



# **The USAID Grant & Contract Process:**

## **A Basic Guide**

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## I. Get an Award

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USAID partners with organizations through an acquisition (contract) or assistance (grant or cooperative agreement) award, depending on the type of work, the purpose of the funding, and the nature of the relationship between the Agency and the implementing partner.

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Awards for either acquisition or assistance awards typically include indicators and results, budget, and other terms and conditions applicable to the work performed under the award.

We expect our development partners to achieve high performance and partner with us to provide sustainable development solutions to beneficiaries in the countries we work in around the world. See [Our Process](#) diagram for a comprehensive overview of the main steps in USAID's Acquisition & Assistance award process.

Contact us at [partnerships@usaid.gov](mailto:partnerships@usaid.gov) if you have questions or need additional information.



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## II. Business Forecast

On these pages, you will find in-advance information about opportunities to partner with USAID as we deliver humanitarian and economic assistance programs to more than 80 countries worldwide. USAID regularly collaborates with host countries, beneficiaries, U.S. government agencies, international donors, and implementing partners to ensure that we effectively address development needs in the countries where we work.

### **2012 USAID Business Forecast 4th Quarter update:**

[Washington, D.C. Opportunities](#) [PDF, 213.44 kb]

[Washington, D.C. Opportunities](#) [Excel, 23 kb]

[Mission/Overseas Opportunities](#) [PDF: 1.63 Mb]

[Mission/Overseas Opportunities](#) [Excel: 286 kb]

This business forecast serves to:

- Actively inform stakeholders of Agency competitive opportunities, allowing potential partners to plan appropriately for proposal or application submissions for a contract, grant, or cooperative agreement.
- Attract new development partners, including small, minority, and disadvantaged business partners.
- Showcase ongoing efforts in order to better inform the development community of the Agency's mission.

USAID will provide forecast updates on a periodic basis throughout the year. For the most current listing of opportunities with USAID, please visit:

- [FBO.gov](http://FBO.gov) for contracts
- [Grants.gov](http://Grants.gov) for grants and cooperative agreements

We welcome your feedback in improving this forecast as it is updated throughout the year. Contact: [businessforecast@usaid.gov](mailto:businessforecast@usaid.gov).

Download the USAID Guide to the Grant and Contract Process [here](#).



### III. Grant and Contract Process

#### Our Process

The Agency provides awards to organizations in compliance with the Federal Acquisition Regulation (FAR), the Code of Federal Regulations (CFR), and internal Agency regulations, policies, and procedures (USAID Automated Directives System (ADS)).

Below is an overview of the main steps of the USAID Acquisition & Assistance award process.

**USAID generally follows the below steps (some steps may overlap):**

#### Step 1. Project Design

A USAID Mission develops an overarching 5-year Country Development Cooperation Strategy with substantial input from partner governments, industry, civil society, and development partners to understand challenges and resources available. USAID then designs projects and creates an implementation plan and an A&A strategy which includes consideration of the various mechanisms at its disposal.

#### Step 2. Identify the Requirement

USAID will work towards defining the results to be accomplished under discrete activities which may be obtained through an assistance or contract award as further defined below:

**Acquisition** refers to obtaining goods and services, through various types of contracts, for the use or benefit of the Agency. Interested organizations submit a proposal in response to a **Request for Proposals (RFP)** or a **quote in response to a Request for Quotations (RFQ)** that states the Agency's requirements and how USAID will evaluate and select the successful offeror/bidder.

- *Contracts - USAID typically exercises a higher level of control over the partner in obtaining results.*

**Assistance** refers to transferring funds (or other valuables) from USAID to another party for the implementation of programs that contribute to the public good and in furtherance of the objectives of the Foreign Assistance Act. Interested organizations submit an application in response to an Annual Program Statement (APS) or Request for Applications (RFA) which usually provides a program description and how USAID will evaluate and select the successful applicant.

- *Grants - USAID does not need substantial involvement with the program implementation*



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- *Cooperative Agreements* - USAID is substantially involved with the recipient inprogram implementation

### **Step 3. Market Research**

USAID conducts market research to determine how best to implement our development objectives for delivery of foreign assistance. During this step, USAID acquires information on the level of local capacity available and the participation of small business, as well as the feasibility of the requirement. For more information, see [ADS 302](#). Although not specifically identified as “market research” for assistance, USAID may reach out to potential applicants and use Grants.gov to get comments and feedback on specific proposed programs.

An informative document concerning objectivity and avoidance of conflicts of interest for your organization to be aware of in the development of a requirement or program can be found in this [OMB memo](#). [PDF, 127.84 kb]

### **Step 4. Agency Business Forecast**

Once the Agency has decided to pursue an acquisition or assistance award, we inform the public through an Agency Business Forecast posted at [FBO.gov](#) for contracts, [Grants.gov](#) for assistance. These forecasts provide tentative information about possible opportunities from USAID Headquarters (Washington, D.C.) or overseas field missions and are periodically (quarterly) updated:

#### [MAIN LINK TO BUSINESS FORECAST](#)

Points of contact are listed in the forecasts as well as solicitations once issued. Please see [Subcontracting/Teaming section of step 4](#) below if your organization is interested in partnering on a current opportunity.

### **Step 5. Solicitation**

The solicitation (an APS, RFA, RFP, RFQ, or IFB) provides a description of the requirement or program and how USAID will evaluate the offeror/applicant. USAID uses the following various methods to publish the solicitation:

- **Requests for Quotations or Proposals (RFQ/RFP/IFB):** [FBO.gov](#) is where USAID releases most Agency contract opportunities.
- **Requests for Application and Annual Program Statements (RFA/APS):** [Grants.gov](#) is where USAID releases an RFA or an APS. An RFA is usually for a specific program (s) and open for a limited time. An APS is normally open for a year and is meant to encourage concept papers on a wider range of programs before a second stage submission of a full application for those concept papers deemed potentially viable.



- **Ocean transportation and commodities/goods:** Partners in these industries may visit [USAID Procurement Announcements](#) for a listing of solicitations.
- **Consultant Opportunities:** These are available at [FBO.gov](#). See also [BPA](#) site.
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## Step 6. Evaluation

As a part of the technical proposal review, typical evaluation criteria include the following:

1. Past Performance (does not have to be USAID past performance)
2. Technical Approach
3. Personnel
4. Corporate capability
5. Management plans

In each solicitation, USAID provides the order and relative weight of importance of the various stated criteria and a description of the relative weighting of the technical criteria versus the proposed and evaluated costs or price. Further details are provided in the solicitation. For USAID to evaluate an organization's proposal or application, the organization must be registered as described below:

If your organization is interested in submitting a proposal or application, you must register with the systems discussed below and as applicable.

### Steps to Registering as a Federal Contractor or Recipient

Note: Private Voluntary Organizations (PVOs) must register with the [USAID Office of Private and Voluntary Cooperation \(PVC\)](#).

#### a. Obtain a D-U-N-S Number

You will need to obtain a Dun & Bradstreet D-U-N-S® Number. This is a unique nine-digit identification number for each physical location of your business. The assignment of a D-U-N-S Number is free for all businesses required to register with the federal government for contracts or grants. Visit the [D-U-N-S Request Service](#) to register.

#### b. Register your Organization with the System of Award Management (SAM)

You need to register your business with the federal government's [SAM](#), the primary database of vendors doing business with the federal government.



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**The step below is required for contracts only:**

**c. Find the NAICS Codes for Your Organization**

If you are looking for contracting opportunities, you may also find that you need a North American Industry Classification System (NAICS) code for administrative, contracting, and tax purposes. The code classifies the economic sector, industry, and country of your business. For Federal contracting purposes, you will need to identify in SAM all the NAICS codes (industries) applicable to your business. Read [NAICS](#) for more information.

The applicant/offeror must comply with the following requirements as stated in the solicitation:

Please check the Agency's Office of Small and Disadvantaged Business Utilization (OSDBU) site for a database listing of small businesses, Agency goals, and information.

Below are resources (not limited to) for partnering with other organizations that have been engaged with USAID work (not sponsored by USAID):

- **Follow instructions:** If you don't, your submission may not be considered.
- **Build on lessons learned:** We recommend that you consult the [Development Experience Clearinghouse](#) to prepare a substantive and knowledgeable submission.
- [Be knowledgeable of where USAID works.](#)
- **Show recent and relevant customer references:** Past performance information is a key factor for predicting successful performance, so your organization will want to ensure that you provide information about your relevant and recent past performance. If you are new to doing business with USAID or the federal government, your organization can still submit performance information that is not necessarily U.S. Government or USAID-financed work.
- **Explain how your proposed costs are competitive:** We are responsible for keeping direct and administrative costs low to attain best value with assistance available. Solicitations usually request that cost proposals also include a detailed narrative on how costs were developed.
- **Demonstrate financial soundness and organizational responsibility:** USAID must make a responsibility determination based on financial soundness and organization. One source of information that USAID uses is the [Federal Awardee Performance and Integrity Information System FAPIIS](#). If a USAID Agreement or Contracting Officer is unable to make a positive pre-award responsibility determination based on information provided by



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the applicant or available in FAPIIS, he or she may undertake a formal pre-award survey of your organization.

