

Questions and Responses on the FY 2016 Proposal Guidance – Local and Regional Food Aid Procurement (LRP) Program

1. Where do I find the solicitation?

The [USDA Foreign Agricultural Service Web site](#) has a link to a PDF document of the FY 2016 Local and Regional Food Aid Procurement (LRP) Program solicitation. The document includes guidance on the program application, including details of how to submit applications. Note that applications must be submitted via the [USDA Food Aid Information System](#) which requires [pre-registration](#).

2. How do I determine that my organization is eligible to apply?

Part III (Eligibility Information) on page 8 of the 2016 LRP solicitation refers to eligibility requirements as stated in the LRP regulations ([7 CFR Part 1590](#); Please note Part 1590.1 (Purpose and Applicability) and 1590.3 (Eligibility and Conflicts of Interest). Please note that 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards applies to the LRP Program.

Essentially, private voluntary organizations or cooperatives are eligible to participate. Priority consideration may be given to eligible entities that have, or are working toward, projects under the Food for Education ([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)

3. What key strategies should the proposal focus on?

Part IV Section I of the FY 2016 LRP solicitation lists the eight elements that must be addressed within the text of the Introduction and Impact Analysis. Please be sure to include research of strong merit and quality to support your hypotheses, and reference appropriate citations and sources to support the analyses.

4. What information should be included in the Commodity Selection?

Part IV Section II (Plan of Operation) in the FY 2016 LRP solicitation describes the various elements that must be described within the Commodity Selection component. This component should contain a listing of the proposed commodities to be procured in the target country or region, and the amount of each proposed commodity (in metric tons). It must be accompanied by a Commodity Selection and Management Narrative. The narrative should include a justification for the commodity selection, an explanation of how the commodity helps address the nutrition and micronutrient deficiencies of the intended beneficiaries, as well as an explanation of the intended nutritional contribution from the ration.

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Applicants have the option of either uploading the commodity list (and required Commodity Selection and Management Narrative) as an attachment to FAIS or entering it directly into FAIS. Please note, this component counts toward the proposal's 15-page limit. Note that attachments count towards the 15-page limit.

5. In which section of the proposal should the Introduction and Impact Analysis be placed?

The Introduction and Impact Analysis should be at the beginning of the proposal. Part IV Section I (Introduction and Impact Analysis) in the FY 2016 LRP solicitation lists the eight elements that must be addressed within the text of the Introduction and Impact Analysis. Please be sure to include research of strong merit and quality to support your hypotheses, and reference appropriate citations and sources to support the analyses. Applicants have the *option* of either uploading the Introduction and Impact Analysis as an attachment to FAIS *or* entering it directly into FAIS. Attachments are counted towards the 15-page limit.

6. In which section of the proposal should the proposed implementation activities be described?

Part IV Section II (Plan of Operation) in the FY 2016 LRP solicitation outlines how implementation activities must be described in the Plan of Operation. Please provide a list of the activities proposed for implementation including a brief statement of the objectives to be accomplished, a detailed description of each activity, the stages of implementation, and the anticipated completion date.

7. Which parts of the proposal are counted towards the 15-page limit?

Part IV (Application and Submission Information) in the FY 2016 LRP Solicitation (page 9) provides information on the application format and content. The 15-page limit comprises Part IV Sections I and II of the FY 2016 LRP solicitation. Any components of the proposal submitted as attachments are counted towards the 15-page limit. (Appendices and cover page do not count towards the 15-page limit.)

8. Which parts of the proposal should be entered directly into FAIS and which sections should be uploaded as attachments?

Applicants have the *option* of either uploading the Introduction and Impact Analysis, and the Commodity Selection as an attachment to FAIS *or* entering them directly into FAIS. Please note that Part IV Sections I and II of the FY 2016 LRP solicitation count towards the proposal's 15-page limit.

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9. Should activities be included in the results framework?

Section IV (Project Level Results Framework) in the FY 2016 LRP solicitation articulates the requirements for the project level results framework. This includes graphically representing all activities that lead to the achievement of results. Applicants should upload the Project Level Results Framework as an attachment to FAIS. Any components of the proposal submitted as attachments are counted towards the 15-page limit. (Appendices and cover page do not count towards the 15-page limit.)

10. What budget information is required to be submitted as a part of the proposal?

Part IV Section V in the FY 2016 LRP solicitation outlines financial requirements that must accompany the proposal and the links to the required forms. This includes a budget summary, budget narrative, NICRA agreement, and a completed and signed SF-424 form. Please also refer to Appendix A and Appendix B for budget template and instructions.

11. What should the proposal include in the Monitoring and Evaluation section?

Part IV Section VI of the FY 2016 LRP solicitation provides a link to the [Food Assistance Division's Monitoring and Evaluation Policy](#) [PDF link]. The document lays out the agenda for monitoring and evaluation and communicates best practices for results-oriented management of USDA FAS food assistance programs. Part IV Section IV and Section VI (H) of the FY 2016 LRP solicitation outline the monitoring and evaluation components that must accompany the proposal in further detail.

12. Are appendices are the same as attachments?

Appendices are not the same as attachments. Appendices and attachments are separate requirements. Required appendices are listed in Part IV Section III of the FY 2016 LRP Solicitation. Appendices do not count toward the 15-page proposal limit. All other components of the proposal including optional attachments as outlined in Part IV Sections I and II of the FY 2016 LRP solicitation do count towards the proposal's 15-page limit.

13. Who will comprise the proposal review panel and how will an award determination be made?

Part V (Application Review and Selection) in the FY 2016 LRP solicitation details the review and award process. USDA-FAS will review all complete applications submitted by August 15th, 2016. USDA-FAS will invite recommendations on awards from other U.S. government agencies, but final funding decisions will be made by USDA-FAS.