDA reserves the right to require applicants to submit additional documentation regarding eligibility and experience.

Concept Paper Submission Instructions

1. The five-page Concept Paper will be evaluated upon submission. Applicants must submit their Concept Paper by the deadlines stipulated on the cover page.

2. It is the applicant's responsibility to ensure that files are complete and transmitted by the deadline on the cover page. USDA bears no responsibility for data errors or omissions.

Concept Paper Evaluation Criteria

Concept notes will be evaluated using the following criteria (each criterion weighted equally):

1. An introduction and impact analysis: The extent to which the background clearly and logically identifies the emergency, or McGovern Dole challenge/opportunity and the program's expected.

2. A plan of operation: The extent to which the proposed approach and activities are feasible, sustainable, and innovative and inclusive of USDA LRP program considerations and priorities.

3. Budget Information and Results: The extent to which the results and timeline are realistic, achievable, and measurable within the proposed budget.

Timeline and Deadlines

USDA plans to evaluate the Concept Papers based on the submission deadlines stipulated on the cover page. Future submission deadlines will be added as an amendment to this solicitation. However, as resources are limited and we expect a significant number of submissions, the earlier a Concept Paper is received, the greater the chance that funding might be available.

From the date of the Concept presentation, USDA will endeavor to notify organizations within 20 business days. Organizations will either receive a letter rejecting their Concept or requesting the submission of a full 15 page application.

Full Application Content and Format

ONLY APPLICABLE FOR ORGANIZATIONS THAT RECEIVED A FORMAL LETTER REQUESTING A FULL APPLICATION. Do not submit a Full Application unless you received a formal letter requesting you to do so by USDA. An invitation to submit a Full Application does not constitute an award; USAID may choose not to fund applications even after they have been requested.

The Full Application should be submitted in two separate volumes: (i) Technical Application; and (ii) Financial Application. The Technical and Financial Applications should be submitted under separate cover.

Technical Application:

Section I. An introduction and impact analysis

Proposals must include a comprehensive analysis of the existing needs, challenges, opportunities, and constraints that may impact the implementation of a project in the recipient country. This section should explain the strategy behind the proposed method of intervention and describe how the project will implement this strategy. The analysis will be evaluated based

on how well the project is aligned with host government laws, policies and programs; how well the proposed project will coordinate with USG, multilateral, private sector, or other stakeholder development strategies or frameworks; and how the proposed program will complement and not duplicate existing projects and programs. This section should cite sources and/or provide an explanation of the analyses undertaken.

The following must be included in this section:

- Identify the targeted beneficiaries, regions, and specific needs of the targeted population and the rationale on why they were chosen.
- Describe any current programs, policies, and strategies of other stakeholders (recipient government, USG, other donors, private sector, etc.) with the strategic objective to increase the capacity of local and regional food market systems in support of school feeding programs and responses to food crises.
- Explain how the project will strengthen the ability of local and regional farmers, community farmer groups, farmer cooperatives and associations, processors, and agribusinesses to provide high-quality commodities in support of school feeding programs and responses to food crises and disasters
- Describe how the program will increase capacity of organizations and governments to procure commodities in support of school feeding programs and responses to food crises and disasters
- Describe how the program will incorporate strategies to improve nutritional status of children and families and improve access to diverse, nutritional and quality foods.
- Explain how the program will reduce short-term food insecurity in food crises and disasters, while ensuring the expedited provision of safe and quality foods to populations affected by food crises and disasters.
- Explain the working relationship with and support from the recipient government and the collaboration done to develop the proposed project, as well as how the project would leverage other development resources to achieve their results.
- Identify specific in-country constraints that could obstruct the project's efforts to address the identified needs.
- Local Capacity Building: According to 7 CFR 1590.4 (c) (5), methods that the applicant proposes to use to involve indigenous institutions as well as local communities and governments in the development and implementation of the activities in order to foster local capacity building and leadership.

Section II. Plan of Operation

Activities: The Plan of Operation must include a list of each of the activities that would be implemented, with a brief statement of the objectives to be accomplished under each activity and a detailed description of the activity, including the steps involved in its implementation and the anticipated completion date, per 7 CFR 1590.

The Activities section is evaluated based on the quality and technical merit of the content submitted, including in-depth description of each activity, and how each activity will be implemented. It is important to demonstrate how the activities will address the needs as identified in the Strategic Analysis section (see above – [Section I – Introduction and Impact Analysis](#)). The activities should accurately capture the project scope, beneficiaries, and deliverables. Furthermore, this section must detail how these activities will lead to the results as stated in the project-level RF. The activities should not only identify the project’s targeted interventions, but also demonstrate how the project will complement existing efforts. Thus, the section should distinguish which activities will be implemented only by the Applicant, and those that will be implemented in coordination with other partners. Applicants must provide a brief description of the capacity of all subrecipients and their role in project implementation.