- **Subcontracting/Teaming:** In many cases, USAID's development assistance activities require specialized skills from a multiple set of development partners. For example, one organization may not have all of the professional skills, services, and knowledge base the Agency requires to reform education in a post-conflict country. Organizations with complementary skills and experience may form a team for an award or establish subcontracting arrangements to achieve the overall development goals. Organizations interested in doing business with USAID should understand that small business partnerships and local entity or organization partnerships are paramount in doing USAID work. USAID encourages organizations to partner with small business and local partners to the greatest extent possible. Please see links pertaining to [small business](#) and [local partners](#).

Please check the Agency's Office of Small and Disadvantaged Business Utilization ([OSDBU](#)) site for a database listing of small businesses, Agency goals, and information.

Below are resources (not limited to) for partnering with other organizations that have been engaged with USAID work (not sponsored by USAID):

- [Small Business Association for International Contractors](#)
- [Professional Services Council](#)
- [Inside NGO](#)
- [Society for International Development](#)
- [InterAction](#)

See also [USASpending.gov](#), for organizations that have obtained recent awards with USAID.

Other specialized aspects that USAID considers include gender, environment, branding/marketing. Please check the solicitation for the below requirements.

- **Gender:** Gender equality is universally recognized as core development objectives, fundamental for the realization of human rights, and key effective and sustainable development outcomes. Applicants/Offerors must address gender in accordance with instructions provided in the solicitation. See [ADS 201](#) for further information.
- **Environment:** Effective implementation of environmental impact assessment ensures that the development activities USAID undertakes are economically sustainable and



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protective of the world's environment. Applicants/Offerors must to address implementation and costs of addressing environmental concerns. Please see [USAID Environmental Compliance](#).

- **Branding/Marking:** Programs under the Foreign Assistance Act must be identified by appropriate USAID branding and marking overseas (some security exceptions may apply). See the solicitation for further information and [ADS 320 and USAID Branding](#).

## Step 7. Negotiation

Your organization may be contacted by the Bureau for Management's Office of Acquisition & Assistance (M/OAA) Agreement or Contracting Officers who are located in Washington or overseas if your proposal or application is being considered for an award. Agreement and Contracting Officers will be your organization's key interface in doing business with USAID. Agreement and Contracting Officers are staffed in Washington D.C. and at field missions worldwide and are involved with all award and administration stages.

Your organization should always submit its best possible response to a USAID solicitation in case USAID decides to make an award without discussion or negotiations.

If USAID does decide to negotiate with your organization before deciding whether to award to you, your organization will want to learn about our [policies](#) that will become a part of the contract or assistance award.

- USAID executes all direct procurement in accordance with [ADS 302](#), the [FAR](#), and USAID's supplement to the FAR, the USAID Acquisition Regulation or [AIDAR](#).
- USAID executes assistance in accordance with [ADS 303](#) and/or [22 CFR 226](#). When it is necessary to implement timely changes prior to a formal amendment of AIDAR, the Procurement/Assistance Executive issues Acquisition & Assistance Policy Directives ([AAPDs](#)).

## Step 8. Award

Once the above steps are completed, USAID will award to the selected organization. In most cases, the organization will be invited to a post-award conference to discuss implementation and any questions that the organization may have. Additionally, throughout the implementation period, the organization may contact the Contracting or Agreement Officer's Representative designated in the award for technical guidance. All matters concerning the award must be directed to the Contracting or Agreement Officer.

In the event the organization cannot reach an agreement with the above individual officers, you may contact our [Ombudsman](#).



USAID is dedicated to protecting the integrity of our foreign assistance efforts and the taxpayer funds entrusted through awards. See the [Partner Compliance & Oversight](#) website for further information and Red Alert notices.



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## IV. Grant and Contract Resources

### Forecast

- [Business Forecasts Opportunities in Washington, D.C.](#) (pdf, 577 Kb)
- [Business Forecasts Opportunities Overseas](#) (pdf, 1 Mb)

### Solicitation

- [Annual Program Statements \(APS\)](#)
- [Requests for Assistance \(RFA\)](#)
- [Requests for Quotes or Proposals \(RFQ/RFP\)](#)
- [Ocean Transportation](#)
- [Ocean Transportation Solicitations, Procurement Information Bulletins \(PIB\), and Award Results](#)
- [Commodities Goods](#)
- [USAID Partner Community Outreach Plan](#) (pdf)

### Evaluate (Submission preparation)

- [How to Register as a Federal Contractor](#)
- [Get a D-U-N-S number](#)
- [Register with the Central Contractor Registration \(CCR\)](#)
- [Business Partner Network](#)
- [PVOs](#)
- [USAID Development Experience Clearinghouse](#)
- [Acquisition Central Site](#)
- [Prime and Major Subcontractor Percentage of Work Overview](#) (word.doc)
- [Past Performance Matrix](#) (excel.xlsx)

### Policies and Resources

- [Federal Acquisition Regulations \(FAR\)](#)
- [USAID Acquisition Regulations \(AIDAR\)](#)
- [A&A Policies and Procedures](#) – Automated Directives System(ADS) Series 300
- [Acquisition and Assistance Policy Directives \(AAPDs\)](#)
- [Code of Federal Regulations\(CFR\)](#)
- [Justification and Approval Documents for Other Than Full and Open Competition \(J&A\)](#)

### Award

- [Selecting Between Acquisition and Assistance \(A&A\)Implementing Instruments](#) (pdf)
- [Ombudsman](#)
- [The Office of Development Partners \(ODP\)](#)
- [USAID Implementing Partnerships](#)
- [Compliance and Oversight](#)
- [RED ALERTS \(COPP\)](#)
- [Excluded Parties List System \(EPLS\)](#)



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- [AID Partner Community Outreach Plan](#)
- [Professional Services Council](#)
- [Inside NGO](#)
- [Society of International Development](#)

### **Grants**

- [Grants.gov](#)
- [Simplified Grants \(pdf\)](#)
- [Grants.gov registration process](#)
- [Cooperative Agreements](#)
- [Grants and Cooperative Agreements to Non-Governmental Organizations \(ADS 303\)](#)
- [Business Forecasts Washington](#)
- [Business Forecasts Missions](#)
- [Grants Programs for NGOs](#)
- [Request For Application \(RFA\)](#)
- [USAID Funding](#)
- [Opportunities for Funding](#)
- [American Schools and Hospitals Abroad \(ASHA\)](#)
- [Child Survival and Health Grants Program](#)
- [Denton Program \(Transportation\)](#)
- [Development Grants Program \(DGP\)](#)
- [Development Innovations Venture \(DIV\)](#)
- [Food for Peace](#)
- [Emergency Programs](#)
- [Development Programs](#)
- [International Food Relief Partnership \(IFRP\)](#)
- [Grand Challenges \(IDEA\)](#)
- [Limited Excess Property Program \(LEPP\) \(IDEA\)](#)
- [Ocean Freight Reimbursement](#)

### **Consulting**

- [Blanket Purchase Agreement Consultants \(BPA\)](#)
- [Available Positions](#)
- [Opportunities under Solicitation No. SOL-OAA-11-000086](#)
- [Amendment No. 8/SOL-OAA-11-000086 - Blanket Purchase Agreement \(BPA\)](#)



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## V. Ocean Transportation

On this page, you will find opportunities for doing business under USAID's food aid program. These opportunities will be directed at firms that supply ocean transportation and related services. Visit [USAID Procurement Announcements](#) for:

- Ocean Transportation Requests for Proposals (RFP)
- Procurement information bulletins
- Award results

Current as well as previous contract awards issued in the past six months are listed. In addition to RFPs for direct USAID contracts, you will also find RFPs issued by Private Voluntary Organizations that participate in the P.L. 480 Food for Peace Title II program.

You can also find [general information](#) about the P.L. 480 Title II program and "[Notices to the Trade,](#)" program participants and several links to other agencies' related websites. The [Ocean Freight Reimbursement \(OFR\) Program](#) is the oldest ongoing Private Voluntary Organization (PVO) support program, allowing recipients to ship a wide variety of goods overseas for use in privately funded development and humanitarian assistance programs. The [Denton Program](#) allows private U.S. citizens and organizations to use space available on U.S. military cargo planes to transport humanitarian goods, such as clothing, food, medical and educational supplies, and agricultural equipment and vehicles, to countries in need.

