

## QUICK REFERENCE

# PREPARING FOR THE NON-U.S. ORGANIZATION PRE-AWARD SURVEY (NUPAS)

Follow these steps to prepare for a successful pre-award evaluation of your organization.

### 1 PREPARE FOR THE PROCESS

USAID uses the NUPAS to determine whether your organization has sufficient systems in place to manage assistance awards according to U.S. Government and Agency requirements. Review the eight-step process, so you know when and how you will interact with the review team.

### 2 PROVIDE DOCUMENTATION

The Office of Acquisition and Assistance (OAA) begins the process by sending a notification letter that requests specific information about your business operations. Submit all materials, so the review team may begin the desk review.

### 3 PREPARE FOR THE SITE VISIT

Once reviewers have evaluated your documentation, they will conduct a site visit to more thoroughly assess your systems, practices, and procedures. Make sure key personnel are familiar with relevant systems, so they may provide accurate information to the review team.

### 4 UNDERSTAND EXPECTATIONS

The review team will use a scoring system to evaluate the preparedness of your organization to manage an award. Become familiar with this system and how your Agreement Officer (AO) may require special conditions for an award.

### 5 DEBRIEF WITH THE REVIEW TEAM

USAID reviewers will give an overview of their assessment findings. Use this meeting—and the final NUPAS report—to take notes on their concerns and any recommendations for improving your legal, financial, and operational structures.

# 6

## CRAFT AN ACTION PLAN

Work with your AO, the OAA, and the Office of Financial Management (FM) to draft a Corrective Action Plan to address risk factors identified in the review. Also determine whether the issues must be addressed before the award or after the award through specific conditions included in the award agreement.

### RESOURCES:

- ADS Chapter 303: “Grants and Cooperative Agreements to Non-Governmental Organizations”
- “Preparing Progress Reports” training module
- “Preparing Budgets for USAID Assistance Awards” training module
- “Monitoring, Evaluation, and Learning” training module

For questions related to this resource, contact USAID’s Industry Liaison at [IndustryLiaison@usaid.gov](mailto:IndustryLiaison@usaid.gov).