Procurement Approach: Applicants must present a comprehensive description of their approach to procuring requested commodities, with special attention paid to market impacts and the extent to which requested commodities meet the needs of beneficiaries. This section of the proposal will include:

- **Method of Procurement:** Describe whether local procurement, regional procurement, or vouchers will be used to procure requested commodities and a justification for why this method was chosen.
- **Market Impact Analysis** Provide an analysis of the possible impact of procurements on markets in the location of the commodity origin and distributions in the project implementation area using previous market analysis as references whenever possible. The analysis should demonstrate that the proposed intervention is unlikely to do discernible economic harm to key market actors in the market-system, found in the locations of commodity origin, project distribution, and/or the target region. This includes a brief analysis of the current and anticipated future ability of markets in the project and procurement areas to provide adequate food supplies at relatively constant prices. Also, please reference the sources and methodologies used in completing the analysis.

Please also include the following information:

- Tonnage and packaging of commodity to be purchased as a percentage of the estimated total tonnage produced (in location of origin) and consumed (in location of distribution), which demonstrates applicants’ understanding of the economic impact of the project. Applicants must demonstrate how the project will take into consideration seasonal fluctuations in agricultural harvests, labor markets, and food commodity prices, including those for same or like products (substitutable commodities). Please include recent production and consumption statistics along with sources support these statements.
- Relevant local, regional, and international trading patterns, including trade for further processing of the commodities.
- 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). Please include recent supply, demand, import, and export statistics along with sources to support these statements.
- 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).
 - Possible negative impact on stakeholders (e.g., traders, wholesalers, transporters, retailers, local producers, wage laborers, vulnerable non-beneficiaries).

Positive impacts that the proposed intervention may have, either in the location of commodity origin or of project distribution.

Additional considerations for market analysis of voucher and cash transfer programs: Provide an analysis of the relevant commodity market(s) in the project location, using previous market analyses as references whenever possible. 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. Applicants must demonstrate how the project will take into consideration seasonal fluctuations in agricultural harvests and marketing, labor markets and food commodity prices.

To assist in developing an analysis, USDA recommends consulting FEWS NET and, as appropriate, using market assessment tools such as:

- MIFIRA, or Market Information and Food Insecurity Response Analysis;
 - EMMA, or Emergency Market Mapping and Analysis;
 - SCP, or Structure, Conduct and Performance Framework;
 - FPMA, or Food Price Monitoring and Analysis Tool; or other appropriate tools.
- **Commodity Quality:**

All proposed eligible commodities, processed and unprocessed, must be produced or processed within the target country or region, and must satisfy relevant quality and safety standards.

 - For grains, legumes and pulses, the commodities must meet national food safety standards. If the country does not have food safety standards, the commodities must adhere to Codex Alimentarius standards.
 - For commodities other than grains, legumes and pulses, the commodities must adhere to Codex Alimentarius standards.

- Cereals, groundnuts, tree nuts or food products derived from them must be tested for aflatoxins at a government or private laboratory or by an independent inspection company within the region. The maximum acceptable total aflatoxin level is 20 parts per billion.
- Unprocessed commodities must be purchased in the target country or another developing country in the target region. It must be ensured that, for processed commodities, both processing and production of the primary commodity take place in the target country or in a developing country in the target region.
- A description and justification of the method of procurement: local, regional, or using cash vouchers.
- Additionally, the application must provide information on the nutritional contributions (e.g. calories, protein and micronutrients) of the commodity.