### Cargo Preference Statistics

These cargo preference statistics represent the tonnage amount and percentage of P.L. 480 Title I food aid cargo shipped on U.S. and foreign flag vessels for USAID's Food for Peace Program. Click below to view.

- [Cargo Preference Statistics for FY 2012](#)

If you cannot view this file, please [click here to download and install the free MS Excel Viewer](#).

For additional information contact the [USAID Transportation Division](#).

Download the USAID Guide to the Grant and Contract Process [here](#).



## **Ocean Freight Reimbursement Overview**

The **Ocean Freight Reimbursement (OFR) Program** is the oldest ongoing Private Voluntary Organization (PVO) support program, allowing recipients to ship a wide variety of goods overseas for use in privately funded development and humanitarian assistance programs. The Program provides small competitive grants to approximately 50 U.S. PVOs each year. Funds are used to reimburse the PVOs' costs to transport donated commodities, such as medical supplies, agricultural equipment, educational supplies, and building equipment to developing countries.

While USAID reimburses the costs of ocean freight, participating PVOs are responsible for associated costs, such as commodity acquisition, warehousing, insurance, local transportation, and distribution. The program leverages resources many times the value of USAID funding. The overall private-public match of these activities averages 126 to 1. The FY2005 budget of \$2.7 million mobilized more than \$340 million in private resources, mainly donated or purchased goods and supplies and volunteer time.

The program is especially important for small and newly [registered](#) PVOs because it allows them to participate in a USAID grant process that is highly competitive, yet not highly complex. Approximately 10 percent of the FY2006/FY2007 grantees were new to the program.

***Contact Person:***

Andrea Molfetto, Traffic Management Specialist, OFR Program Officer, [Office of Acquisition and Assistance, Transportation](#), (202) 567-4701 or [ofr@usaid.gov](mailto:ofr@usaid.gov).



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## USAID Cooperating Sponsors

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<p>Catholic Relief Services Patricia Engers 209 West Fayette Street Baltimore, MD 21201-3443 888-277-7575</p>	<p>Lifelink Logistics Robert Young 46 Front Street, Suite 200 Berea, OH 44017-1911 440-243-1010 <a href="mailto:ryoung@lifelinklogistics.com">ryoung@lifelinklogistics.com</a></p>
<p>ACDI/VOCA Liberia and Bangladesh Buzz Guroff 50 F Street, NW, Suite 1075 Washington, DC 20001 202-879-0604</p>	<p>Muller Shipping Corp. Paul Blizzard One Industrial Plaza, Building E Valley Stream, NY 11581 516-256-7700 <a href="mailto:blizzard@mullershipping.com">blizzard@mullershipping.com</a></p>
<p>ACDI/VOCA Sierra Leone and Uganda Buzz Guroff 50 F Street, NW, Suite 1075 Washington, DC 20001 202-879-0604</p>	<p>Fettig and Donalby Inc. Mike Lagoon 1225 Eye Street, NW, Suite 1200 Washington, D.C. 20005 202-628-5700 <a href="mailto:mlagoon@fettigdonalby.com">mlagoon@fettigdonalby.com</a></p>
<p>Adventist Development and Relief Agency Milton McHenry 12501 Old Columbia Pike Silver Spring, MD 20904 301-680-6338</p>	<p>Missionary Expeditors, Inc. - Cargo Logistics, Inc Mike Ludwick 5620 Tchoupitoulas Street New Orleans, LA 70115 504-891 6300 x 122 <a href="mailto:mikel@mxshipping.com">mikel@mxshipping.com</a></p>
<p>Africare Ms. Binta Cisse 440 R Street, NW Washington, DC 20001 202-338-5378</p>	<p>Fettig and Donalby Inc. Mike Lagoon 1225 Eye Street, NW, Suite 1200 Washington, D.C. 20005 202-628-5700</p>



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<p>Counterpart International Mauritania Mark Holt 2345 Crystal Drive, Suite 301 Arlington, VA 22202 703-236-1200</p>	<p>BKA Logistics Mark Millard 1629 K Street, NW, Suite 600 Washington D.C. 20006 202-331-7395 <a href="mailto:mark.millard@bkalogistics.com">mark.millard@bkalogistics.com</a></p>
<p>Counterpart International Niger Mark Holt 2345 Crystal Drive, Suite 301 Arlington, VA 22202 703-236-1200</p>	<p>Fettig and Donalty Inc. Mike Lagoon 1225 Eye Street, NW, Suite 1200 Washington, D.C. 20005 202-628-5700 <a href="mailto:mlagoon@fettigdonalty.com">mlagoon@fettigdonalty.com</a></p>
<p>Save the Children 54 Wilton Road Westport, CT 06880 203-221-4030</p>	<p>Muller Shipping Corp. Paul Blizzard One Industrial Plaza, Building E Valley Stream, NY 11581 516-256-7700 <a href="mailto:blizzard@mullershipping.com">blizzard@mullershipping.com</a></p>
<p>Save the Children UK</p>	<p>BKA Logistics Mark Millard 1629 K Street, NW, Suite 600 Washington D.C. 20006 202-331-7395 <a href="mailto:mark.millard@bkalogistics.com">mark.millard@bkalogistics.com</a></p>
<p>World Vision 300 Eye Street, NE Washington, DC 20002</p>	<p>Fettig and Donalty Inc. Mike Lagoon 1225 Eye Street, NW, Suite 1200 Washington, D.C. 20005 202-628-5700 <a href="mailto:mlagoon@fettigdonalty.com">mlagoon@fettigdonalty.com</a></p>
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REST Relief Society of Tigray	BKA Logistics Mark Millard 1629 K Street, NW, Suite 600 Washington D.C. 20006 202-331-7395 <a href="mailto:mark.millard@bkalogistics.com">mark.millard@bkalogistics.com</a>
World Food Programme Dierk Stegen Via Cesare Giulio Viola 68/70 00148 Rome Italy 39 06 6513 2841	Geodis Wilson USA Inc. Frank Tripodi 485C Route 1 South, Suite 410 Iselin, NJ 08830 732-362-0608 <a href="mailto:frank.tripodi@us.geodiswilson.com">frank.tripodi@us.geodiswilson.com</a>
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Food for the Hungry Maria McCulley 1224 E. Washington St Phoenix, AZ 85034 480-998-3100 x1164	Missionary Expeditors, Inc. - Cargo Logistics, Inc Mike Ludwick 5620 Tchoupitoulas Street New Orleans, LA 70115 504-891 6300 x 122 <a href="mailto:mikel@mxshipping.com">mikel@mxshipping.com</a>
Project Concern International Christina Gogliarti 5181 Murphy Canyon Road San Diego, CA 92123 619-890-4639	Panalpina Inc. Sherry Sons 22750 Glenn Drive Sterling, VA 20164 703-674 2317



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## VI. Opportunities for Funding

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*There are many different opportunities for funding at USAID. Be sure to review the latest [business](#) and [grant](#) opportunities and review our [business forecast](#) for Washington, DC and our Missions.*

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Below are several other programs that we manage.

### [American Schools and Hospitals Abroad \(ASHA\)](#)

The Office of American Schools and Hospitals Abroad provides grants to competitively selected private, non-profit universities and secondary schools, libraries, and medical centers abroad. Since the inception of the program, ASHA has assisted 237 institutions in over 70 countries, and facilitated the development and sustainment of superior libraries, schools, and medical centers, positively impacting the regions where these institutions are located.

### [Child Survival and Health Grants Program](#)

The Child Survival and Health Grants Program (CSHGP) promotes a unique and productive partnership with U.S. private voluntary (PVOs) and non-profit organizations and their in-country partners. The program supports effective community-based maternal and child health programs that contribute to reducing infant, child, maternal and infectious disease-related mortality and morbidity in developing countries.

PVOs and their local partners provide high quality, sustainable child survival and health interventions in a variety of program settings, from the smallest, most remote communities to large, district- wide programs, partnering with community groups and district and national health authorities.

### [Denton Program \(Transportation\)](#)

The Denton Program allows private U.S. citizens and U.S. based non-governmental organizations to use space available on U.S. military cargo planes to transport humanitarian items such as clothing, food, medical and educational supplies, agricultural equipment and vehicles to countries in need. The program is jointly administered by USAID, the Department of State (DOS), and the Department of Defense (DoD). In FY 2003, over 300,000 pounds of humanitarian goods were sent to seven countries through the Denton program.

Since the Denton program is a space available program, it is impossible to predict when transportation will materialize. Therefore, no guarantees can be made regarding completion of a shipment. Although the program is active in most areas of the world, U.S. military engagement in certain places can have an impact on the space that becomes available.



