



## Exploring Funding Opportunities to Partner with USAID



Feedback: [howtoworkwithusaid@usaid.gov](mailto:howtoworkwithusaid@usaid.gov)

- Welcome to our first e-module in our series on “How to Work with USAID.” This training series is designed to answer some of the most frequently raised questions and concerns from organizations interested in partnering with USAID.
- Each e-module is led by USAID staff and is designed to provide you with practical tips and concrete examples on topics so that you may apply for funding and manage your awards more easily.
- We suggest that you take a moment now to click on “Resources” in the top right hand corner and print the slides, work plan, and case study, so that you may better follow along and take notes on the specific information presented in this presentation.
- We hope that you find these e-modules to be helpful, and we appreciate any feedback which you may send to [howtoworkwithusaid@usaid.gov](mailto:howtoworkwithusaid@usaid.gov).
- This first e-module is on exploring funding opportunities to partner with USAID.



## E-Module Navigation

- The toolbar on the left allows you to monitor your progress through the e-module. You are free to navigate through the slides of e-module. The slides you already have seen will appear in **BLUE**.
- On the top toolbar, this timer shows the overall length of the e-module and how much of the session you have completed.
- On the right-hand side of the top toolbar, note the “Resources” link for important links or documents related to this e-module.
- On the bottom toolbar, you can click anywhere on the progress bar to hear the audio again, as well as pause or continue playing using this button.
- When you have a completed a slide, click on the next button to move on.
- The volume control is on the left-hand side at the bottom of the screen.
- You can see the complete text for the audio portion of the slides by clicking Notes, here on the left-hand toolbar.
- Also note that at the end of the e-module, you will be asked to complete some Knowledge Checks that will give you a better of idea of how well you have mastered the content of this E-Module.



## Objectives of E-Module

1. Introduction to Foreign Assistance & USAID
  - understand where USAID works
  - what are USAID's priorities
2. USAID's Budget and Appropriations
  - how the budget process works
  - what types of funds Congress provides for foreign assistance
3. 4-Step Workplan for Exploring Potential Funding Opportunities
  - allow your organization to strategically focus on areas for partnership with USAID

3

- We start each e-module by outlining its objectives and noting the topics that we will cover in each session.
- In this e-module, we cover three topics.
- First, we will start with an introduction to foreign assistance and USAID, so that you may understand where USAID works and what are USAID's priorities.
- Secondly, we'll discuss USAID's budget and appropriations so that you can understand how the budget process works and what types of funds Congress provides for foreign assistance.
- Then, we'll spend the majority of our time walking you through a 4-step workplan to explore potential funding opportunities, with the objective of allowing your organization to strategically focus on areas for partnership with USAID.

# 1. Introduction to Foreign Assistance & USAID



4

Let's start with an introduction to foreign assistance, as well as an introduction to where USAID works and what are USAID's priorities.



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## U.S. Foreign Assistance

- U.S. foreign assistance has always had the twofold purpose of furthering America's interests while improving lives in the developing world.
- Spending **less than 1 percent** of the total federal budget
  - To have the biggest impact, USAID must have a **strategic focus**.
  - This strategy is made public through written requests to Congress and country strategies on USAID's website.

5

- The United States has a long history of extending a helping hand to people overseas struggling to make a better life. U.S. foreign assistance has always had the twofold purpose of furthering America's interests while improving lives in the developing world.
- Foreign aid accounts for less than 1% of the total budget, so USAID must stretch its budget to have the biggest impact.
  - To do so, we have to **strategically focus** on certain countries, areas within those countries, and certain programs.
  - Most of this strategic information is public and available as country strategies on USAID's website. We will talk about these in greater depth later in the e-module.

## Where We Work

- USAID funds projects in five regions of the world: Sub-Saharan Africa, Asia, Latin America & the Caribbean, Europe & Eurasia, and the Middle East.
- USAID has missions in over 80 countries and works in more than 100 countries.
- Interactive map available at <http://map.usaid.gov/>



6

- USAID funds close to 12,000 projects in five regions of the world: Sub-Saharan Africa, Asia, Latin America & the Caribbean, Europe & Eurasia, and the Middle East.
- USAID operates in over 100 countries and has missions with USAID staff in 80 of those countries. You may access an interactive map that shows current projects in various countries on USAID's website by clicking this link (<http://map.usaid.gov>).



## What We Do: Core Focus Areas

<p>AGRICULTURE AND FOOD SECURITY</p> 	<p>DEMOCRACY, HUMAN RIGHTS AND GOVERNANCE</p> 	<p>ECONOMIC GROWTH AND TRADE</p> 	<p>EDUCATION</p> 
<p>ENVIRONMENT AND GLOBAL CLIMATE CHANGE</p> 	<p>GENDER EQUALITY AND WOMEN'S EMPOWERMENT</p> 	<p>GLOBAL HEALTH</p> 	<p>SCIENCE, TECHNOLOGY &amp; INNOVATION</p> 
<p>WATER AND SANITATION</p> 	<p>WORKING IN CRISES AND CONFLICT</p> 		

For more information, see [www.usaid.gov/what-we-do](http://www.usaid.gov/what-we-do)

7

- USAID invests in ideas that work to improve the lives of millions of men, women and children. An example of some of core focus areas include:
  - Investing in agriculture and food security so countries can feed their people, and
  - Combating maternal and child mortality, and deadly diseases like HIV, malaria, and tuberculosis.
- For more information about each of these core focus areas, please visit our website and read further under the tab “What We Do” ([www.usaid.gov/what-we-do](http://www.usaid.gov/what-we-do)).