Economic Impact

The economic benefits identified under the USDA Local and Regional Food Aid Procurement Pilot Project during the period of 2009-2012 and documented in an independent evaluation report (<http://www.fas.usda.gov/newsroom/local-and-regional-food-aid-procurement-pilot-project-independent-evaluation-report>) included: cost savings in transport, shipping, and handling; better match between recipients' needs and program commodity availability; and time savings between the procurement and delivery of food, which is especially important in emergency situations. Since commodities purchased under the program do not need to be shipped across oceans, the transport, shipping, and handling costs are lower than in-kind food assistance. In projects where recipients were children, improved commodity match resulted in more of the food provided being consumed yielding nutritional gains. Delivery times for emergency food aid under the LRP pilot program yielded faster delivery than in-kind food aid shipped from the United States. As a result of the program, small-scale producers and suppliers began pooling resources to achieve economies of scale to increase their profitability. The USDA LRP Program is expected to maximize the impact of food assistance by realizing similar results achieved under the pilot. This plan should include planned procurement and distribution dates that are sensitive to seasonal market fluctuations in both procurement and distribution markets. The applicant will also assert that procurement of requested commodities will not, to the best of its knowledge, have undue impact on world prices or normal patterns of commercial trade. If applicable, the plan must provide information to the extent to which any sale or barter of the requested commodities would displace or interfere with any sales that may otherwise be made by the Applicant or any other entity in the target country (Executive Order 12866 and 13563).

In order to show the summary of the Economic Impact, applications should show the following:

- **Timeliness:** Timeliness is important for local regional procurement, and especially for emergency projects. Applicants must demonstrate timeliness by providing analysis of using the LRP approach versus actual transoceanic food aid deliveries to the same country, and during the same time period. This analysis should take procurement type, infrastructure, climate conditions, geography (landlocked versus coastal), regulations in procurement

locations and distribution zone, commodity type, capacity of suppliers, and other relevant factors into consideration.

- **Cost Effectiveness:** Provide estimate of cost-effectiveness by comparing LRP activities (including procurement type) against transoceanic deliveries to the same country matched in time, and by commodity. In generating cost-effectiveness estimates, include the cost of the purchased commodity, ocean freight, and ITSH for food aid shipments from the US using USDA commodity and ocean freight costs. Please note that while voucher programs do not incur storage or handling costs, they do involve other costs such as printing, distribution, monitoring, and training which must be taken into account.

Special Needs & Distribution Methods

Each proposal must include detailed information on special needs and distribution of commodities Please use the following guidance when completing this information:

Transportation and Storage

The Applicant must provide a clear description of any port, transportation, storage, and warehouse facilities that would be used with sufficient detail to demonstrate that the facilities would be adequate to handle the requested commodities without undue spoilage or waste, and, in the cases where the applicant proposes to distribute some or all of the requested commodities, a clear description of how they would transport commodities from the procurement market to the point at which distribution is made to the beneficiaries. (7 CFR Part 1599.4(d) (13)). The Applicant must address inland transportation, handling and storage (at all levels) of the donated commodities.

Processing or Packaging

The Applicant must provide information on any reprocessing or repackaging of the requested commodities that would take place prior to the distribution.

Duty-Free Entry. 1590.5 (e.3)

The Applicant must indicate that commodities procured regionally for direct distribution will be imported and distributed free from all customs, duties, tolls, and taxes. Additionally, the applicant must provide information on the action it has taken or will take to ensure that any requested commodities for direct distribution will be imported and distributed free from all customs, duties, tolls and taxes.

Commodity Selection, Justification to target Beneficiaries

The Applicant must provide a clear explanation of how the requested commodity helps address the nutritional and micronutrient deficiencies of the intended beneficiaries. The Applicant must explain the intended (per serving) nutritional contribution from the ration such as calories, protein and key micronutrients that are age appropriate Applicants must also explain how the commodity selection was determined in the context of other feeding programs in the region or country and for the appropriateness of the local diet. Once the Applicant has chosen the commodities, the total amount of each commodity needed for the project should be calculated.

Please use the following formula to calculate the number of metric tons (MT) needed for each commodity:

MT of each commodity = (Grams per student per day x Total number of students receiving commodity x the Number of days the ration will be provided) divided by 1,000,000.

Impact on Other Sales

The Applicant must provide credible information that demonstrates that commercial markets and local production will not be adversely affected by the sale of commodities.

Section III. Organizational Capacity and Staffing:

The Applicant must clearly demonstrate its organizational capabilities to develop, manage, implement, monitor, report on, and provide accountability for the proposed project in the target country (7 CFR 1599.3(a)(1)). Information provided should include the applicant's project management capability and current and past experience in implementing food aid (7 CFR 1599.4(c) (4)), education, or health and nutrition projects, including its experience within the target country (7 CFR 1599.3(2)).

Applicants should propose an overall staffing pattern that demonstrates sound technical expertise and experiences required for efficient and effective project administration and management. The staffing plan should demonstrate a solid understanding of key technical and organizational requirements and an appropriate mix of skills, while avoiding excessive staffing. FAS may request changes to the final staffing plan during award negotiation or project implementation as necessary. The applicant must attach an appropriate and adequate project organizational chart. The organizational chart must include and duly note key personnel positions and the roles and responsibilities of each position. Key personnel positions are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. The applicant should refer to their internal administrative policies for determining key personnel, but these may include positions such as the following: Chief of Party/Country Director, Monitoring and Evaluation Specialist, Education/Literacy Program Manager, Health and Nutrition Manager, Logistics Manager and Finance Director.