### [Development Grants Program \(DGP\)](#)

The Development Grants Program is a competitive small grants program, initiated in 2008, that provides opportunities for organizations that have limited or no experience managing direct USAID grants. DGP was designed to expand the number of direct partnerships and to build the capacity of organizations to better meet the needs of their constituents. Successful applicants receive awards for \$2 million or less to implement activities over a three-year period.

### [Development Innovations Venture \(DIV\)](#)

USAID launched Development Innovation Ventures (DIV) as a way of producing development outcomes more effectively and cost-efficiently while managing risk and obtaining leverage. Through DIV, USAID seeks to identify and rigorously test promising projects with the potential to significantly (rather than incrementally) improve development outcomes, and help replicate and scale projects that are proven successful. DIV expects its most successful investments will have an accelerated growth path to reach tens of millions of beneficiaries worldwide within 10 years.

### [Food for Peace](#)

USAID, through funding provided by Public Law 480, Title II, makes commodity donations to Cooperating Sponsors (Private Voluntary Organizations, Cooperatives, and International Organization Agencies) to address the needs of food security in both 5-year development projects and emergency food assistance programs. Food for Peace provides assistance primarily through three types of programs:

- [Emergency Programs](#)
- [Development Programs](#)
- [International Food Relief Partnership \(IFRP\)](#)

### [Grand Challenges](#)

USAID is defining Grand Challenges for Development to focus global attention on specific development outcomes based on transformational, scalable, and sustainable change. Grand Challenge in Development is a way to describe a large and solvable problem. It is not just a statement of a problem, but a definable, and quantifiable goal, that can be achieved over a specified time frame. The goal itself defines the outcomes by which we will measure success.

### [Global Development Alliance \(GDA\)](#)

The Global Development Alliance is an innovative public-private alliance model for improving social and economic conditions in developing countries. It combines the assets and experience of strategic partners, leveraging their capital and investments, creativity, and access to markets, to solve complex problems facing government, business, and communities. Through 2006, USAID had put together more than 600 public-private partnerships, committing \$1.5 billion and leveraging \$4.8 billion of partner resources.



### [Limited Excess Property Program](#)

Through the Limited Excess Property Program (LEPP), Private Voluntary Organizations (PVOs) can acquire U.S. government excess property for use in their programs and projects overseas. To participate they must be registered with United States Agency for International Development (USAID) and take the equipment on an as is, where is basis. Through LEPP, USAID makes it possible for millions of dollars of excess property to be utilized in dozens of developing countries.

### [Ocean Freight Reimbursement](#)

The Ocean Freight Reimbursement (OFR) Program provides small competitive grants to approximately 50 U.S. Private Voluntary Organizations (PVOs) each year, allowing recipients to ship a wide variety of goods overseas for use in privately funded development and humanitarian assistance programs. Funds are used to reimburse the PVOs' costs to transport donated commodities, such as medical or educational supplies, agricultural equipment and construction equipment to developing countries.

OFR is on a two-year cycle so Requests for Applications (RFAs) are released (bi-annually). The Program reaches out to small and/or newly registered PVOs by providing grants to many first-time applicants. [Click here](#) for more information on how to become a registered PVO. Download the USAID Guide to the Grant and Contract Process [here](#).



## **American Schools and Hospitals Abroad**

USAID's American Schools and Hospitals Abroad (ASHA) program administers a worldwide grant program that reflects both the innovative spirit and generosity of citizens of the United States.

For more than a century, the program has been expanding educational and medical opportunities in Africa, Asia, Eurasia, Europe, Latin America, the Caribbean and the Near East, by creating institutions that incorporate America's high educational standards.

### **The ASHA program provides grants to competitively selected organizations, including:**

- Private, non-profit universities and secondary schools
- Libraries
- Medical centers

These educational and medical institutions offer opportunities in areas of the world where often little exists. They create a foundation for development by training future leaders in a wide variety of disciplines, while providing an understanding of American economic, scientific and social practices and institutions.

### **ASHA organizations effectively:**

- Provide the benefits of American ideas and practices in education and health
- Serve as demonstration and study centers
- Foster interchange, mutual understanding, and favorable relations with the United States

ASHA grants are awarded to assist in capital improvements such as building or renovation of facilities and procurement of scientific, medical and educational equipment. The ability of applicants to raise funds from other sources for grant-supported activities is an important consideration in the application review process. The overseas institutions are encouraged to fund a portion of their operating expenses from tuition, fees, private contributions and earnings from endowments.

### **Mission**

To assist schools, libraries, and medical centers outside the United States to serve as study and demonstration centers for American ideas and practices.



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ASHA's grants help these institutions demonstrate to people overseas the achievements of the United States in education, training, research and medicine.

These educational and medical institutions create a foundation for development by training future leaders in a wide variety of disciplines, while providing an understanding of American economic, scientific and social practices and institutions.

### **Business Model**

ASHA grants assist in capital improvements, such as building or renovation of facilities, and procurement of scientific, medical and educational equipment.

Grants are awarded annually following a competitive assessment of the merits of sponsors, institutions, and the rationale for the project.

ASHA currently manages a worldwide portfolio of over 200 competitively awarded grants and continues to award 35 to 40 new grants of each year.

Since the inception of the program, ASHA has assisted 237 institutions in over 70 countries, and facilitated the development of superior libraries, schools, and medical centers in Africa, Asia, Eurasia, Europe, Latin America, the Caribbean and the Near East.

See the list of [ASHA Assisted Institutions](#) for the names of grant recipients.

### **Criteria for ASHA grants:**

- Grants are made to U.S. sponsors for the exclusive benefit of institutions abroad.
- Recipients of ASHA grants on behalf of overseas institutions must be tax-exempt private U.S. organizations, headquartered in the United States. The U.S. organization must also serve as the founder for and or sponsor of the overseas institution.
- Schools must be for secondary or higher education, and hospital centers must conduct medical education and research outside the United States.
- The overseas institutions are encouraged to fund a portion of their operating expenses from tuition, fees, private contributions and earnings from endowments.

### **Past Examples of ASHA grants**

ASHA awarded \$3.2 million for the expansion of the **Tilganga Eye Center** in Nepal, and the purchase of hospital equipment and furnishings. The six-story, 130,000 sq. ft. building, which can treat 1,500 people at a time, was built in partnership with the Fred Hollows Foundation, the Himalayan Cataract Project, and Australian Aid (AusAID).



In Liberia, ASHA provided \$500,000 to **Cuttington University** to renovate their water and sewer systems. Cuttington is a recognized center for academic excellence, and their former students include former Liberian Presidents and 30% of the professional workforce of the government.

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### **Attention Potential Grant Applicants**

The [Solicitation for Applications for FY 2013 funding](#) is now available. Applications must be received no later than **5:00 p.m. Eastern Time (ET) on April 15, 2013**. NOTE: In order to be able to apply for ASHA funding, you must first register with Grants.gov and the Central Contractor Registration (<http://www.ccr.gov>) as well as have a DUNS Number. Information is available on [http://www.grants.gov/applicants/organization\\_registration.jsp](http://www.grants.gov/applicants/organization_registration.jsp)

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### **Contact Info:**

Director: Tamra Halmrast-Sanchez, [THalmrast-Sanchez@usaid.gov](mailto:THalmrast-Sanchez@usaid.gov)

Senior Grants Manager/Deputy Director: Kerrin Goodspeed, [KGoodspeed@usaid.gov](mailto:KGoodspeed@usaid.gov)

Senior Program Advisor: Gary Barrett, [GBarrett@usaid.gov](mailto:GBarrett@usaid.gov)

Africa and Middle East Programs: Mary Herbert, [MHerbert@usaid.gov](mailto:MHerbert@usaid.gov)

Latin America, Asia, Europe, Eurasia Programs: Ebony Simmons, [ESimmons@usaid.gov](mailto:ESimmons@usaid.gov)

Engineer: Mark Tipton, [MTipton@usaid.gov](mailto:MTipton@usaid.gov)

The Office of American Schools and Hospitals Abroad (ASHA) awards grants under [Section 214 of the Foreign Assistance Act of 1961](#) (pdf, 4Mb), as amended.



## Regional Overviews

### ASHA in Africa

Since 1959 ASHA has awarded \$86 million in assistance to private institutions in Africa. ASHA's primary objective is to strengthen the capacity of institutions in the Africa to demonstrate American advances in educational and medical technology and practices in the areas of research, training and patient care.

The impact of ASHA grants has increased the number and quality of institutions of higher learning and hospital centers in Africa. The grants have also contributed to improvements in the socio-economic livelihoods of the communities served and increased mutual understanding between the people of the United States and countries in Africa.

Educational institutions in this region provide academic and vocational training at the high school, undergraduate and graduate levels. The universities offer programs in:

- Liberal arts
- Business
- Medicine
- Nursing
- Agriculture
- Sciences

One of the first institutions to receive an ASHA grant in Africa was Cuttington University College in Liberia--the oldest private, co-educational, four-year degree granting institution in sub-Saharan Africa.