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## Who We Are: Organization of USAID

- 75% of workforce overseas; 2/3<sup>rd</sup>s of funds programmed in field.
- In Washington, USAID's major organization units are called bureaus.
  - Geographic Bureaus: Africa, Asia, Europe & Eurasia, Latin American & the Caribbean, and the Middle East
  - Functional Bureaus: for example DCHA, E3, BFS, GH, Lab
  - Independent Offices: for example OAPA
- For more information: <http://www.usaid.gov/who-we-are/organization/bureaus>

8

- Over seventy-five percent of USAID's workforce is present in overseas missions. About two thirds of funding is programmed at the mission level through our field offices, while the other third is programmed in Washington DC through our functional and regional bureaus. Thus, when searching for funding opportunities, it's important to explore opportunities programmed out of missions AS WELL AS Washington DC, which we'll cover later in this e-module.
- In Washington DC, USAID's major organization units are called bureaus. USAID has both **geographic** bureaus that are responsible for the overall activities in countries and **functional** bureaus that conduct Agency programs worldwide or across geographic boundaries.
- The **5 Geographic Bureaus** include the bureaus for Africa, Asia, Europe and Eurasia, Latin America and the Caribbean, and the Middle East.
- Some of the **Functional Bureaus** include the
  - Bureau for Democracy, Conflict and Humanitarian Assistance (also known as DCHA)
  - Bureau for Economic Growth, Education and Environment (or E3)
  - Bureau for Food Security
  - Bureau for Global Health
  - And the U.S. Global Development Lab.
- USAID also has several **independent offices** that carry-out discrete functions for the



agency, such as the Office of Afghanistan and Pakistan Affairs (also known as OAPA).

- For more in-depth information about each bureau, please visit this link (<http://www.usaid.gov/who-we-are/organization/bureaus>).



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## How We Operate: Operational Policy

- USAID's operational policy is called the Automated Directives System (ADS), <http://www.usaid.gov/who-we-are/agency-policy>
  - Series 100: Agency Organization & Legal Affairs
  - Series 200: Programming
  - Series 300: Acquisition & Assistance
  - Series 400: Human Resources
  - Series 500: Management Services
  - Series 600: Budget & Finance



9

- In carrying out your programs, you should become familiar with USAID's policies. USAID's operational policy is called the Automated Directives System (ADS), <http://www.usaid.gov/who-we-are/agency-policy>. The ADS contains the organization and functions of USAID, along with the policies and procedures that guide the Agency's programs and operations. It consists of over 200 chapters with in-depth information on a lot of specific topics. The information is continuously updated to align USAID's policies with the latest Federal regulations, Administrator policy statements, and other overarching guidance.
- In trying to understand USAID's rules while applying for funding as well as managing funds that you may receive, please do consult the ADS, as you'll find a lot of in-depth answers to a lot of your questions, on anything from travel, to branding and marking, to chapters on grants and contracts.
- Throughout this e-module series, we will refer to relevant ADS chapters.

## 2. USAID's Budget and Appropriations



10

Now that we've provided an overview of U.S. foreign assistance and USAID, let's jump into some more specific information about USAID's budget and appropriations.



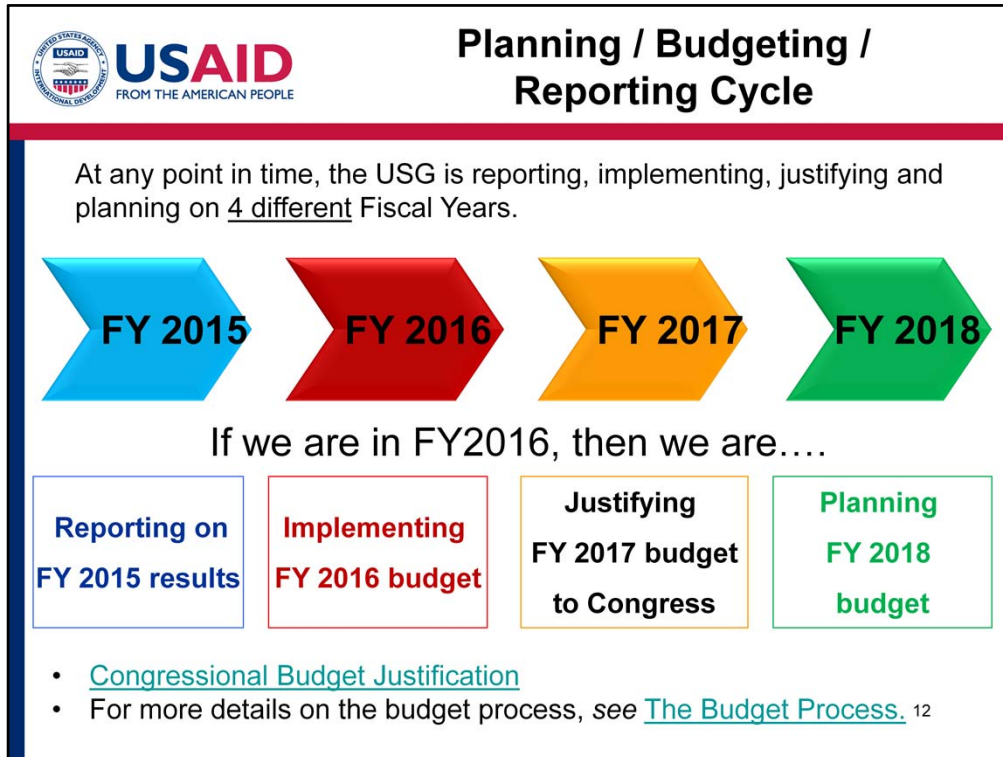
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## Funding and Delivery of U.S. Foreign Assistance

- USAID is an independent federal agency to which Congress gives federal funds (“appropriates”).
- Each year, Congress sets the levels of spending for foreign assistance through an appropriation bill.
- Programs must be carried out overseas, not domestically.
- USAID works with Congressional committees to determine budget priorities.
- USAID does not have a large discretionary fund to finance all good ideas.