The Applicant must identify any subrecipient that would be involved and provide a description of each subrecipient's responsibilities and its capability to perform those responsibilities. Subrecipient means a non-Federal entity that receives donated commodities, FAS-provided funds, program income, sale proceeds, or other resources from the recipient for the purpose of implementing in the target country activities described in the agreement and that is accountable to such recipient for the use of such commodities, funds, program income, sale proceeds or resources.

Curriculum Vitae for Chief of Party or Country Director

As part of the proposal, the applicant must attach the CV for the lead project manager (e.g. Chief of Party, Country Director, etc.) for the proposed project. This person should provide the major oversight for the proposed project. The CV must clearly demonstrate the lead project manager's relevant work experience and qualifications. CVs for other designated key personnel

are not required during proposal submission; however, they will be required after award announcements are made.

In-Country Registration

Applicant must disclose its registration status in the targeted country. If the Applicant is not registered, it must include a plan to become registered and a timeline to complete the registration process (7 CFR 1590.4(c)(3)).

Past Performance Records

Applicants should attach past performance records for no more than three grants or contracts implemented by the organization. Applicants are encouraged to include past performance records of grants or contracts that are similar to the scope and size of programming in the applicant's proposal, including those of grants or contracts implemented in the proposed country and/or specifically mentioned in the applicant's introduction section of the proposal. Applicants are strongly encouraged to submit past performance record for grants or contracts other than for past or active MGD and Food for Progress awards.

AD-3030

All domestic applicants that are corporations should complete, sign, and attach the one-page AD-3030 form: "Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants" (A corporation is defined as any entity that has filed articles of incorporation in one of the 50 States, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, or the U.S. Virgin Islands. Corporations include both for profit and non-profit entities. An unsigned AD-3030 will not be accepted). Applicants can download a form at: <http://www.fas.usda.gov/grants/forms/default.asp>.

Guidance for Audited Financial Statements

Applicants should attach the organization's most recent audited financial statements. If the applicant is subject to the audit requirements contained in the Single Audit Act Amendments of 1996 ([31 U.S.C. 7501-7507](#)) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," the submitted financial statements should contain this supplemental document.

Section IV: Project-Level Results Framework

All Applicants are required to submit, as an attachment, a project-level Results Framework (RF). An RF is a graphical representation of the project's theory of change, describing the cause-and-effect linkages outlined in the strategic analysis. The project-level RF must clearly identify and articulate how the proposed project will contribute to USDA LRP RF, as shown in [Appendix C – Local Regional Procurement Results Framework and Illustrative Examples of Foundational Results](#).

Project-level RFs should:

- Serve as a graphical representation of the set of intermediate results that must be attained in order to achieve the highest level result or Strategic Objective (SO)
- Identify intermediate results (IR) which are necessary and sufficient to achieve the SO
- Identify critical assumptions
- Provide a cause-and-effect theory of change citing existing research, as appropriate
 - o Activities lead to achievement of initial results
 - o Lower-level results support achievement of higher-level results
- Create the basis for measuring, analyzing and reporting on results
- Contain well-defined results
- Provide a framework for designing and conducting evaluations

RFs should contain well-defined results. Results should be:

- A statement of result, not a process or activity
- Unidimensional, generally one element per result statement
- Precise and clearly understood as a stand-alone document that does not require additional references (i.e., indicators or other project documents for definition)
- Measurable and objectively verifiable so that it can be monitored and used for management purposes

The proposal must also include a discussion of critical assumptions. Critical assumptions are defined as external conditions that are necessary for success of the project, over which the project implementers have little or no control. Critical assumptions that have a high probability of occurring, and if realized, would prohibit the project from achieving its desired results, are defined as “killer assumptions.” Generally, projects should not have killer assumptions.

