***Proposal Summary Template***

USAID/OFDA **requires** a proposal summary of approximately two pages with each application. This summary must provide a brief overview of programmatic and financial data. USAID/OFDA strongly recommends the following summary template, also available at <http://www.usaid.gov/what-we-do/working-crises-and-conflict/crisis-response/resources>.

**Request to USAID/OFDA for a**

[ ]  **New Award *or***

[ ]  **Modification to an Existing Award (#\_\_\_\_\_\_\_\_\_)**

**Applicant Organization Name:**

**Headquarters** **Contact Information Field Contact Information**

Contact Person: Contact Person:

Mailing Address: Mailing Address:

Telephone: Telephone:

Fax: Fax:

E-mail: E-mail:

Country/Region of Country:

Submission/Revision Date:

Program Title:

*For new awards:*

Proposed Start Date:

Proposed Program Duration:

*For modifications to existing awards:*

Original Award Start Date:

Original Award End Date:

Proposed Extension Duration:

Proposal requests USAID/OFDA funding for procurement of the following categories of restricted goods:

|  |  |
| --- | --- |
| **Restricted Goods**  | **Applicable? Y/N** |
| Agricultural Commodities\* |  |
| Fertilizer  |  |
| Pesticides and Pesticide-containing Materials, including LLINs, ITPSs\*\* |  |
| Pharmaceuticals—Human and Veterinary  |  |
| Purchase of vehicles not manufactured in the U.S. and leases greater than 180 days |  |
| Used Equipment |  |
| USG-owned Excess Property |  |

***\*Some agricultural commodities such as seeds are not technically considered “Restricted” but require USAID’s technical approval prior to procurement. \*\*Select yes if you are proposing USAID/OFDA funding for procurement, use, training, or distribution of commodities in this category.***

**Dollar Amount Requested from USAID/OFDA** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollar Amount from Other Sources $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollar Value of In-kind Contributions $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Dollar Amount of Program $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Goal:**

Total Number of People Affected in the Target Area:

Total Number of People Targeted (Individuals):

Total Number of internally-displaced persons (IDP) People Targeted (Individuals) as subset of above:

**Executive Summary:**

*Provide a half-page executive summary of the program. Include an overview of the proposed activities, the issues that the activities will address, and why the activities are appropriate.*

**Sector Table:**

*Complete a separate Sector Table for each sector included in the proposal. Sector Tables summarize some of the information to be covered in the Program Description and Cost/Budget portion of the proposal. Find specifics needed to complete this table in the Approved Sectors, Sub-sectors, Indicators Table, and Keyword List on page 18 and the SRs section beginning on page 60. You must report against all indicators for each sub-sector unless otherwise indicated. You must strongly justify any requests to not report against a particular indicator (e.g., the proposed activity has no components corresponding to that indicator). The justifications will be discussed during the review process.*

|  |  |
| --- | --- |
| **Sector Name:**  | *Of the 12 possible sectors (*see *Summary Table on page 18 or SRs on page 60), list the first sector of the proposed intervention. Complete a separate table for each sector included in the proposal.* |
| **Objective:**  | *Describe the aim of the proposed work in this sector. Do not include performance; you will list these under the performance monitoring plan.* |
| Dollar Amount Requested: | *Specify how much money this proposal is requesting from USAID/OFDA for activities in this sector.* |
| Number of People Targeted: | *Indicate the total number of people targeted for activities in this sector, including IDPs.* |
| Number of IDPs Targeted: | *Of the total number of people targeted for activities in this sector, note how many are IDPs. Both natural and human-made disasters can result in IDPs.* |
| Geographic Area(s): | *Identify the geographic area or areas where the planned work for this sector will occur. District-level identification is preferable.* |
| Keyword(s): | *List all keywords (see Keyword List on page26 or Keyword Section on page 179) applicable to the proposed activities.* |
| Sub-sector Name: | *Of the possible sub-sectors available for this sector (*see *Summary Table on page 18 or SRs beginning on page 60), list the first sub-sector of the proposed intervention.* |
| Indicator 1: | *Copy the first indicator for this sub-sector (*see *Summary Table or SRs) to measure the success of planned activities.*  |
| Indicator 2: | *Copy the second indicator for this sub-sector (see Summary Table or SRs) to measure the success of planned activities.*  |
| Indicator 3: | *Copy the third indicator (if there is one) for this sub-sector (see Summary Table or SRs) to measure the success of planned activities.* |
| Sub-sector Name: | *Proposed interventions must work in at least one sub-sector for each sector, and can work in more than one. If there is a second sub-sector, list it here. Add rows as needed for any additional sub-sectors.* |
| Indicator 1: | *Copy the first indicator for this sub-sector (see Summary Table or SRs) to measure the success of planned activities.*  |
| Indicator 2: | *Copy the second indicator for this sub-sector (see Summary Table or SRs) to measure the success of planned activities.*  |
| Indicator 3: | *Copy the third Indicator (if there is one) for this sub-sector (see Summary Table or SRs) to measure the success of planned activities.*  |