Many graduates and recipients of services provided by ASHA-assisted institutions in Africa are now key decision-makers in their respective fields. They include government ministers and parliamentarians, as well as professionals in education, law, medicine and business.

See the list of [ASHA Assisted Institutions](#) for the names of grant recipients.

For more information on ASHA in Africa [email](mailto:mherbert@usaid.gov) Mary Herbert - [mherbert@usaid.gov](mailto:mherbert@usaid.gov), Agreement Officer's Representative (AOR), American Schools & Hospitals Abroad (ASHA), Bureau of Democracy, Conflict and Humanitarian Assistance.

### ASHA in Asia

Since 1959, ASHA has awarded about \$127 million in assistance to various private institutions in Asia.



ASHA-assisted institutions have contributed to the academic and medical infrastructure of several countries in Asia, such as China, India, Nepal, Pakistan, the Philippines and Thailand. The impact of these projects has increased the number and quality of institutions of higher learning, hospital centers and clinics in Asia.

One of the first institutions to receive an ASHA grant in Asia was The Nancy Fulwood Hospital in Pakistan--a medical institution that began as a clinic and developed into a full general hospital serving about 40,000 patients annually.

Private institutions providing academic training at the undergraduate and graduate levels have been supported through the ASHA program, offering programs in:

- Liberal arts
- Business
- Medicine
- Nursing
- Sciences

Many alumni of these institutions are now key decision makers in their respective fields.

ASHA grants have also contributed to improvements in the socio-economic livelihoods of the communities served and increased mutual understanding between the people of the United States and countries in Asia.

See the list of [ASHA Assisted Institutions](#) for names of grant recipients.

For more information on ASHA in Asia [email](mailto:kgoodspeed@usaid.gov) Kerrin Goodspeed - [kgoodspeed@usaid.gov](mailto:kgoodspeed@usaid.gov), Agreement Officer's Representative (AOR), American Schools & Hospitals Abroad (ASHA), Bureau of Democracy, Conflict and Humanitarian Assistance.

### **ASHA in Europe and Eurasia**

Since 1959 ASHA has awarded approximately \$101 million in assistance to private institutions in Europe and in Eurasia since the break-up of the Soviet Union.

ASHA grants have enhanced the academic and agriculture infrastructure of some countries in the region, and increased the number and quality of institutions of higher learning, hospitals and clinics in Europe and Eurasia. Educational institutions in the region provide academic and vocational training at the high school, undergraduate and graduate levels.

Universities in the region offer programs in:

- Liberal arts
- Business



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- Agriculture
- Sciences

Many graduates and recipients of services from ASHA-assisted institutions in the region are now key decision makers in their respective fields. They include key members of the executive and legislative branches of Government.

ASHA's primary objective in funding grants in this region is to strengthen the capacity of beneficiary institutions to demonstrate American advancements in education and medical technology and practices in the areas of research, training and patient care.

Projects funded by ASHA grants have also contributed to improvements in the socio-economic livelihoods of the communities served and increased mutual understanding between the people of the United States and those of Europe and Eurasia.

See the list of [ASHA Assisted Institutions](#) for names of grant recipients.

For more information on ASHA in Asia [email](mailto:kgoodspeed@usaid.gov) Kerrin Goodspeed - [kgoodspeed@usaid.gov](mailto:kgoodspeed@usaid.gov), Agreement Officer's Representative (AOR), American Schools & Hospitals Abroad (ASHA), Bureau of Democracy, Conflict and Humanitarian Assistance.

### **ASHA in Latin America and the Caribbean**

Since 1959 ASHA has awarded about \$135 million in assistance to various private institutions in Latin America and Caribbean.

ASHA's primary objective is to strengthen the capacity of these institutions through demonstrating American advances in education, medical technology and practices in the areas of:

- Research
- Training
- Patient care

The educational institutions in this region provide academic and vocational training at the high school, undergraduate and graduate levels. Universities offer programs in the liberal arts, business, medicine, nursing, agriculture, and the sciences. Some of these institutions have extended the use of American ideas and practices to improve agricultural productivity and to combat poverty in rural areas.

The impact of these projects has increased the number and quality of institutions of higher learning, hospitals and clinics.



Many alumni of academic institutions and recipients of services from medical institutions assisted by ASHA in Latin America and the Caribbean are now key decision makers in their respective fields.

The grants have also contributed to improvements in the socio-economic livelihoods of the communities served and increased mutual understanding between the people of the United States and Latin America and the Caribbean.

See the list of [ASHA Assisted Institutions](#) for names of grant recipients.

For more information on ASHA in Latin America and the Caribbean [email](mailto:kgoodspeed@usaid.gov) Kerrin Goodspeed - [kgoodspeed@usaid.gov](mailto:kgoodspeed@usaid.gov), Agreement Officer's Representative (AOR), American Schools & Hospitals Abroad (ASHA), Bureau of Democracy, Conflict and Humanitarian Assistance.

### **ASHA in the Near East**

ASHA has awarded about \$471 million in assistance to private institutions in the Near East since 1959 and continues to support many institutions in the region today.

The primary objective of ASHA grants is to strengthen the capacity of these institutions to demonstrate American advances in educational and medical technology and practices in the areas of:

- Research
- Training
- Patient care

ASHA-assisted institutions have contributed to the business, scientific and medical infrastructure of many countries in the region.

The impact of these projects has increased the number and quality of institutions of higher learning, hospitals and clinics in the Near East.

Educational institutions in this region provide academic training at the high school, undergraduate and graduate levels. These institutions offer a varied curriculum, including baccalaureate degrees in English, the liberal arts, accounting, business administration, education and nursing.

ASHA grants have also contributed to improvements in the socioeconomic livelihoods of the communities served and increased mutual understanding between the people of the United States and the Near East.

See the list of [ASHA Assisted Institutions](#) for names of grant recipients.



For more information on ASHA in the Near East [email](mailto:mherbert@usaid.gov) Mary Herbert - [mherbert@usaid.gov](mailto:mherbert@usaid.gov), Agreement Officer's Representative (AOR), American Schools & Hospitals Abroad (ASHA), Bureau of Democracy, Conflict and Humanitarian Assistance.

### **Non-Country Specific ASHA Assistance**

In addition to regional programs, ASHA has awarded approximately \$78 million in assistance to various Private and Non-Governmental Organizations that administer global programs.

They include organizations that:

- Transport services to remote areas of the world where such services are either unavailable or in very limited supply.
- Provide training in health education and medical services to indigenous populations of remote areas of the world.

Project HOPE and Mercy Ships are two organizations that have successfully used ASHA funds to meet the growing health care needs of the developing world.

**Project HOPE**, based in the U.S. and whose mission is "Health Opportunities for People Everywhere," alleviates suffering, saves lives, and helps communities attain lasting improvements in healthcare.

With assistance from ASHA, Project HOPE provides training in health and medical services to about thirty countries annually. Project HOPE reaches more than one million people worldwide and operates medical education and policy research programs in seventy countries on five continents, including North America.

**Mercy Ships** is a global charity that has operated hospital ships in developing nations since 1978. Mercy Ships brings hope and healing to the forgotten poor by mobilizing people and resources worldwide, and serving all people without regard for race, gender, or religion. The Africa Mercy is a seagoing vessel that contains six operating rooms and over 450 volunteer crew at any one time. This floating hospital has brought hope and healing to countries in West Africa: war-torn Liberia, Benin and currently Togo. The ship provides a safe working and living environment that allows highly qualified volunteers to fully maximize their skills for the benefit of the poor and for those who come for training.

The Africa Mercy provides an immediate impact in the form of free surgeries – dental, eye, orthopedic, cleft palate repair, and tumor removal. But the training provided by Mercy Ships creates a continuing impact long after the ship has left port.

This training includes:



- Surgical training for African physicians
- Health education
- Mental health training for health care workers and community leaders
- Community development training in sustainable, organic agriculture

The successes of organizations like Project HOPE and the Mercy Ships demonstrate American education and medical technology worldwide. This fosters a favorable image of the United States overseas and increases mutual understanding between Americans and other nations.

See the list of [ASHA Assisted Institutions](#) for names of grant recipients.

For more information on non-country specific ASHA assistance [email](mailto:mherbert@usaid.gov) Mary Herbert - [mherbert@usaid.gov](mailto:mherbert@usaid.gov), Agreement Officer's Representative (AOR), American Schools & Hospitals Abroad (ASHA), Bureau of Democracy, Conflict and Humanitarian Assistance.

You can also see a list of ASHA program institutions at [ASHA Assisted Institutions](#)



### ASHA Assisted Institutions

Since its inception, the ASHA program has facilitated the development of superior libraries, schools, and medical centers in over 70 countries.