11

- USAID is an independent federal agency to which Congress gives federal funds (that is, “appropriates”).
- Each year Congress sets the levels of spending for foreign assistance through an appropriation bill, which is usually titled “**State and Foreign Operations.**” The spending is typically for a fixed period (usually a year or two depending on the fund type) under the *discretion* of the Congress.
- Funds appropriated to USAID must be spent overseas, not on domestic projects.
- USAID works with Congressional committees to determine budget priorities and how funds will be apportioned to different countries, DC bureaus, and specific core areas. Congress also may provide other restrictions or instructions on how the funds should be spent.
- USAID does **not** have a large discretionary fund to finance all the good ideas that come in the door; rather, the budget process is long and detailed, with buckets of money going into specific sub-accounts for specific countries or bureaus, and projects within those countries or bureaus.



- At any point in time, the U.S. Government is reporting, implementing, justifying, and planning on four different fiscal years. The U.S. Government fiscal year runs from October 1st through September 30<sup>th</sup>.
- E.g. If we're in the FY 2016, we are implementing the FY 2016 budget, we're reporting on the FY 2015 results, we're justifying our FY 2017 budget by submitting reports to Congress, and we're planning the FY 2018 budget.
- So why is this important to you? Well, here at USAID we're always having to look forward two years in advance to justify and then plan our budget. These "Congressional Budget Justifications" are public, so you can use this public information to understand what programs are being planned for the future and to determine if USAID's priorities align with **your** organization's priorities, sometimes nearly two years in advance of an award solicitation being posted or a project being implemented.
- For more details on the budget process, see this link (<http://www.foreignassistance.gov/AboutTheBudgetProcess.aspx>).



- The budget process may seem really complicated, but let me take just a moment to summarize it in a simple way.
- Congress is in charge of setting overall budgets for federal agencies.
- USAID is a federal agency that receives funds each year through an appropriations bill passed by Congress.
- Working together through meetings and the submission of budget details, Congress passes a budget that sets levels of spending by USAID for each year.
- Once the appropriations bill is passed, Congress passes the baton, so to say, to USAID, to then implement programs within all of the priority areas set by the budget.
- There is no big pot of gold at the end of the rainbow. That is, Congress does not give USAID a big lump sum of money to use at our discretion.
- Given the detailed nature of all of the sub-accounts and that USAID does not have a large discretionary budget, we cannot fund all great ideas that are presented to us each year through unsolicited proposals. That being said, we do have some rather open-ended programs that call for ideas through Annual Program Statements (APS), which we will cover later in this e-module. Keep in mind, though, that each of these programs also has a strategic focus which has been communicated to and funded by Congress.



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### 3. Four Step Workplan to Explore Potential Funding Opportunities



14

Now that you've gotten all the introductions on foreign assistance, our budget process, and USAID's focus areas, let's jump into discussing a four step workplan to explore potential funding opportunities.





- Here is the summary of a 4-step workplan for exploring potential funding opportunities with USAID. Haphazardly searching on Grants.gov is not a good method for researching funding opportunities; rather, if an organization approaches research in a more *systematic, focused, and forward-looking* way, then it can have information at its fingertips well in advance of an actual award solicitation being posted to Grants.gov or FedBizOpps.gov.
- With that in mind, we've come up with this 4-step workplan that we hope your organization can use for researching potential funding opportunities with USAID in a systematic, focused, and forward-looking way. The steps go from broadest to narrowest forms of information.
- We'll start with mission websites and country strategies and then discuss quarterly business forecast reports and annual program statements. Finally, we'll talk about Grants.gov and FedBizOpps.gov, which, take it from us, should be your last - and not first - step in this process.
- If you haven't done so already, please **print** out the sample workplan and the case study, as we'll be referring to them throughout the rest of this e-module. You may find these documents by clicking on "Resources" at the top right of the screen.



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## STEP ONE: Mission Websites & Country Strategies

- <http://www.usaid.gov/where-we-work>
- USAID Missions are required to develop and use Country Development Cooperation Strategies (CDCS).
- 5-year, country-based, mission-led.
- Incorporate Presidential Initiatives, U.S. government policies and strategies, and USAID policies and strategies and show how USAID assistance is synchronized with other agencies' efforts.
- [List of Approved Country Development Cooperation Strategies \(CDCS\)](#)



16

- The first step of our workplan is looking at the information specifically provided by missions, either through their websites or their country strategies. You can find this information by going to our website and clicking on “Where We Work” (<http://www.usaid.gov/where-we-work>). Mission websites can provide an in-depth view of USAID’s focus in a particular country.
- USAID Missions are now required to develop and use Country Development Cooperation Strategies (CDCS), or what I’ll simply refer to as “country strategies.”
- These are 5-year, country-based, and mission-led. The country strategies will give you a good overview of what the mission expects to program for five years, while keeping in mind that in conflict zones, situations on the ground sometimes can change quite dramatically and lead to a change in strategy.
- Country Strategies incorporate Presidential Initiatives, U.S. government policies and strategies, and USAID policies and strategies. The Country Strategies also show how USAID assistance is synchronized with other agencies' efforts.
- All of these country strategies are considered public information and are posted at this link (<http://www.usaid.gov/results-and-data/planning/country-strategies-cdcs>).



