

## ADMINISTRATIVE SUPPORT OF GRANTS

### GRANTS MANAGEMENT

The administrative support of grants, cooperative agreements, Fixed Obligation Grants (FOG) and interagency agreements is a key element of Macfadden’s program management service offerings.

Macfadden’s team of experienced grants management experts provides critical support to streamline the grants management process at USAID’s Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA) Office of U.S. Foreign Disaster Assistance (OFDA), Food For Peace (FFP), American Schools and Hospitals Abroad (ASHA), and the U.S. Department of State, Bureau of European and Eurasian Affairs.

Macfadden’s grants management team has extensive experience and understanding of regulations governing USAID’s grants procedures to enable us to respond quickly and accurately while ensuring compliance with USAID assistance regulations and policies. This proven approach facilitates rapid approval by USAID officials to help ensure delivery of critically needed grant funding, often within days after a disaster occurs.



Macfadden’s streamlined approach processes a large volume of grants quickly while emphasizing quality control and compliance

*Macfadden develops grant guidelines and templates, and supports post-award audit preparation. The result is a high-quality response to requests for action with a sterling record of reviews from our clients and zero audit discrepancies.*



Macfadden’s grants specialists and in-house auditor carefully assess the level of responsibility of each applicant seeking assistance funding and recommend special award conditions where appropriate. This reduces USAID’s exposure to risk and potential audit issues. During the quality assurance review process, we quickly respond to any issues that have been flagged and ensure that changes are made as needed to ensure a complete and actionable award package is ready for review. We diligently conduct a line-by-line budgetary review and analysis to eliminate errors and ensure each cost is adequately justified, realistic, reasonable, allowable, and allocatable to ensure proper accountability. The end result is a fair, transparent, and efficient grant making process.

**Macfadden assists non-US grant awardees with Recipient Contracted Audit (RCA) audits in the following areas:**

*Facilitating RCA audits*

*Identifying Regional Inspector General (RIG)-certified auditor*

*Reviewing grantee drafted auditor scope of work in order to comply with RCA guidelines*

*Reviewing final audit to ensure all elements of RCA guidelines have been included*

*Turning over final audit report to RIG*

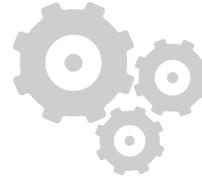
### Macfadden provides support throughout the grant life cycle



Macfadden can provide expertise and guidance about all assistance-related issues. Our extensive knowledge of assistance instruments and policy requirements such as ADS 303, ADS 308, 22 CFR 226/228 and OMBs, will help guide the technical office and award recipients through the grants making process and in obtaining necessary waivers, if required, to ensure compliance with all USAID Assistance regulations. Our extensive experience enables us to anticipate and effectively address any issues that arise post-award until the close-out of awards.

The Macfadden Grants Management Team, supporting OFDA and FFP, has been operating at USAID DCHA since the beginning of our Institutional Support Contract in 1991. Macfadden's Grants Unit is organized to mirror OFDA's organizational structure, ensuring efficiency and good collaboration. A key element of Macfadden's success under our current institutional support contract with DCHA is our streamlined grant process that enables our team to effectively administer a large number of awards in geographically dispersed areas and results in timely processing of fully compliant awards.

**Macfadden's track record demonstrates our experience in processing large numbers of grants:**



**FY 2010:** processed 487 actions obligating more than \$750 million

**FY 2011:** processed 655 actions obligating \$796 million

**FY 2012:** processed 744 actions obligating \$1 billion

**FY 2013:** processed 777 actions obligating \$1.4 billion

**MACFADDEN AT FOOD FOR PEACE**

Macfadden's grants management team provides critical support to streamline the grants management process at FFP for Title II programs that provide emergency food assistance to address needs arising from natural disasters, such as floods or droughts, and complex emergencies often characterized by insecurity and population displacement. To complement Title II resources, Macfadden's grants management team also processes Emergency Food Security Program (EFSP) grants, working closely with EFSP's

implementing partners such as CARE, Catholic Relief Services, Mercy Corps, Save the Children, and the World Food Program (WFP).



*Macfadden's grants management team at FFP supported the office's efforts to provide life-saving food aid to people in Haiti, Kenya, Kyrgyzstan, Mozambique, Niger, Pakistan, Sri Lanka and Sudan*

*In FY 2011 our team reviewed over 200 EFSP grant applications and processed over 80 awards and modifications obligating over \$350 million*

*In FY 2012 our team processed 90 awards and modifications obligating over \$390 million, and in FY 2013 152 grant awards and modifications were made obligating over \$600 million*

**MACFADDEN AT THE U.S. DEPARTMENT OF STATE**



For over 20 years Macfadden has successfully supported the DoS Office of the Coordinator of U.S. Assistance to Europe and Eurasia (EUR/ACE), providing multiple service categories to the Operation Provide Hope program under the Freedom for Russia and Emerging Eurasian Democracies and Open Markets (FREEDOM) Support Act. Under this program, Macfadden's team successfully solicited and administered cooperative grants to a number of U.S. charitable organizations. We have managed and overseen all aspects of the DoS humanitarian program, including oversight of NGO grants and Department of Defense (DoD) partnered projects, coordination of air and surface logistics for both large and small-scale aid operations, and tracking and managing all aspects of multi-million dollar humanitarian budgets.

*Macfadden and its grants management team enables USAID and the U.S. Department of State to provide humanitarian assistance to save lives, alleviate human suffering, and reduce the social and economic impact of natural and man-made disasters worldwide.*