The program has assisted 237 institutions, which continue to positively impact the regions they are located in. The program currently manages a worldwide portfolio of over 200 grants. Up to 40 new grants are awarded every year.

The tables below provide a list of ASHA-assisted institutions in Africa, Asia, Eurasia, Europe, Latin America, the Caribbean and the Near East, from 2000 to the present.

#### Africa

Country	Overseas Institutions (OSIs)
ANGOLA	EVANGELICAL MEDICAL CENTER OF LUBANGO
ANGOLA	UNIVERSITY AGOSTINHO NETO
GHANA	ASHESI UNIVERSITY
GHANA	KOMO ANOKYE TEACHING HOSPITAL
KENYA	AFRICAN MEDICAL & RESEARCH SCHOOL
KENYA	CHRISTIAN LIFE COMMUNITY SECONDARY SCHOOL
KENYA	CURE'S CHILDREN'S HOSPITAL OF KENYA
KENYA	FRIENDS LUGULU HOSPITAL
KENYA	UNIVERSITY OF EASTERN AFRICA
KENYA	UNITED STATES INTERNATIONAL UNIVERSITY
LIBERIA	CUTTINGTON UNIVERSITY
MALAWI	BEIT TRUST CURE INTERNATIONAL HOSPITAL
MALAWI	EKWENDENI HOSPITAL
MALAWI	MULANJE MISSION HOSPITAL
MALAWI	NKHOMA MISSION HOSPITAL
MOROCCO	UNIVERSITY OF NORTH AFRICA
SOUTH AFRICA	WILBERFORCE INSTITUTE
SUDAN	AFRICAN MEDICAL & RESEARCH SCHOOL-SUDAN
TANZANIA	AFRICAN MEDICAL & RESEARCH SCHOOL-TANZANIA
TANZANIA	BUGANDO MEDICAL CENTER



TANZANIA	KISARAWA LUTHERAN JR. SEMINARY
TANZANIA	LOYOLA HIGH SCHOOL
TANZANIA	NIANJEMA SECONDARY SCHOOL
TANZANIA	PEACE HOUSE SECONDARY SCHOOL
TANZANIA	SECONDARY EDUCATION FOR GIRLS' ADVANCEMENT
UGANDA	CURE CHILDREN'S HOSPITAL OF UGANDA
UGANDA	UGANDA CHRISTIAN UNIVERSITY
ZAIRE	GOOD SHEPHERD HOSPITAL
ZAMBIA	CENTER FOR INFECTIOUS DISEASE RESEARCH
ZAMBIA	CURE INTERNATIONAL HOSPITAL OF ZAMBIA
ZAMBIA	MACHA HOSPITAL
ZIMBABWE	AFRICA UNIVERSITY

**Asia**

<b>Country</b>	<b>Overseas Institutions (OSIs)</b>
CAMBODIA	SIHANOUK HOSPITAL CENTER OF HOPE
CHINA	CENTER FOR AMERICAN STUDIES-FUDAN
CHINA	NANJING CTR. CHIN/AMERICAN STUDIES
CHINA	PROJECT HOPE/SHANGHAI
INDIA	ISABELLA THOBURN COLLEGE
INDIA	KING EDWARD MEMORIAL HOSPITAL
INDIA	SCHIEFFELIN LEPROSY R&T CENTER
INDIA	VELLORE CHRISTIAN MEDICAL COLLEGE
INDIA	WANLESS HOSPITAL
INDONESIA	SATYA WACANA CHRISTIAN UNIVERSITY
NEPAL	ANANDABAN HOSPITAL
NEPAL	LALITPUR NURSING CAMPUS
NEPAL	TILGANGA EYE CENTRE
PAKISTAN	NANCY FULWOOD HOSPITAL
PAKISTAN	FORMAN CHRISTIAN COLLEGE
PHILIPPINES	KING'S COLLEGE OF ISULAN



THAILAND	PAYAP UNIVERSITY
VIETNAM	DANANG BINH DAN HOSPITAL

**Europe/Eurasia**

Country	Overseas Institutions (OSIs)
ALBANIA	HARRY T. FULTZ TECHNICAL HIGH SCHOOL
ARMENIA	AMERICAN UNIVERSITY OF ARMENIA
ARMENIA	ARMENIAN AMERICAN WELLNESS CENTER
BULGARIA	AMERICAN COLLEGE OF SOFIA
BULGARIA	AMERICAN UNIVERSITY IN BULGARIA
CZECH REPUBLIC	CENTER FOR ECONOMIC RESEARCH & GRADUATE EDUCATION
GREECE	AMERICAN COLLEGE OF GREECE
GREECE	AMERICAN FARM SCHOOL
GREECE	ANATOLIA COLLEGE
GREECE	ATHENS COLLEGE IN GREECE
KOSOVO	AMERICAN UNIVERSITY IN KOSOVO
KYRGYZSTAN	AMERICAN UNIVERSITY IN CENTRAL ASIA
ITALY	BOLOGNA CENTER

**Latin America & the Caribbean**

Country	Overseas Institutions (OSIs)
BOLIVIA	ESCUELA SALESIANA MUYURINA
BRAZIL	ESPERANCA MEDICAL CENTER
COSTA RICA	EARTH UNIVERSITY
GUATEMALA	ASOCIACION K'ASLIMAAL
HAITI	HAITIAN NURSING SCHOOL
HAITI	HOSPITAL ALBERT SCHWEITZER
HAITI	HOSPITAL SAINTE CROIX
HAITI	INTERNATIONAL CHILD CARE HAITI
HONDURAS	CURE ORTHOPEDIC CLINIC AND HOSPITAL
HONDURAS	PAN-AMERICAN AGRICULTURAL SCHOOL



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MEXICO	AMERICAN/BRITISH COWDRAY HOSPITAL
MEXICO	UNIVERSIDAD DE LAS AMERICAS-PUEBLA
NICARAGUA	AVE MARIA UNIVERSITY LATIN AMERICA CAMPUS
NICARAGUA	FABRETTO PREPARATORY ACADEMIES AT LA
PERU	UNIVERSIDAD ANTONIO RUIZ DE MONTOYA

**Near East**

<b>Country</b>	<b>Overseas Institutions (OSIs)</b>
AFGHANISTAN	CURE INTERNATIONAL HOSPITAL & FAMILY CENTER
EGYPT	AMERICAN UNIVERSITY IN CAIRO
EGYPT	COPTIC EVANGELICAL ORGANIZATION FOR SOCIAL SERVICES
ISRAEL	FEINBERG GRADUATE SCHOOL
ISRAEL	HADASSAH MEDICAL CENTER
ISRAEL	NAZARETH HOSPITAL
ISRAEL	TEL AVIV UNIVERSITY
ISRAEL	THE HEBREW UNIVERISITY OF JERUSALEM
ISRAEL	SANZ LANIADO MEDICAL CENTER
ISRAEL	SHAARE ZEDEK MEDICAL CENTER
JORDAN	AMERICAN CTR./ORIENTAL RESEARCH
LEBANON	AMERICAN UNIVERSITY OF BEIRUT
LEBANON	AMERICAN COMMUNITY SCHOOL
LEBANON	INTERNATIONAL COLLEGE OF BEIRUT
LEBANON	LEBANESE AMERICAN UNIVERSITY
TURKEY	ROBERT COLLEGE
TURKEY	TARSUS AMERICAN SCHOOL
TURKEY	AMERICAN COLLEGIATE INSTITUTE
TURKEY	USKUDAR AMERICAN ACADEMY
WEST BANK / PALESTINE	BETHLEHEM UNIVERSITY
WEST BANK / PALESTINE	RAMALLAH FRIENDS SCHOOL



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**Non-Country Specific**

Country	Overseas Institutions (OSIs)
GLOBAL	AFRICA MERCY SHIP



## How to Apply for an ASHA Grant

- USAID's American Schools and Hospitals Abroad program accepts applications for assistance from U.S.-based sponsors of schools, libraries and hospital centers abroad.
- Applications are submitted in response to a Request for Applications (RFA), which are announced and published on the [www.grants.gov](http://www.grants.gov) website.
- All applications must be submitted using the [Standard Form 424](#). Each announcement provides specific instructions regarding the information that applicants need to provide, such as description of the activity, budget documentation and other required information.
- All applicants must submit a complete and accurate grant application via [www.grants.gov](http://www.grants.gov)

## Eligibility Criteria

To be considered for an ASHA grant, an applicant must be a bona fide private, non-profit founding or sponsoring organization. The organization must be founded by United States citizens based in the United States.