## Case Study: Country Strategy



**CASE STUDY: USAID Ethiopia Country Development Cooperation Strategy 2011-2015**

- Contains much information and statistics on development opportunities and challenges
- Development objective of “Increased economic growth with resiliency in rural Ethiopia,” incorporates Feed the Future
- Gender considerations – “Women also play a large role in livestock management and processing of animal by-products...”
- Includes section on what USAID/Ethiopia’s decided *not* to focus on

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17

- Let’s take a look at our case study, which is based on a fictitious NGO that we’ve named SADEA (Sustainable Agricultural Development in East Africa) and is based in Ethiopia.
- Here, we’ve cut and pasted much of the relevant information from the Ethiopia CDCS or country strategy into the sample case study.
- The first sections of the Country Strategy contain much information and statistics on development opportunities and challenges. You may find it helpful to incorporate some of this information into your own proposals or applications for funding.
- Each country strategy also contains development objectives. Funding for programs will be tied to one of these development objectives. Here, SADEA would be most interested in the development objective of “Increased economic growth with resiliency in rural Ethiopia,” which also incorporates Feed the Future programs.
- The narrative also has a big emphasis on gender considerations, so SADEA may want to think about how its programs can reach more women and how gender considerations could be incorporated into its applications or proposals for future USAID funding.
- Notably, the Ethiopia Country Strategy also included a section on what the mission decided *not* to focus on. For instance, USAID/Ethiopia decided *not* to focus on agriculture education because other donors are already concentrating resources on this area. Such information is *extremely* valuable so that you don’t veer down a funding path that is not a USAID focus.
- Before we move on to Step 2, we suggest that you take a moment to look up the country strategy most relevant to your organization through the link on the prior slide.



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## STEP TWO: Business Forecast Reports

- Business forecast reports serve to:
  - Actively inform stakeholders of Agency competitive opportunities.
  - 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 aims to update the Business Forecast quarterly.
- Split between Mission/Overseas Opportunities or Washington DC Opportunities

18

- Now we're ready to move on to Step Two: Business Forecast Reports, which you can find on this link (<http://www.usaid.gov/work-usaid/get-grant-or-contract/business-forecast>). The business forecast reports serve to:
  - Actively inform stakeholders of Agency competitive opportunities – and partners may use this information to help plan appropriate staff time for preparing a proposal or application for funding
  - Another purpose of the business forecast reports is to attract new development partners, including small, minority, and disadvantaged business partners, and
  - Showcase ongoing efforts in order to better inform the development community of the Agency's mission.
- USAID aims to update the Business Forecast quarterly.
- The business forecast report is split between Mission/Overseas Opportunities and Washington DC Opportunities. We suggest looking at both because you may find opportunities on either report that are relevant to your organization. Sometimes the descriptions are very short, for example in Guatemala it might simply say, “implementation of Global Climate Change & Biodiversity Activities,” whereas the Mission in Macedonia provided a couple of specific sentences about the program with detailed information about the total estimated cost and type of award. Some missions also may list specific date and times that an award will be advertised, which is really helpful to keep on your radar for planning purposes of devoting future staff time to

putting the proposal or application together.



## Case Study: Business Forecast Report

### Ethiopia

	A&A Specialist /Negotiator	Description of the Award	Partner	Cost of Award	Advertising Date	Type of Award
Ethiopia/ALT	Yifru, Tigist	Analysis of opportunities for rural non-farm enterprise development and job creation in chronically food insecure areas of Ethiopia	TBD	\$150,000-\$500,000		Indefinite Quantity Contracts (IQC)
Ethiopia/ALT	Yifru, Tigist	Cash verses food transfer and impact on market development study	TBD	\$150,000-\$500,000		Contract
Ethiopia/EG&T	Satish Kumar	APS will award a minimum of 2 grants to local organizations who will support FTF goals and objectives. International awards may also be made for innovative and new ideas in support of FTF.	Multiple Grantees	\$4,000,001-\$10,000,000	9/30/2011	Other/TBD
Ethiopia/EG&T	Satish Kumar	Project will support FTF activities by conducting policy research and implementing impact assessment of the FTF portfolio.	TBD	\$10,000,001-\$25,000,000	2/28/2012	Contract
Ethiopia/EG&T	Satish Kumar	Phase III will concentrate on national level land policy and the development of comprehensive land use plans.	TBD	\$10,000,001-\$25,000,000	5/1/2012	Indefinite Quantity Contracts (IQC)

19

- Let's turn back to our case study. Here we've included a screen shot of the business forecast report for the Ethiopia Mission to give you an idea of what they look like.
- In the second column is the name of the specific **USAID acquisition and assistance specialist or negotiator**.
- The third column is the **description of the award**.
- The fourth column lists the **name of the partner, if already identified, which here is basically all to be determined**.
- This column is the total estimated **cost** of the award. Here we have broad ranges for the anticipated amount of each award.
- The next column is the anticipated **advertising date**, which is subject to change, and the last column is the **type of award**, whether it be a contract, cooperative agreement, or grant, or here a couple of indefinite quantity contracts.
- Looking specifically at the descriptions for our case study on SADEA, we've highlighted two matches for agricultural development. If SADEA already has read through the Ethiopia mission website and Country Strategy, likely SADEA already expected to see these projects in the business forecast reports and has more information than the sentence descriptions shown here. If not, then SADEA could work backwards to cross-reference that information. Through these two listings on the business forecast report, SADEA now can better plan for appropriate staff time to put together an application or proposal if it chooses to apply for either of these awards.



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## STEP THREE: Annual Program Statements (APS)

- Annual Program Statements (APS) allows USAID to make multiple awards over a period of time.
- APS may come from Global and Regional bureaus and be multi-country or global in nature, or from a single Missions focused on a specific topic.
- APS solicit and support creative approaches by the non-governmental community that will accomplish the stated objectives.
- APS may be found on grants.gov, and sometimes are included on Mission or Bureau websites.
  - Also, for information on broad agency programs managed from Washington DC, see [Funding Opportunities](#).

