

**Competed Project Proposals
Step-by-Step Guide for Submission to USTDA**

Step No.	Action Item	Responsibility
1) Concept Proposal	<p>If you are developing a project or initiative that you would like USTDA to consider for possible grant funding, you should begin by:</p> <ul style="list-style-type: none"> ▪ Contacting the appropriate USTDA Regional Director or Country Manager for your region, or, ▪ Communicating with the commercial or economic officer or USTDA representative at the U.S. Embassy in your country. <p>To formally initiate USTDA consideration of a project, a project sponsor should direct a request to USTDA. In cases where a specific U.S. company has been identified as a partner or preferred supplier on the project, the U.S. company submits a separate, detailed proposal to USTDA. 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.</p> <p>If USTDA’s review of the initial concept is favorable, USTDA will request additional, more detailed information regarding the proposed project.</p>	Overseas Project Sponsor
2) Technical & Legal Due Diligence		
a) Technical Review	If the concept proposal complies with established funding criteria, USTDA will proceed to conduct a technical review of the proposed activity. USTDA may hire a technical/industry expert (a “Definitional Mission” or “Desk Study” consultant) to evaluate the proposed activity and recommend whether USTDA should provide grant funding.	USTDA
b) Overseas Project Sponsor Review of Key Documents	USTDA will provide the Overseas Project Sponsor with model templates for the grant agreement , contract , and Request for Proposal . During this stage of the process, the Overseas Project Sponsor 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

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c) Legal Due Diligence	USTDA conducts a due diligence review of the proposed overseas project sponsor to ensure that USTDA would be working with reputable and solvent entities. Private and parastatal Overseas Project Sponsors shall provide USTDA with completed due diligence information forms at this stage. Forms are available at the following links: Private Sector Overseas Project Sponsor Form and Parastatal Overseas Project Sponsor Form . Public sector Overseas Project Sponsors are not required to complete these forms. Project Sponsors are encouraged to contact USTDA with any questions regarding completing these forms.	Overseas Project Sponsor
d) Contractor Selection Plan	Before a grant is signed, the overseas project sponsor shall submit to USTDA their contractor selection plan. Overseas Project Sponsors shall award contracts pursuant to a competitive process conducted in accordance with the procurement procedures and requirements of the Overseas Project Sponsor host country. USTDA provides Overseas Project Sponsors with an RFP template to facilitate the tender process, and publishes the advertisement (see No. 5, below).	Overseas Project Sponsor
Note:	Step 2 is complete when (1) technical review is complete; (2) the Grantee has completed its initial review of the RFP, contract and grant agreement templates and submitted any questions to USTDA; (3) USTDA has received any required completed legal due diligence forms; and (4) the Grantee has submitted to USTDA its contractor selection plan.	
3) Grant Funding Review	At this stage, all preceding steps shall have been completed. Upon receipt of the recommendations from the technical review (Definitional Mission) 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.	USTDA
4) Grant Agreement	USTDA and the overseas project sponsor reach agreement on the terms of the Grant Agreement and sign the Grant Agreement. Upon USTDA and Grantee agreement on the grant terms, USTDA will provide the completed Draft Request for Proposals (“RFP”) for Grantee review and approval; Grantee must approve this RFP prior to Grant signing.	USTDA & Overseas Project Sponsor
5) Publish Request for Proposal	Contract opportunities with host country Overseas Project Sponsors are published widely in appropriate venues, including online through Federal Business Opportunities (www.fbo.gov). Unless otherwise specified, proposals are submitted directly to the host country Overseas Project Sponsor by potential Contractors.	USTDA

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6) Evaluation of Proposals	Overseas Project Sponsor conducts an evaluation of the technical proposals received and selects a preferred bidder; the Overseas Project Sponsor then submits its documentation relating to the Contractor selection process for approval, including the <i>complete</i> proposal of the selected Contractor, including all required attachments.	Overseas Project Sponsor
7) U.S. Firm Due Diligence	USTDA must approve the Contractor selected by the Overseas Project Sponsor before the project can proceed. Upon receipt of the complete proposal, USTDA conducts a due diligence review of the selected U.S. Firm(s). If the due diligence process is completed successfully, USTDA will issue a “no objection” letter.	USTDA
8) Contract	Upon issuance of a “no objection” letter, the overseas project sponsor and the U.S. firm submit the fully-negotiated <i>unsigned</i> contract to USTDA for review. 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
9) Commencement of the Work	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