Section V. PVO Budget

As per 7 CFR 1590.4(b)(6), the applicant must submit a budget that details the amount of any sale proceeds, income, and FAS-provided funds that the applicant proposes to use to fund the administrative costs; inland transportation, storage and handling costs; and activity costs. In order to assess the overall cost effectiveness of a proposal, FAS requires all Applicants to provide the following budgetary materials:

- A budget summary (see table below) that presents the proposed overall funding for Administrative, ITSH and Activity expenses, and shows funding amounts for the specific line items that make up those expense categories.
- A budget narrative that demonstrates in greater detail the composition of each line item, the budget's overall cost effectiveness, and an adherence to applicable cost principles.
- If applicable, a current Negotiated Indirect Cost Rate Agreement (NICRA) that details the organization's current indirect rates.
- A completed and signed SF 424.

Budget Summary

The budget summary should contain all elements shown below and adhere to the same format. It must be uploaded as a proposal attachment in either .xml or .pdf format.

Budget Narrative

Applicants should provide a budget narrative that provides justification for the costs in terms of the proposed project. The account should focus on how each budget line item is required to achieve the results of the proposed project and how the estimated costs for the budget line items were calculated. Additionally, an explanation is required for any cash or non-cash contributions that the applicant expects to receive from non-CCC/FAS sources that are critical to the implementation of the proposed activities or enhance the implementation of the activities. If possible, provide an estimated dollar amount. At a minimum, the budget narrative should be comprised of the following sections:

- Section 1: Introduction
- Section 2: Administrative line items
- Section 3: Internal Transport, Shipping and Handling (ITSH) line items
- Section 4: Activity line items
- Section 5: Additional considerations and cross-cutting expenses

Please refer to [Appendix A – Budget Narrative](#) for additional guidance on entering the budget narrative in the proper format, and the composition of each section.

NICRA

Applicants should attach the organization's most up-to-date NICRA. If your organization does not have a NICRA, attach a brief note explaining why it does not have this document.

Guidance for SF-424

Applicants must complete, sign, and upload the SF-424. Please note that unsigned SF-424s will not be accepted. Applicants can download a blank form on the FAS website at: <http://www.fas.usda.gov/grants/forms/default.asp>.

Section V. Monitoring and Evaluation

Please follow the Food Aid Division [Monitoring and Evaluation Policy](#).

Section VI. Overall Application Quality

The proposal will be evaluated on the consistency of all sections as well as the extent to which it is clearly and concisely written.

Other Details

All applicants must complete an Other Details section regarding the results entered in their proposal. Applicants should use the following guidance for this information:

- **Method of Educating the Public:** State the methods of notifying consumers in the recipient country of the source of donated commodities and/or funding for program

activities. In cases where beneficiaries will receive commodities directly, describe how they will be educated regarding preparation and consumption.

- **Method of Choosing Beneficiaries:** Briefly identify the criteria and methodology used to target the geographic area(s) and the beneficiary group(s). Criteria and methodology should help to distinguish why some regions or beneficiary groups will receive resources (funds or agricultural products) while others may not. Applicants should consider the following questions when preparing a response:
 - a) Why and with what methodology did you select the particular geographic area(s), institutions, and/or beneficiaries?
 - b) Which sources of information did you use (i.e. government agency survey, computer database, interviews, assessments, etc.)?
 - c) With whom did you collaborate to target particular regions, institutions, or beneficiaries?
- **Target Geographic Area:** List the targeted geographic areas where the proposed activities will take place; the inclusion of maps for illustration is encouraged.

Method of Submission

The entire application package must be submitted electronically in pdf format via email to ppded@fas.usda.gov.

PART V – APPLICATION REVIEW INFORMATION

A. Review and Selection Process

I. Review Process

FAS will review all complete applications that are submitted by the deadline. FAS will invite comments from other U.S. government agencies on its award recommendations, but FAS will make the final determination about which applications to fund.

II. Anticipated Notice of Selection and Award Dates

FAS anticipates notifying Applicants that have been selected for award in early 2016 and finalizing agreements by September 2016.

III. Discussion and Award

Prior to signing the cooperative agreement, FAS will enter into negotiations with all selected Program Participants. These negotiations may include but are not limited to:

- The budget is not appropriate or reasonable for the proposed project;
- Only a portion of the application is selected for award;
- FAS needs additional information to determine that the recipient is capable of complying with the requirements in 7 C.F.R. 1599; and/or
- Special terms and conditions are required.

Failure to satisfactorily resolve such elements of the agreement identified by FAS may prevent a timely signing of agreement.

