

**Sole-Source Project Proposals  
Step-by-Step Guide for Submission to USTDA**

Step No.	Action Item	Responsibility
<b>1) Determine Eligibility</b>	If you are developing a project or initiative in coordination with an Overseas Project Sponsor that you would like USTDA to consider for possible grant funding, you should begin by reviewing the <a href="#">Eligibility Checklist</a> .	U.S. Firm
<b>2) Concept Proposal</b>	Eligible U.S. Firms should contact the appropriate <a href="#">USTDA Regional Director or Country Manager</a> for your region to discuss the preliminary details of a project concept. If USTDA’s review of the initial concept is favorable, USTDA will request a more detailed proposal for the proposed project.	U.S. Firm
<b>3) Proposal Submission</b>	The Overseas Project Sponsor and U.S. Firm shall submit a more detailed proposal based upon prior discussions with USTDA staff; refer to established <a href="#">guidelines for proposal preparation</a> . There is no set deadline for projects to be considered. USTDA will preserve the confidentiality of any privileged or confidential commercial or financial information, which is clearly designated as such in the proposal, in accordance with applicable law.	U.S. Firm & Overseas Project Sponsor
<b>4) Technical &amp; Legal Due Diligence</b>		
<b>a) Technical Review</b>	USTDA will proceed to conduct a technical review of the proposed activity. USTDA may hire a technical/industry expert (a “Desk Study” consultant) to evaluate the proposed activity and recommend whether USTDA should provide grant funding for the proposed project.	USTDA
<b>b) Review of Key Documents</b>	USTDA will provide the Overseas Project Sponsor and U.S. Firm with model templates for the <a href="#">grant agreement</a> , <a href="#">contract</a> and <a href="#">Success Fee and Cost Share Agreement</a> . During this stage of the process, the Overseas Project Sponsor and U.S. Firm should initiate a legal review of these materials and should advise USTDA of any questions or necessary clarifications prior to grant funding review. Note that these materials should not be filled out at this stage of the process.	Overseas Project Sponsor & U.S. Firm
<b>c) Legal Due Diligence</b>	USTDA conducts a due diligence review of the proposed Overseas Project Sponsor and U.S. Firm to ensure that USTDA would be working with reputable and solvent entities. Private and parastatal Overseas Project Sponsors and the U.S. Firm shall provide USTDA with completed due diligence information forms at this stage. Forms are available at the following links: <a href="#">Private Sector Overseas Project Sponsor Form</a> , <a href="#">Parastatal Overseas Project Sponsor Form</a> and <a href="#">U.S Firm Form</a> . Public sector Overseas Project Sponsors are not required to complete these forms. Overseas Project Sponsors and U.S. Firms are encouraged to contact USTDA with any questions regarding completing these forms.	Overseas Project Sponsor & U.S. Firm

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<b>Note:</b>	Step 4 is complete when (1) technical review is complete; (2) the Overseas Project Sponsor and U.S. Firm have completed their initial review of the contract, grant and success fee/cost share agreement templates and submitted any questions to USTDA; and (3) USTDA has received any required completed legal due diligence forms.	
<b>5) Grant Funding Review</b>	At this stage, all preceding steps shall have been completed. Upon receipt of the recommendations from the technical review (Desk Study) and completion of the due diligence review, USTDA will formally consider the activity for grant funding. If approved, USTDA authorizes grant funding and informs the Overseas Project Sponsor and U.S. Firm. The Overseas Project Sponsor and U.S. Firm may at this time begin negotiations on the contract.	USTDA
<b>6) Success Fee/Cost Share Agreement</b>	USTDA and the U.S. Firm(s) reach agreement on the terms of the Success Fee and/or Cost Share Agreement(s), if applicable, and sign the Agreement(s).	U.S. Firm & USTDA
<b>7) Grant Agreement</b>	Concurrent with USTDA and U.S. Firm negotiations of any applicable Cost Share and/or Success Fee Agreements, USTDA and the Overseas Project Sponsor reach agreement on the terms of the Grant Agreement and sign the Grant Agreement. The Overseas Project Sponsor and U.S. Firm should also conduct and finalize their contract negotiations during this step.	USTDA, U.S. Firm & Overseas Project Sponsor
<b>8) Contract</b>	Once the Grant Agreement is signed, the Overseas Project Sponsor and the U.S. Firm submit the <i>unsigned</i> contract to USTDA for review and approval. Once approved, USTDA informs the overseas project sponsor and the U.S. Firm, and the parties sign the contract.	Overseas Project Sponsor, U.S. Firm & USTDA
<b>9) Commencement of the Work</b>	Once the approved contract is signed, the U.S. Firm begins performing the USTDA-funded work under the terms of the contract.	U.S. Firm