20

- STEP THREE of the workplan is Annual Program Statements (APS). An APS allows USAID to make multiple awards over a stated period of time.
- Some APS are multi-country or global in nature, while others come from a single mission and are focused on a specific topic, e.g. water and sanitation activities in Cambodia or gender-based violence prevention in Namibia.
- APS solicit and support creative approaches by the non-governmental community to carry out activities that facilitate innovation, reach under-served areas, bridge service gaps, or accomplish some other stated objectives.
- APS may be found on grants.gov, and sometimes are included on Mission or Bureau websites.
- Also, for information on broad agency programs managed from Washington DC, see Funding Opportunities (<http://www.usaid.gov/work-usaid/get-grant-or-contract/opportunities-funding>).
- There's a lot of information on this page, so it's a great link to check out.





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## Examples of APS

**Below are some examples of APS for various USAID programs. All of those listed below may be accessed via Grants.gov along with additional APS opportunities.**

- **Development Innovation Ventures (DIV)** - seeks to identify and rigorously test promising projects with the potential to significantly improve development outcomes, and help replicate and scale projects that are proven successful. <http://idea.usaid.gov/organization/div>
- **Global Development Alliance** - the concept of using public-private sector collaboration and market-based approaches to overcome critical development challenges. A GDA must enable USAID to leverage resources on at least a 1:1 basis. <http://idea.usaid.gov/organization/gp>
- **Sample of Past Local APS Issued by Missions to Support Local Capacity Development** –
  - **Ethiopia Local Capacity Development APS (2012)** – eligible local organizations may submit concept papers in the areas of wide variety of areas such as Health, Education, and Justice and Conflict Mitigation.

21

- To give you a better understanding of the broad nature of many APS, as well as to introduce you to a number of programs here at USAID, we'd like to provide a number of examples of APS for various USAID programs. All of the APS listed below may be found on Grants.gov, along with additional APS opportunities.
- For example, USAID launched Development Innovation Ventures (DIV) to identify and rigorously test promising projects with the potential to significantly improve development outcomes. You can click on the DIV link for more information to see if your organization's ideas qualify (<http://idea.usaid.gov/organization/div>).
- The Global Development Alliance APS is focused on public-private partnerships and is USAID's invitation to prospective implementing partners to engage and work with resource partners (for example, corporations, local businesses, or foundations). You can find out more information by clicking on the global partnerships link listed here (<http://idea.usaid.gov/organization/gp>).
- A number of missions are issuing local APS that are designed to support local capacity development. Many of these APS entail local organizations submitting concept papers as the first stage. For example, the Ethiopia Local Capacity Development APS from 2012 was open to eligible local organizations in a wide variety of areas. Looking at our case study, SADEA may could have qualified for this.



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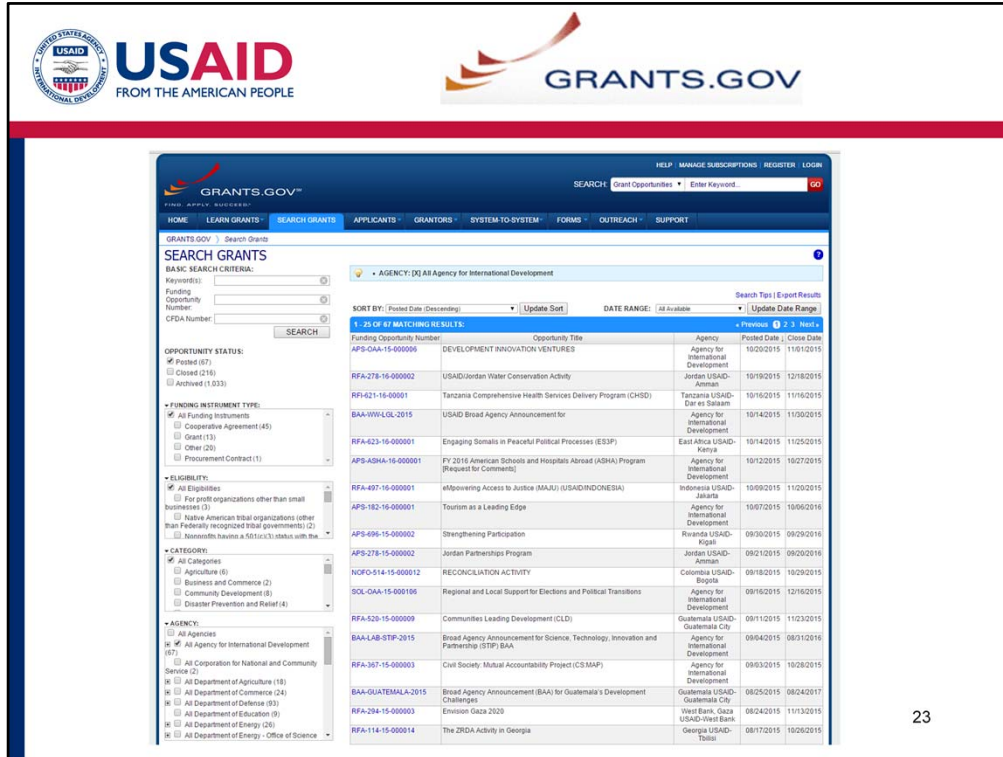
## STEP FOUR: Grants.gov & FedBizOpps.gov

- Grants.gov and FedBizOpps.gov are where upcoming and active funding opportunities are listed for federal awards.
- Last step because other information available well in advance of appearing on Grants.gov or FedBizOpps.gov.
- Once other research complete, visit [Grants.gov](https://www.grants.gov) or [FedBizOpps.gov](https://www.fedbizopps.gov).
- To register to apply for U.S. federal funding, entities need to register for:
  1. DUNS Number,
  2. CAGE or NCAGE Code, &
  3. SAM. See [e-modules](#).