### Specifically, applicants must:

- Be a non-profit United States Organization (USO), for example, a nonprofit university or a tax exempt organization.
- Demonstrate a continuing supportive relationship with the overseas institution (OSI). Proof of financial and management support for the OSI for 2 years must be provided as evidence that this requirement has been met.

### An education OSI must:

- Offer an instruction program for the secondary or higher level which reflects American educational ideas and practices. Education at the elementary level is not eligible for the ASHA program.
- Offer a broad academic program which includes instruction on the history, geography, political science, cultural institutions or economics of the United States.
- Use English in instruction or teach English as a second language. The English language requirements need not apply to a school offering a specialized course of study.

### A hospital center OSI must:

- Be involved in medical education and research, in addition to being a treatment facility.



**All OSIs must meet the following requirements:**

- The majority of the users of any institution, e.g., students or patients, must be citizens of countries other than the U.S.
- The institution must be open to all persons regardless of race, religion, sex, color or national origin. This requirement does not require enrollment of students of both sexes at educational institutions enrolling males or females only.
- Assistance may not be used to support any inherently religious activities, such as worship, religious instruction or the conversion of users to other faiths or religions.
- The institution must be located outside the U.S. and should not be under the control or management of a government or any of its agencies. The receipt of financial or other assistance from a government or government agency or compliance with national educational or medical standards required by the country where the institution is located does not in itself mean that the institution is “under the control or management” of such government.
- The land, construction or renovation, must either be owned by the USO or OSI. If the land is not owned, the USO or OSI must have a long term lease where the current end date is at least 50 years from the application date.

**For more information about the program or RFA announcements:**

- [Email](mailto:kgoodspeed@usaid.gov) Kerrin Goodspeed, Grants Management Specialist - [kgoodspeed@usaid.gov](mailto:kgoodspeed@usaid.gov)

**Key Terms**

*"An Applicant"* refers to the United States Organization (USO), which is the Founder or Sponsor of an overseas institution (OSI) and accepts an ASHA grant on behalf of the OSI.

*"A bona fide Private Nonprofit Organization"* refers to any corporation, association, cooperative or other organization, founded by U.S. citizens who reside in the U.S., which (a) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public's interest; (b) is not organized primarily for profit; and (c) uses its net proceeds to maintain, improve, and/or expand its operations. The said entity should be designated as a nonprofit organization by the United States Internal Revenue Service under section 501(c)(3) of the Internal Revenue Code.

*"A Founder"* refers to a United States Nonprofit Organization, founded by U.S. citizens who are based in the United States, that established and played a principal role in bringing into being an



overseas institution. The Founding organization must own or hold title to the assets of the overseas institution.

*"A Sponsor"* refers to a United States Nonprofit Organization founded by U.S. citizens who reside in the U.S., that through the provision of financial and management support, has demonstrated a continuing relationship with an overseas institution, for which it is seeking assistance. The Sponsor does not have to own or hold title to the assets of the overseas institution. The overseas institution must hold title to the assets or a long term lease.



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## **Letter of Credit (LOC) Account Set-Up and Payment Procedures**

The Letter of Credit (LOC) is a payment method that authorizes grant recipients to request an electronic drawdown/advance of funds approved by USAID's agreement officers via award documents. USAID has outsourced its LOC award drawdown/advances and reporting services to the U.S. Department of Health and Human Services (DHHS). DHHS operates the Payment Management System (PMS) which is a centralized grants payment and cash management system. The PMS is a web-based system and serves as the fiscal intermediary between the awarding agencies and the grantees. Each grantee has a separate PMS/LOC account for drawing funds and reporting disbursements. All awards applicable to a grantee will be covered under one PMS/LOC account. In the case of a public international organization (PIO) with multiple offices operating in different locations, a central office should be responsible to make drawdowns and submit consolidated financial reports through the PMS.

### **The procedures to establish your PMS Account at DHHS are:**

1. The LOC grantee completes and submits the **"SF-1199A - Direct Deposit Sign-Up Form"** and **"Division of Payment Management Payment Management System Access Form"** to the following address :

ATTN: James DuBois  
U.S. Agency for International Development  
M/CFO/CMP - LOC Unit  
1300 Pennsylvania Ave., NW  
SA-44, Room 430-J  
Washington, D.C. 20523-7700

For Hand Delivery by Local Courier:  
301 4th Street, SW  
Washington, DC 20024

The **"SF-1199A"** can be downloaded from the web page: <http://www.fedforms.gov>. The **"Division of Payment Management Payment Management System Access Form"** can be downloaded from the web page: [http://www.dpm.psc.gov/grant\\_recipient/guides\\_forms/ffr\\_user\\_form.aspx](http://www.dpm.psc.gov/grant_recipient/guides_forms/ffr_user_form.aspx). The forms should be submitted by U.S. Mail or Courier Delivery. **Faxed or scanned e-mail copies of the document will not be accepted to set-up your PMS account. Only documents with original signatures by the Grantee and Banking Institution will be accepted to establish your LOC account.**

### **Instructions for completing the SF-1199A:**

- Section 1, Block B - may be left blank or completed with the name of the organization and not of a person.



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- Section 1, Block C - should be completed with the organization's EIN or Federal Tax ID. All U.S. based organizations should have an EIN or Federal Tax ID, however if the organization does not have the proper ID then a brief explanation should be provided.
  - Section 1, blocks D & E – self-explanatory (investment bank account will not qualify)  
NOTE: overwrite or erasure of the entry is not acceptable.
  - Section 1, block F – select “other” and enter “USAID”
  - Section 1, block G – leave blank.
  - Section 2 - for Government Agency Name enter USAID and the above address.
  - Section 3 - of the form has to be completed and signed by the bank representative.
  - Routing Number and Depositor Account Title are required.
- The Bank/account should be in the U.S.  
SPECIAL NOTE: The “SF-1199A” should be signed by your organization's representative authorized to request funds (drawdown) from DHHS/PMS. The document requires original signatures of your organization and the bank's representatives.
2. Once the LOC Unit receive and reviews the above original forms for completeness, they are then forwarded to DHHS to establishing your PMS Account.
  3. DHHS verifies the information on the SF-1199A and if correct, registers the organization into their Payment Management System. Once a grantee is entered into the system an Account Number, Payee ID Number (PIN), and Entity ID number (EIN) is generated for each grantee. The PMS generated account number is e-mailed by DHHS to M/CFO/CMP as a confirmation that the account has been established. M/CFO/CMP in turn provides the grantee with the above information.
  4. DHHS forwards the Access Codes to your organization's authorized person (whose signature appears on the SF-1199A) and the instructions on how to access the PMS/SmartLink via the internet.
  5. Once the DHHS PMS account has been established and the award has been obligated in USAID's accounting system by USAID procurement staff the obligated funding will be posted to the PMS/LOC account and will be available to drawdown for immediate disbursement needs The authorized user may view the PMS on-line inquiry report to see if funds are available for drawdown.



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### **Grantees' Letter of Credit Drawdown/Advance Payment Procedures:**

1. Once funds are available in the DHHS PMS, grantees can request funds (drawdown/advance) electronically from DHHS through the internet. Each request should not exceed the grantee's immediate disbursement needs (up to 7 days).
2. The grantee's primary contact person will be contacted by DHHS if there are questions concerning the drawdown request. If approved the drawdown is deposited to the grantee's U.S. bank account. The review process and deposit of the funds is generally complete within 24 hours of receipt of the request. USAID receives reports of these payment transactions which are then interfaced into USAID's accounting system.
3. There is a designated account representative in the Division of Payment Management, Cross-Servicing Payment Branch of DHHS to assist the grantee on matters related to access to the DHHS PMS, fund requests/payments and Federal Financial Report (FFR) reporting. Michelle Andrews is the designated accountant for USAID accounts. She can be reached by e-mail: (Michelle.Andrews@psc.hhs.gov) telephone: 301-492-4996 or fax: 301-443-0377. NOTE: Questions on funds availability should be directed to the USAID LOC Team.
4. On a quarterly basis grantees are required to report expenditures/liquidations to DHHS electronically on the Federal Financial Report (FFR/SF-425), lines 10a – 10c and the FFR Attachment (SF-425A). This is a consolidated report of all LOC awards issued to an organization under the same PMS account. Delinquent reporting will result in delayed approval of future requests for funds.
5. The grantees are also required to submit a separate quarterly Federal Financial Report (FFR/SF-425), Lines 10d – 10o, for each award to the USAID technical/program office specified in the award documents. A copy of the "**Final**" Federal Financial Report (FFR/SF-425) report for each individual award is to be submitted to the USAID LOC Team at [locfinalreport@usaid.gov](mailto:locfinalreport@usaid.gov). The Federal Financial Report (FFR/SF-425) is available in PDF or Excel format at the OMB website: [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).
6. Please visit the DHHS/Division of Payment Management (DPM) website to learn more about DHHS payment and reporting processes/requirements. <http://www.dpm.psc.gov/>
7. Contact Person: James DuBois, [jdubois@usaid.gov](mailto:jdubois@usaid.gov), 202.567.5141, Fax No. 202.567.5264



## VII. Unsolicited Proposals & Grant Applications

You never know where the next great idea will come from. That's why USAID welcomes unsolicited contract proposals and assistance applications for consideration. We do review every submission, but can only approve only a small number, so please read this guidance carefully.