PART VI – AWARD ADMINISTRATION INFORMATION

A. Award Notices

FAS will notify each Program Participant in writing of the final decision via email. Once the approved Program Participant accepts the award, FAS will begin negotiations with the Program Participant to develop a cooperative agreement. The selection of this funding instrument entails substantial involvement. Substantial involvement exists when responsibility for the management, control, direction, or performance of the agreement is shared by FAS and the Program Participant. The agreement will incorporate the details of the project as approved by FAS and in accordance with the LRP regulations, 7 C.F.R. part 1590. Substantial involvement may include, but is not limited to, the following:

- FAS specifies the manner, method, performance, or timing of the work in an approved work plan;
- FAS review and approval of one stage of work before a subsequent stage may begin during the performance period;
- FAS review and approval of an evaluation plan;
- FAS review and approval of monetization plan, if applicable;
- FAS review and approval of proposed sub-grants and contracts, prior to award;
- FAS participation in the selection and approval of the individuals or organizations that will conduct all required evaluations;
- FAS participation in data collection and analysis for required evaluations and other performance reports;
- FAS approval of an organizational chart identifying the names, roles and responsibilities of all of the participant's key personnel and any subsequent changes or absences; and FAS provides specific direction or redirection of the work during the period of performance.

B. Key Personnel

Upon signature by both parties, FAS requires that a Program Participant receive approval for key personnel in the form of an organization chart, which must be submitted within 30 days. FAS considers any staff that have general management responsibility to be key personnel such as the Chief of Party/Country Director, Monitoring and Evaluation Specialist, Education/Literacy Program Manager, Health and Nutrition Manager, Logistics Manager and Finance Director and critical technical staff who oversee activity implementation. After approval of these staffing positions, the Program Participant must notify FAS within one week of the departure of any key person and must obtain written approval prior to either their absence for more than three months or for a reduction of level of effort equal to or surpassing 25 percent. These notifications are in accordance with 7 C.F.R. section 3019.25(c)(3).

C. Budget

Applicants are required to provide a budget summary and budget narrative as part of their proposal(s).

D. Administrative Standards and Provisions

E. Audit Compliance

A Program Participant shall submit to FAS, in the manner specified in the agreement, an annual financial audit in accordance with 2 CFR 200.50 and the Single Audit Act. The Program Participant must comply with the timeframes established in those regulations for the submission of their audits to the Federal Audit Clearinghouse. Program Participants must provide a copy of each single audit conducted within the timeframe of the USDA-funded project to FAIS at the time it is submitted to the Federal Audit Clearinghouse. In addition, if FAS requires an annual financial audit with respect to a particular agreement, and FAS provides funds for this purpose, the participant shall arrange for such audit and submit it to FAS, in the manner specified in the agreement.

F. Reporting

An organization receiving funding under LRP will be required to provide the following: semi-annual financial reports, semi-annual performance reports, an evaluation plan, a PMP, a baseline study, a mid-term evaluation, a final evaluation, a work plan, an annual travel plan, organizational chart identifying the names, roles and responsibilities of all of the participant's key personnel and any subsequent changes or absences and sub-recipient and subcontractor agreements as provided in the cooperative agreement. All reports must be submitted using FAIS and organizations must follow a reporting cycle with required deadlines on specific reports. All organizations receiving funding will be required to report against the indicators in the agreement at each reporting cycle. Changes in the original project timelines and adjustments within project budgets must be approved by FAS prior to their implementation.

G. Monitoring and Evaluation

FAS has published a "[Monitoring and Evaluation Policy](#)" which explains the required elements of the monitoring and evaluation protocols for cooperative agreements. A Program Participant shall, as provided in the agreement and in accordance with the terms laid out in the Monitoring and Evaluation Policy and in accordance with 7 CFR 1599 (13)(e), submit to FAS an evaluation plan, a baseline study, a PMP, a mid-term and a final evaluation of the agreement implementation. The Program Participant shall provide to FAS additional information or reports relating to the agreement if requested by FAS.

FAS reserves the right to conduct an evaluation of the project through its own third-party evaluation contractor hired and managed by FAS at any time during the implementation of the project. The evaluation may be funded directly by USDA and will not be included in the funding of this agreement unless otherwise specified in the agreement. The evaluation will be managed by the FAS Monitoring and Evaluation Staff. The Program Participant is expected to take part in such an evaluation to the capacity deemed appropriate by FAS or the FAS managed third-party evaluation contractor.