22

- Finally, the last step in our workplan is to search for funding opportunities on Grants.gov and FedBizOpps.gov.
- Upcoming and active funding opportunities are listed on Grants.gov for assistance, such as grants or cooperative agreements, and FedBizOpps.gov, for acquisitions, that is contracts. In our e-module on Understanding USAID's Types of Awards, we'll explain the differences between assistance and acquisition.
- Often times organizations start by looking at these two websites, but we've placed this as the LAST step of the workplan because we've hopefully shown through this e-module that a lot of information is available well in advance of the information you might see on these two websites.
- Going through the first 4 steps will allow you to know what's coming through the channels for future programming. Once you've gotten to the point of having done this research and narrowed your focus, it's time to delve into Grants.gov and FedBizOpps.gov.
- To be eligible to apply for U.S. federal awards, entities need to register for three things: a DUNS number, CAGE or NCAGE Codes, and the System for Award Management (SAM). See our e-modules on how to obtain and update those. If you or your organization are even thinking about applying for future USAID funding, we suggest that you apply for each of these as soon as possible. An organization does not need to wait

until it is submitting a particular application or proposal.



23

- Part of Step 4 is to use Grants.gov to find and apply for federal grants.
- Here is a screenshot of Grants.gov after clicking on the “Search Grants” tab at the top. You can search by agency and narrow the search to USAID by clicking the “All Agency for International Development” box (which is the first in the list). You also may narrow your search by funding instrument type, eligibility, or category by clicking boxes on the left-hand side. Unfortunately, there is no search function to limit grants to certain locations or countries. So for example, for our case study, you cannot limit the search to opportunities available in Ethiopia. But you can do a keyword search for Ethiopia.
- For more information about how to use Grants.gov, we've included a link for a User Guide under the resources tab: <http://www07.grants.gov/assets/FindApplyUserGuide.pdf>.
- Often, the application period is just a few weeks, which is why it is important to have done research well in advance so that your organization can be well-suited to apply for grants and to consider forming partnerships with other organizations at an early stage, AND why searching Grants.gov is the last step in this workplan.



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## Registering Your Organization on Grants.Gov

- [Link for Registration](#)
- You need to be registered in order to access the applicant system.
- One-time process that does not require renewal.
- Note: The registration process for an Organization or an Individual can take between three to five business days or as long as four weeks. Register early!

**Register Your Organization:**  
Submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

**STEP 1** Obtain Data Universal Number (DUNS)

**STEP 2** Register Your Organization with the System for Award Management

**STEP 3** Username and Password

**STEP 4** AOR Authorization

**STEP 5** Track AOR Status

24

- Registering your organization on Grants.gov is a 5-step process. The first step is obtaining a DUNS number. If you do not already have a DUNS number, see our e-module on how to do so.
- If you haven't registered your organization in grants.gov, please visit this link ([http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)).
- We've also included attachments for an applicant user guide ([http://www.grants.gov/assets/GrantsGov\\_Applicant\\_UserGuide\\_v6.1.pdf](http://www.grants.gov/assets/GrantsGov_Applicant_UserGuide_v6.1.pdf)), as well as a registration checklist ([http://www.grants.gov/assets/E-Biz\\_POC\\_Checklist.pdf](http://www.grants.gov/assets/E-Biz_POC_Checklist.pdf)) and a Guide to Foreign Organization Registration (<http://www07.grants.gov/assets/ForeignOrganizationRegistration.pdf>). You can download and print those guides by clicking on Resources on the upper right hand toolbar.
- You need to be registered to access the applicant system to apply for any grants. This is a one-time process that does not require renewal.
- Note: The registration process for an Organization or an Individual can take between three to five business days or as long as four weeks. So our advice is to please register early!



- Notices of contract opportunities and corresponding solicitations are publicized at [FedBizOpps \(www.fbo.gov\)](http://www.fbo.gov) for procurement opportunities over \$25,000.
- At FBO.gov, click on “[Getting Started](#)” tab for information on how to register, demonstration videos, small business training videos, and frequently asked questions.
- [4-step registration process](#):
  1. DUNS #
  2. Company Information
  3. Personal Information
  4. Review/Submit

25

- Now let's talk about FedBizOpps.
- Notices of funding opportunities are publicized at [FedBizOpps \(www.fbo.gov\)](http://www.fbo.gov) for procurement opportunities over \$25,000.
- At FBO.gov, click on the “**Getting Started**” tab for information on how to register, demonstration videos (<https://www.fbo.gov/?s=getstart&mode=list&tab=list>), small business training videos ([https://www.fbo.gov/?s=getstart&mode=list&tab=list&tabmode=list&static=sb\\_vids](https://www.fbo.gov/?s=getstart&mode=list&tab=list&tabmode=list&static=sb_vids)), and frequently asked questions. These videos are really helpful.
- It's a 4-step registration process, which you can begin by clicking on this link ([https://www.fbo.gov/?s=main&mode=list&tab=register&subtab=step1&\\_lsys=vendor](https://www.fbo.gov/?s=main&mode=list&tab=register&subtab=step1&_lsys=vendor)). The first step is obtaining a DUNS #. Secondly, you'll need to include company and personal information, which you'll then review and submit.





## Searching FedBizOpps

- Search by Agency.
- Narrow search by keywords.
- Search results also can be filtered by small business set-asides.
- The Watch List function allows you to receive automatic updates.
- For more information on creating Search Agents and a Watch List, see the [FedBizOpps Vendor Guide](#).

The screenshot shows the FedBizOpps website interface. At the top, there are navigation tabs: Home, Getting Started, General Info, Opportunities, Agencies, and Privacy. The 'Agencies' tab is selected, and the page title is 'Agency for International Development: Opportunities'. Below the title, there are search filters for 'Type' and 'Set-aside Code'. The 'Type' filter includes options like 'Presolicitation', 'Sources Sought', and 'Award Notice'. The 'Set-aside Code' filter includes options like 'Competitive Bid', 'Total HBCU / M', and 'Total Small Business'. Below the filters, there is a table of search results with columns for Opportunity, Agency/Office/Location, Type, Set-aside, and Posted On.

