

**NGO BPHS REQUEST FOR APPLICATION (RFA)  
BUDGET WORKSHOP  
JUNE 22, 2003**

**Management Sciences for Health  
Rural Expansion of Afghanistan's Community-Based Healthcare (REACH)  
USAID Contract Number: EEE-C-00-03-00021-00**

**PURPOSE:** This was the second of a three part series of workshops sponsored by the REACH Program to provide NGOs information about the Basic Package of Health Services Request for Application (RFA) for the REACH grants program. This workshop focused on the RFA budget requirements. The presentation went into detail regarding the level of information and documentation expected for each budget line item outlined in the budget template. Indirect costs, cost principles and ineligible costs were also covered.

Prior to the workshop, the RFA had been distributed to over 134 national and international health NGOs. On July 19<sup>th</sup> REACH also conducted an Overview Workshop that was attended by 56 NGOs.

**AGENDA:** (See Attached)

**ATTENDANCE:** 33 NGOs registered, and over 47 NGO staff as well as 3 MOH, 1 USAID staff, and 9 MSH REACH grants staff participated.

**HANDOUTS/MATERIALS PROVIDED:**

- Hardcopies of RFA (for those NGOs without copies), with a revised p. 6.;
- PowerPoint presentation (in English) covering workshop content.
- Budgeting Basics (helpful hints and what to keep in mind when developing a budget);
- Indirect Costs (Indirect Cost Rates, Overhead, General and Administrative Costs, & Fringe Benefits – how to calculate, what is allowable, etc);
- Ineligible costs and cost principles;
- OMB Circular A-122;
- An announcement about the Community Based Health Care workshop and how to make an individual appointment for technical assistance;
- Packets of complete information from Workshop #1 (Overview of the RFA).

**RESULTS:**

- The three hour presentation was interspersed with time for questions and answers (in English and Dari). On July 2<sup>nd</sup>, 24 documented questions and responses from the Budget Workshop were provided to all NGOs. Topics included: indirect costs; renting, constructing and renovating facilities; purchase of equipment; USAID geographic code; consultant approval; staff salaries; cost share; vertical programs, etc.
- Cynthia Walker, REACH Program Manager for Access to Services, introduced the workshop, and its facilitator, Natalie Gaul, from MSH Boston. The MOH Grants and Contracts Management Unit (GCMU) was present for the first half of the presentation and participated in some of the question and response periods.

# USAID REACH GRANTS PROGRAM

## USAID REACH Grants Program- BUDGETING NGO Workshop June 22, 2003

TOPIC	WHO	TIME	MAIN MESSAGE HANDOUTS
Introductions	Cynthia Walker Dr. Ahmad Jan Dr. Ahmad Shah	8:45 - 9:00	Sign-in sheet Copies of RFA binders
Budgeting Basics/Helpful Hints	Natalie Gaul	9:00 – 9:20	PowerPoint Handout on Budgeting Basics
Indirect Cost Rates (Overhead, General and Administrative Costs) & Fringe Benefits	Natalie Gaul	9:20 – 9:50	PowerPoint Handout on Indirect Costs
Cost Principles (OMB A-122, Ineligible costs, etc.)	Natalie Gaul Katie Sears	9:50 - 10:15	PowerPoint Handouts (Ineligible costs and A-122)
<b>Tea Break</b>		10:15 -10:30	
Detailed Budget Template set up and general comments (Other sources; provincial or field offices)	Natalie Gaul	10:30 - 10:45	PowerPoint RFA binder (p. 36, Section 9)
Explanation of line items	Natalie Gaul	10:45 -11:40	RFA binder
Additional questions and answers	Grants Team	11:40 – 11:55	
OTHER WORKSHOPS:			
Workshop Schedule Technical Assistance	Kathleen O’Sullivan	11:55 – 12:00	Handout-schedule How to set up an appointment
Lessons learned: community based health care	Dr. Iqbal		Sign-up and questions to be addressed at workshop