### Definitions

- **An unsolicited proposal refers to contracts.** It is a written proposal for a new or innovative idea that is submitted on the initiative of the offeror for the purpose of obtaining a contract with the Government, and that is not in response to a request for proposals or any other Government-initiated solicitation or program.
- **An unsolicited application refers to grants or cooperative agreements.** It is a written request for a grant that represents an appropriate use of Agency funds to support or stimulate a public purpose.

### Unsolicited Proposals

The USAID policy for Unsolicited Proposals for contracts can be found in [ADS Chapter 302](#), USAID Direct Contracting, section 302.3.4.2. Consult [Guidelines for Submitting Unsolicited Contract Proposals](#) for further information.

### Basic Eligibility Criteria for Unsolicited Proposals

While all proposals will be received and reviewed for funding, anyone who applies must keep in mind that resources are limited. Potential offerors should be aware that USAID will be able to approve only a small number. To be legally eligible for consideration, unsolicited proposals should be:

- Innovative and unique
- Independently originated and developed by the offeror
- Prepared without U.S. Government supervision, endorsement, direction, or direct Government involvement
- Include sufficient detail to permit a determination that USAID support could be worthwhile and the proposed work could benefit USAID's research and development or other responsibilities
- Not be an advance proposal for a known USAID requirement that can or will be acquired by competitive methods.



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## **Required Contents for Unsolicited Proposals**

### **Basic Information**

- Offeror's name, address, and type of organization (profit, nonprofit, educational, small business, etc.)
- Names and telephone numbers of technical and business personnel to be contacted for evaluation or negotiation purposes
- Identification of proprietary data to be used for evaluation purposes only
- Names of other Federal, State, or Local agencies or parties receiving the proposal or funding the proposed effort
- Date of submission
- Signature of a person authorized to represent and contractually obligate the offeror

### **Technical Information**

- Concise title and abstract (approximately 200 words) of the proposed effort
- A reasonably complete discussion stating the objectives of the effort or activity, the method of approach and extent of the effort to be employed, the nature and extent of the anticipated results, and the manner in which the work will help to support the accomplishment of USAID's mission
- Names and biographical information of the offeror's key personnel who would be involved, including alternates
- Type of support needed from USAID (facilities, equipment, materials, or personnel resources)

### **Supporting Information**

- Proposed price or total estimated cost for the effort presented in sufficient detail for meaningful evaluation
- Period of time for which the proposal is valid (suggested six month minimum)
- Type of contact preferred
- Proposed duration of effort



- Brief description of the organization, previous experience in the field, and facilities to be used
- Other statements, if applicable about organizational conflicts of interest, security clearances, and environmental impacts

### **Limited Use of Data**

An offeror may restrict the data included in its unsolicited proposal by marking the proposal with the legend set forth in Federal Acquisition Regulation (FAR) Section 15.609. You can access the FAR at <https://www.acquisition.gov/far/>.

### **Unsolicited Grants and Cooperative Agreements**

Guidance on unsolicited grants and cooperative agreements is provided in [ADS Chapter 303](#), Grants and Cooperative Agreements to Non-Governmental Organizations, section 303.3.5.5, “Unsolicited Concept Papers and Applications.”

Unsolicited applications are those submitted to USAID for an award by an applicant solely on his or her initiative, without prior formal or informal solicitation by USAID.

USAID may make an award based on an unsolicited application, without the benefit of competition, when the application:

- Clearly demonstrates a unique, innovative, or proprietary program;
- Represents an appropriate use of USAID funds to support or stimulate a public purpose; and
- Fits within an existing Development Objective.

When the terms of an unsolicited application fit within the scope of a published and open Annual Program Statement (APS), the application may be considered under the APS. The unsolicited application is then considered to have been competed under the APS and no justification for an exception to competition is required.

This exception may not be used for non-competitive extensions to existing awards. A recipient’s request to extend an ongoing relationship is not an unsolicited application. One of the other exceptions in this section ADS 303.3.6.6 must apply for the recipient’s request to be granted.

To use this exception to competition, the Activity Manager must first certify that USAID did not solicit the application and that it was submitted by the applicant solely on his or her own initiative.



See [Guide to USAID’s Assistance Application Process and to Submitting Unsolicited Assistance Applications](#) for further information.

### **Useful Background Information**

The [Development Experience Clearinghouse](#), the Agency’s online resource for USAID-funded technical and program documentation, provides useful information for those who wish to ensure their idea is relevant.

### **Who Will Review My Idea?**

Both unsolicited proposals and unsolicited applications should be sent to [UnsolicitedProposals@usaid.gov](mailto:UnsolicitedProposals@usaid.gov).

- Unsolicited proposals are reviewed by the Bureau for Management, Office of Acquisition and Assistance, Evaluation Division.
- Unsolicited applications are routed from the Evaluation Division to the appropriate parties for consideration.

To make sure your idea is given due consideration, please make sure that all requested information is included, and that you've followed the guidelines provided.

Download the USAID Guide to the Grant and Contract Process [here](#).



## **VIII. Acquisition & Assistance Ombudsman**

### **Purpose of the U.S. Agency for International Development Ombudsman's Office**

The primary purpose of the Acquisition and Assistance (A & A) Ombudsman's Office is to ensure equitable treatment of all parties participating in USAID's contracts and grants (acquisitions and assistance) pre-award, post-award and administration functions.

The A&A Ombudsman is the Agency official tasked with managing complaints about specific A&A proceedings as well as cross-cutting issues related to the execution of the A&A process at USAID. Critical to accomplishing the purpose of the office is the trust individuals place in the process.

### **The Standards of Practice for the Ombudsman's Office**

The A&A Ombudsman is:

- A neutral, independent intermediary
- Responsible for maintaining anonymity of sources and confidentiality of matters

In exceptional cases, confidentiality can be waived, for example:

- When it is necessary to address imminent risk of serious harm
- When express permission is given to do so

The Ombudsman and the individual that presents an issue must agree to the disclosure of confidential information, with the exception of identity of source, when it is unavoidable in conducting an administrative review.

The principal goal of the A & A Ombudsman is to facilitate resolution of differences through an informal impartial administrative review of the action in question. The review requires obtaining factual information about the specific matter and researching and applying pertinent regulations/policies and, where appropriate, consulting with Senior Agency Management in USAID or other federal-wide subject matter experts.

In addition, the A & A Ombudsman has a substantive role in A&A reform, A&A training, outreach, "customer-access" and "customer-services" matters.



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## **Obtaining Answers to Your Questions or Support from the A&A Ombudsman**

If you need help with a specific USAID-financed acquisition or assistance matter, please see the information under the [A&A Ombudsman Review Process](#).

If you do not have a question about a specific USAID-financed acquisition or assistance matter, or related cross cutting issue, the USAID Website is a good source of general information about agency programs and policies.

The [Handbook for Finding USAID Information](#) also contains tips on how to find information and documentation without filing a Freedom of Information Act (FOIA) request as well as how to file a FOIA request if you need to.

## **Contact Information for the Ombudsman's Office**

- Address: Agency for International Development, Management Bureau, Office of Acquisition and Assistance, Development Federal Center Plaza SA-44, Washington, DC 20024
- Telephone: (202) 567-4624
- Fax: (202) 567-4693
- E-mail: [AandAOmbudsman@usaid.gov](mailto:AandAOmbudsman@usaid.gov)

## **Other Information and Resources**

- [USAID Ombudsman for Acquisition and Assistance Frequently Asked Questions](#)
- [Who We Are](#) - this page provides an overview of the agency go to
- [USAID Business](#) – for information on how USAID does business and access to regulatory information
- [Questions about Employment](#)
- [USAID Partner Community Outreach Plan](#) (pdf 218KB)
- [Creating Opportunities for U.S. Small Business](#) (pdf, 771 KB)
- [Creación de Oportunidades para la Pequeña Empresa](#) (pdf, 784 KB)
- [USAID Office of Procurement Main Page](#)



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- [USAID Procurement Solicitations](#)
- [Office of Small and Disadvantaged Business Utilization/Minority Resource Center](#)
- [United States Agency for International Development Top 10 Prime Awards in FY2012](#)

To give us feedback, or if you just don't know where to find the information you are looking for, use the [Contact USAID](#) page.

Download the USAID Guide to the Grant and Contract Process [here](#).