Opportunity	Agency/Office/Location	Type	Set-aside	Posted On
R-US/ICN PSC CONTROLLER SOL-475-16-00001 R - Professional, administrative, and management support services	Agency for International Development Overseas Missions Guinea USAID-Conakry	Presolicitation		Oct 23, 2015
US/ICN PSC CONTROLLER O75-16-00001 R - Professional, administrative, and management support services	Agency for International Development Overseas Missions Guinea USAID-Conakry	Sources Sought		Oct 23, 2015
RFQ017 - USAID/OSMA Audio Visual System Upgrade/Replacement RFQ017-2015-09 R - Electrical and electronic equipment components	Agency for International Development Overseas Missions Thailand USAID-Bangkok	Award		Oct 23, 2015
Epidemiologist / Senior Strategic Information (SI) Advisor SOL-674-16-00004 R - Professional, administrative, and management support services	Agency for International Development Overseas Missions South Africa USAID-Pretoria	Combined Synopsis/Solicitation (Modified)		Oct 23, 2015
Partner Liaison Security Operation (PLSQ) SOL-615-16-00001	Agency for International Development	Combined Synopsis/Solicitation		Oct 23, 2015

- Moving right along, let's talk about searching FedBizOpps. Much like Grants.gov, you can limit the search by Agency. To do so, click on the “Agencies” tab at the top of the FedBizOpps website. Then click on “Agency for International Development,” which will take you to a screen like that shown here on the right.
- You also can narrow opportunities through a keyword search. For keyword search tips, click on the “Tips” button next to the keyword search block on the FedBizOpps website.
- If you’re a small business or qualify for any programs called “set-asides,” the search results also can be filtered for those under the set-aside code section, if that's applicable to your organization.
- Also, when you click on an individual opportunity, you then can click the button “Watch This Opportunity” to receive automatic updates. Unlike the Interested Vendor's List, only you can see the notices you add to your Watch List.
- For more information on creating Search Agents and a Watch List, see the [FedBizOpps Vendor Guide](#) through this link ([https://www.fbo.gov/downloads/FBO\\_Vendor\\_Guide\\_v1.7.pdf](https://www.fbo.gov/downloads/FBO_Vendor_Guide_v1.7.pdf)).



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## Case Study: Grants.gov and FedBizOpps Searches

Grants.gov - Find Grant Opportunities - Search Results Grant Opportunities - Windows Internet Explorer provided by USAID

Search Results

Sort: Open Date, Descending [Sort by Close Date](#) Results 1 - 15 of 15

Open Date	Opportunity Title	Agency	Funding Number
03/20/2012	<a href="#">2012 IFRR RFA</a>	Agency for International Development	2012-IFRR-RFA-001
03/20/2012	<a href="#">WEST AFRICA SEED PROGRAM (WASP)</a>	Ghana USAID-Accra	RFA-624-12-000005
03/08/2012	<a href="#">Programs to Support Learning Platforms that Facilitate Learning Exchanges for Innovative Food Security Approaches and Technologies in South and Southeast Asia</a>	Thailand USAID-Bangkok	APS-NUMBER-486-12-016
02/28/2012	<a href="#">African Institutions Innovation Mechanism (AIM)</a>	Kenya USAID-Nairobi	APS-623-12-000001
02/26/2012	<a href="#">Agricultural Extension Capacity Building Activity</a>	Bangladesh USAID-Dhaka	RFA-388-12-000006
02/16/2012	<a href="#">Developing The Next Generation of Public Health Experts in Bangladesh</a>	Bangladesh USAID-Dhaka	RFA-388-12-000005
02/01/2012	<a href="#">APS for food security, nutrition, biodiversity and conservation</a>	Uganda USAID-Kampala	APS-617-12-000010
01/12/2012	<a href="#">USAID University Engagement through Higher Education Institutions</a>	Agency for International Development	DRAFT-RFA-OAA-12-000004
10/28/2011	<a href="#">Early-Grade Reading Improvement Interventions</a>	Agency for International Development	M-OAA-GRO-LMA-12-01028
10/12/2011	<a href="#">Innovations in Gender Equality (IGEI) to Promote Household Food Security</a>	Agency for International Development	APS-OAA-11-000003
06/21/2011	<a href="#">CAREER DEVELOPMENT CENTERS SUPPORT</a>	Egypt USAID-Cairo	APS-263-11-000001
06/17/2011	<a href="#">School Capacity and Innovation Program</a>	South Africa USAID-Pretoria	674-11-00045
04/27/2011	<a href="#">INFORMATION ON UGANDA LITERACY AND HEALTH EDUCATION PROGRAM</a>	Uganda USAID-Kampala	USAID-UGANDA-617- INFORMATION-04-2011
12/16/2010	<a href="#">UGANDA FEED THE FUTURE (FTF) PROGRAMS</a>	Uganda USAID-Kampala	USAID-UGANDA-617- INFORMATION-10-2010
07/22/2008	<a href="#">Alternative Development Program</a>	Thailand USAID-Bangkok	306-08-027-RF1

Results Page: 1 [New Search](#)

- Let's go back to our case study. We've done a search on Grants.gov for opportunities related to Ethiopia and specifically sustainable agriculture. Actually, **currently** nothing came up that is relevant for SADEA.
- So then we did a broader search by using "Advanced Search" and limiting the agency to the "Agency for International Development." We also used keywords for "Agriculture," "Food and Nutrition," and "Education." Then a few things popped up, for which I've included a screen shot here.
- So what SADEA would want to do now is click on each of those opportunities, look through the synopsis, see if it's relevant and within their interest in Ethiopia.
- We also did similar searches on FedBizOpps but did not find any good matches.
- What we hope these example searches show you is that if SADEA had started by just looking at Grants.gov or FedBizOpps, SADEA may have thought no potential funding opportunities with USAID existed, but by going through the prior 3 steps, this organization like yours can see the broader picture and have a better understanding of what programs are currently on-going to seek out potential sub-awards and other programs that in the future may post prime award opportunities on Grants.gov or FedBizOpps.gov.