PART VII – AGENCY CONTACT

For general questions related to LRP, Applicants and other interested parties are encouraged to contact:

Ingrid Ardjosoediro, Chief
School Feeding and Humanitarian Branch
Food Assistance Division
Office of Capacity Building and Development
Foreign Agricultural Service
U.S Department of Agriculture

Address:

1400 Independence Ave, SW, STOP 1034
Washington, DC 20250

Phone: (202) 720-2637

Fax: (202) 690-0251

Email at: ingrid.ardojosoediro@fas.usda.gov

APPENDIX A – Budget Narrative

The budget summary and this narrative is an applicant's opportunity to demonstrate a strong understanding of cost principles, as well as to detail the cost-effectiveness of this particular proposal. Additionally, the budget narrative is the justification of 'how' and/or 'why' a line item is necessary in supporting implementation and the achievement of results. In crafting the budget narrative, please ensure that it clearly corresponds to the associated budget summary. In the interest of consistency, USDA requests that applicants, to the extent possible, adhere to the following outline when creating a budget narrative:

Program (LRP):

Applicant:

Country:

SECTION 1: INTRODUCTION

This section should, at a minimum, address the following points:

- The applicant's financial capacity and level of familiarity with federal cost principles.
- The applicant's cost application methodology.
- The overall cost-effectiveness of the proposed budget.
- Summary of how various budget components will contribute to successful implementation and achievement of results.

SECTION 2: ADMINISTRATION

Use this section to clearly articulate and detail each applicable Administrative line item as contained in the budget summary, including:

- Salaries
- Benefits
- Office
- Equipment
- Travel
- Professional Services
- Other
- Administrative Indirect

Narratives for each line item above should identify:

- All subcomponents of the line item
- The amount budgeted for each subcomponent
- The manner in which calculations were made

SECTION 3: TRANSPORTATION, STORAGE, AND HANDLING COSTS

Use this section to clearly articulate and detail each applicable ITSH line item as contained in the budget summary, including:

- Salaries
- Benefits
- Warehouse
- Internal Transportation
- Professional Services
- ITSH Indirect

Narratives for each line item identified above should identify:

- All subcomponents of the line item
- The amount budgeted for each subcomponent
- The manner in which calculations were made

SECTION 4: ACTIVITIES

Use this section to clearly articulate and detail each Activity line item as contained in the budget summary. For example, each activity should be expanded upon in the following manner:

Example

Activity 1: Insert Activity Name:

Total Budgeted: \$_____.

- *What is the nature of expenses under this activity?*
- *Identify the subcomponents of this activity, the amount budgeted for each, and how calculations were made.*
- *Is there pass-through to another entity identified as a subrecipient?*
- *Are staff salaries/benefits included? What percentage of staff time is being charged?*

SECTION 5: ADDITIONAL CONSIDERATIONS & CROSS-CUTTING EXPENSES

In this section, at a minimum, applicants should address the following:

- 1) Please explain in detail the overall Monitoring & Evaluation (M&E) budget, including the overall percentage of the total budget dedicated to M&E and its components, such as:
 - a. Funds budgeted for HQ M&E Staff
 - b. Funds budgeted for Field M&E Staff
 - c. Funds budgeted for 3rd Party evaluations
 - d. Funds budgeted for the creation and/or support of M&E tools and systems
 - e. Any additional costs associated with M&E activities
- 2) Describe in detail all funds budgeted for subrecipients, the proposed nature of these agreements, and a clear explanation of under which line items in the budget these sub-contracts or sub-grants reside.
- 3) Briefly comment upon the budget's dispersal of staff salaries and benefits between Administration, ITSH and Activity line-items, and provide justification.

In addition, please explain in greater detail:

- 4) Any cost-sharing arrangements identified in the proposal.
- 5) Cost escalations expected during this project, and the manner in which they are accounted for in the budget.
- 6) The indirect rates applied the proposed budget and their base of application across Administrative, ITSH and Activity expenses. If different indirect rates are applied to subrecipient expenses, please indicate and explain.