**Outline for Program, Cost/Budget Guidelines and Supporting Documentation**

**Program Guidelines**

1. Justification
	1. Problem Statement
	2. Needs Assessment Summary and Justification for Intervention
2. Program Description
	1. Program Overview
3. Goal
4. Beneficiary Numbers
5. Critical Assumptions
6. Program Strategy
	1. Sectors
7. Sector Name and Objective
8. Dollar Amount
9. Beneficiary Numbers
10. Geographic Areas
11. Sector-level Coordination
12. Technical Design
	1. Sub-sector Name
	2. Technical Description
	3. Indicators

(Repeat for each sector)

1. Transition or Exit strategy
2. Monitoring and Evaluation
	1. Monitoring Plans
	2. Evaluation Plans

**Cost/Budget Guidelines**

1. Detailed/Itemized Budget
2. Budget Narrative
3. SF-424
4. Advance Requirements for New Applicants
	1. Organization Has Never Received USG Funding
	2. Organization Has Received USG Funding, But Never From USAID
5. Ineligible and Restricted Goods, Services, and Countries
	1. Ineligible Goods and Services
	2. Ineligible Suppliers
	3. Restricted Goods
		1. Agricultural Commodities
		2. Fertilizers
		3. Pesticides and Pesticide-containing Materials
			1. Agricultural Pesticides
			2. Long-lasting Insecticide-treated Nets
			3. Insecticide-treated Plastic Sheeting
		4. Pharmaceuticals and Medical Commodities—Human and Veterinary
			1. Human
			2. Veterinary
		5. Motor Vehicles
		6. Used Equipment
		7. USG-owned Excess Property
	4. Prohibited Source Countries, U.S. Economic Sanctions, U.S. Export Restrictions, and other U.S. Legal Restrictions on Providing Assistance to Foreign Countries
6. Branding and Marking
	1. Branding Strategy and Marking Plan
	2. Presumptive Exceptions
	3. Waivers
7. Certifications and Assurances
8. Financial Documentation
	1. Cost Sharing and In-kind Contributions
	2. Sub-award Arrangements
	3. USG Negotiated Indirect Cost Rate Agreement
	4. Program Income
	5. Pipeline Analysis (Award Modifications Only)
	6. Self-certification for U.S. NGO Compliance with USAID Policies and Procedures
9. Safety and Security Plan

**Supporting Documentation**

1. Safety and Security Plan
2. Code of Conduct
	1. Code of Conduct
	2. Localizing Paragraph
3. USAID Disability Policy and Accessibility Standards
4. USAID Disability Policy
5. Accessibility Standards for the Disabled in USAID Awards Involving Construction
6. Trafficking in Persons Assistance
7. Voluntary Survey on Faith-based and Community Organizations
8. Structure and Performance Documentation
	1. Organizational Structure
	2. Past Performance References
9. Budget and Program Revisions Requiring Prior Approval
10. Funded Modifications
11. OFAC Certification, Reporting, and Record Keeping