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## Summary of How to Prepare a Workplan to Explore Potential USAID Funding Opportunities

### 1. Mission Websites & Country Strategies

Varies as to frequency of updates; most country strategies are for 5 years



### 2. Business Forecast Reports

Issued quarterly; opportunities listed a few months to a year in advance of issuance of a notice of funding opportunity



### 3. Annual Program Statements (APS)

Covers the current fiscal year



### 4. Grants.gov and FedBizOpps.gov

Often < 1 month to respond to requests for proposals or applications

28

- Now that we've covered each step in depth (hopefully, not *too* much depth), I just want to take a moment to reflect and summarize how to prepare a workplan for exploring potential USAID funding opportunities.
- The first step is mission websites and country strategies. The information contained in these is very helpful to your research and understanding focus areas.
- The second step is business forecast reports, which are issued quarterly and placed on USAID's website. The opportunities are usually included a few months to a year in advance of solicitation or implementation. The opportunities include those coming from overseas missions as well as those from Washington DC based bureaus.
- The third step is annual program statements, which can cover the current fiscal year for a wide variety of programs.
- The fourth and final step is Grants.gov and FedBizOpps.gov. This is listed last because it's really important to go through the first three steps to understand the longer-term picture and because many notices of funding opportunities only provide less than a month to respond to a request for proposals or applications. So by following the first three steps, this research can put your organization in a good position to know what is coming out down the line and to know whether your organization's objectives and strategies align with USAID's in that particular country.
- This may seem like a lot of information at one time and a lot of work at one time. But we do hope that the one-page sample workplan, which includes links to resources for conducting research for all of these four steps, is really helpful to your organization. As a point of reference, conducting the research on Ethiopia for SADEA and putting together the workplan took about a full day of work. It's

helpful for each organization to put together or revise their workplan at least once a year so that you can strategically explore potential funding opportunities in a focused, forward-looking manner. Also, putting together this research before meeting with USAID personnel at missions or with DC-based bureaus is very useful because this information will help focus your conversations.



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## Aligning Priorities

- Now that we've provided the tools to understand USAID's priorities, your organization will want to discuss:
  - **Do USAID's priorities align with our organization's priorities and goals?**
  - **If there's a good fit, are we well-suited to pursue the opportunity?**
    - Particular expertise?
    - Established office, partnerships?
    - If we don't, how much time and what kind of resources are we willing to expend to become well-suited?
  - **If there's not a good fit, are we willing to shift our focus and is it worth it?**
- Also, you may want to reach out to the mission to discuss some of these issues.

29

- Now that we've covered the workplan, let's talk about aligning priorities. We've provided the tools to understand USAID's priorities, and now your organization will want to discuss with its staff or board a number of key questions. For example,
  - Do USAID's priorities align with our organization's priorities and goals?
- If there's a good fit, are we well-suited to pursue the opportunity?
  - Do we have particular expertise in the technical area? Such as agriculture or livestock with the case study.
  - Do we have an established office, projects, contacts, or partnerships with local organizations in the country and particular identified geographic area? For example, from the case study, do we already have an office in Ethiopia? On-going projects? Working relationships with agricultural cooperatives?
  - If we don't, how much time and what kind of resources are we willing to expend to become well-suited to pursue the opportunities for future awards?
- If there's not a good fit, are we willing to shift our focus and is it worth it? This is a critical question that each organization has to ask itself.
- Also, you may want to reach out to the mission (and the specific USAID acquisition and assistance specialist or negotiator if this is listed in a business forecast report) to discuss some of these issues. By completing a workplan on a yearly basis and keeping it

updated, this will allow you to focus your efforts and have more in-depth conversations with USAID personnel.



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## Preview of Other E-Modules on How to Work with USAID

1. Exploring Funding Opportunities to Partner with USAID
2. Understanding USAID's Types of Awards
3. Effectively Responding to USAID Award Solicitations
4. Budgets for Assistance Applications
5. Budgets for Acquisition Proposals
6. Sub-Award Partnerships
7. Programmatic Reports
8. Financial Reports
9. Post-Award Orientation Conferences
10. Monitoring and Evaluation
11. Branding and Marking
12. Registering as a U.S. Private Voluntary Organizations (PVO)

Feedback: [howtoworkwithusaid@usaid.gov](mailto:howtoworkwithusaid@usaid.gov)

30

- Thank you for completing this e-module! It's been a pleasure to host, and we hope that you've found the information to be helpful. This is just the first on a series of e-modules on how to work with USAID.
- We hope that you'll check out these other e-modules and that they will be helpful to your work and appreciate any feedback or ideas that you may have on how to improve your knowledge of how to work with USAID. You may send feedback to [howtoworkwithusaid@usaid.gov](mailto:howtoworkwithusaid@usaid.gov). Thanks again for your time.

## Cumulative Review

The following questions will check how well you have understood the content in this E-Module.

Instructions: Read each question carefully before clicking “submit” and moving to the next question.

Your Cumulative Review results should give you a good idea of how well you’ve mastered the content of this E-Module.

- The following questions will check how well you have understood the content in this E-Module.
- Read each question carefully before clicking “submit” and moving to the next question.
- Your Cumulative Review results should give you a good idea of how well you’ve mastered the content of this E-Module.





### Knowledge Check: Cumulative Review

Quiz - 6 questions

Last Modified: Oct 02, 2015 at 01:52 PM

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On passing, 'Finish' button: [Goes to Next Slide](#)

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Allow user to leave quiz: [After user has completed quiz](#)

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