APPENDIX B – Glossary of Terms¹

- **Activity:** a discrete undertaking within a project to be carried out by a recipient, directly or through a subrecipient that is specified in an agreement and is intended to fulfill a specific objective of the agreement.
- **Agreement:** a legally binding grant or cooperative agreement entered into between FAS and a recipient to implement a field-based project under the USDA LRP Program.
- **Codex Alimentarius:** the program of the United Nations Food and Agriculture Organization and the World Health Organization that was created to develop food standards, guidelines, and related texts, such as codes of practice to protect the health of consumers, ensure fair trade practices in the food trade, and promote the coordination of all food standards work undertaken by international governmental and nongovernmental organizations.
- **Cooperative:** a private sector organization whose members own and control the organization and share in its services and its profits and that provides business services and outreach in cooperative development for its membership.
- **Cost sharing or matching:** the portion of project expenses, or necessary goods and services provided to carry out the project, not paid or acquired with Federal funds. The term may include cash or in-kind contributions provided by recipients, subrecipients, foreign public entities, foreign organizations, or private donors.
- **Country of origin:** the country in which the procured commodities were produced.
- **Developing country:** means a country that has a shortage of foreign exchange earnings and has difficulty meeting all of its food needs through commercial channels.
- **Development assistance:** an activity or activities that will enhance the availability of, access to, or the utilization of adequate food to meet the caloric and nutritional needs of populations suffering from chronic food insecurity, or enhance the ability of such populations to build assets to protect against chronic food insecurity.
- **Disaster:** an event or a series of events that creates a need for emergency food assistance by threatening or resulting in significantly decreased availability of, or access to, food or the erosion of the ability of populations to meet food needs. Disasters include, but are not limited to, natural events such as floods, earthquakes, and drought; crop failure; disease; civil strife and war; and economic turmoil. Disasters can be characterized as slow or rapid-onset. The situation caused by a disaster is a “food crisis.”
- **Disburse:** to make a payment to liquidate an obligation.

¹ These terms are defined by the regulations governing LRP, 7 CFR Part 1590

- Eligible commodity: an agricultural commodity, or the product of an agricultural commodity, that is produced in and procured from a developing country, and that meets each nutritional, quality, and labeling standard of the target country, as determined by the Secretary of Agriculture, as well as any other criteria specified in section § 1590.6(b) .
- Emergency response: an activity that is designed to meet the urgent food and nutritional needs of those affected by acute or transitory food insecurity as a result of a disaster.
- FAS: the Foreign Agricultural Service of the United States Department of Agriculture.
- FAS-provided funds: U.S. dollars provided under an agreement to a recipient, or through a subagreement to a subrecipient, for expenses for the purchase, ocean and overland transportation, and storage and handling of the procured commodities; expenses involved in the administration, monitoring, and evaluation of the activities under the agreement; and operational costs related to the implementation of the field-based project under the agreement.
- Field-based project or project: the totality of the activities to be carried out by a recipient, directly or through a subrecipient, to fulfill the objectives of an agreement. It can either stand alone or be an add-on component to another program that provides other forms of assistance to the food insecure.
- Food assistance: assistance that is provided to members of a targeted vulnerable group to meet their food needs.
- Local procurement: the procurement of food by a recipient, directly or through a subrecipient, in the target country to assist beneficiaries within that same country. The use of food vouchers to obtain food under an agreement is a form of local procurement.
- Overland transportation: any transportation other than ocean transportation. It includes internal transportation within the target country and regional transportation within the target region.
- Private voluntary organization: a not-for-profit, nongovernmental organization (in the case of a United States organization, an organization that is exempt from Federal income taxes under section 501(c)(3) of the Internal Revenue Code of 1986) that receives funds from private sources, voluntary contributions of money, staff time, or in-kind support from the public, and that is engaged in or is planning to engage in voluntary, charitable, or development assistance activities (other than religious activities).
- Procured commodities: the eligible commodities that are procured by a recipient, directly or through a subrecipient, under an agreement.

- Program Income: funds received by a recipient or subrecipient as a direct result of carrying out an approved activity under an agreement. The term includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under a Federal award, the sale of items fabricated under a Federal award, license fees, and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Program income does not include FAS-provided funds or interest earned on such funds; or funds provided for cost sharing or matching contributions, refunds or rebates, credits, discounts, or interest earned on any of them.
- Purchase country: a developing country in which the procured commodities are purchased.
- Recipient: an entity that enters into an agreement with FAS and receives FAS-provided funds to carry out activities under the agreement. The term recipient does not include a subrecipient.
- Regional procurement: the procurement of food by a recipient, directly or through a subrecipient, in a developing country that is located on the same continent as the target country. Regional procurement does not include the purchase of food in the target country.
- Subrecipient: an entity that enters into a subagreement with a recipient for the purpose of implementing in the target country activities described in an agreement. The term does not include an individual that is a beneficiary under the agreement.
- Target country: the developing country in which activities are implemented under an agreement.
- Target region: the continent on which the target country is located.
- USDA: the United States Department of Agriculture.
- Voluntary committed cost sharing or matching contributions: cost sharing or matching contributions specifically pledged on a voluntary basis by an applicant in its proposal, which become binding as part of an agreement. Voluntary committed cost sharing or matching contributions may be provided in the form of cash or in-kind contributions.

APPENDIX C – Local Regional Procurement Results Framework and Illustrative Examples of Foundational Results

