



**USAID**  
FROM THE AMERICAN PEOPLE

## CHECKLIST OF REQUIRED ELEMENTS

This document is intended to provide an easy reference of the new and continued requirements for proposal submissions from NGOs. Proposals that do not meet these requirements will be returned to the applicant without review.

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- Applicants must conform to a limit of 20 pages plus 1 page per sub-sector, excluding the cost proposal, proposal summary, and supporting documentation.**  
For example, a proposal with three sub-sectors could be 23 pages.
  - Applications must be written in English or with English translations, and saved in Word 2000 and/or Excel 2000 or newer versions.**  
OFDA does not accept zip files. Please only submit PDF files for signed documents.
  - Applications must include a proposal summary of approximately two pages (see Recommended Proposal Format, note: summary may be longer than two pages).**
  - Applications must incorporate page numbers and headers or footers that clearly identify the submission or revision date.**  
All documents must be labeled as either an original or revised submission.
  - Applicants must submit proposal to OFDA/W from applicant's headquarters (note: Headquarters refers to staff with authority to sign award).**
  - Use sectors, sub-sectors, keywords and indicators identified in the Guidelines.**  
All approved sectors are listed in the section "Approved Sector, Sub-sector, Indicator Table & Keyword List" and further explained in the APDRs section of the 2008 Guidelines.
  - Applicants must make an effort to address the APDRs in the appropriate sections responding to each of the applicable technical questions outlined.**  
In order to facilitate the technical review of the proposal, applicants must answer each of the applicable technical questions outlined for the sectors, sub-sectors and keywords identified in the APDRs.
  - Applications must clearly identify restricted goods or commodities and supply appropriate documentation as outlined in the APDRs.**
  - Applicants must submit a Branding Strategy and Marking Plan (BSMP), whether the proposal is unsolicited or solicited, even if a waiver is in place (see Cost/Budget Guidelines).**  
Guidance for the preparation of the BSMP can be found in the 2008 Guidelines and online at <http://www.usaid.gov/branding/assistance.html>.
  - Application must include a location-specific Safety and Security Plan for proposed program sites (see Cost/Budget Guidelines).**  
Note: USAID/OFDA will not evaluate or approve the content of any security documentation.
  - Applications must attribute costs to specific line items, rather than including "shared costs" (see Cost/Budget Guidelines).**
  - Applications must contain a detailed, itemized budget in U.S. Dollars (USD) in Excel format, a corresponding budget narrative, and a completed and signed SF-424. Applications for Cost Modifications must include a pipeline analysis.**
  - Applications must include all required signed Certifications and Representations (see Supporting Documentation).**