



USAID
FROM THE AMERICAN PEOPLE

Principal Benefits Worksheet

A Mandatory Reference for ADS Chapter 437

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Determine the relative benefit accruing to each co-sponsoring organization based on the assignment purposes listed below. Place a number in the boxes under the beneficiary as follows:

Principal Purpose(s): 2 Secondary Purpose(s): 1 Not Applicable: 0

ASSIGNMENT PURPOSES	USAID BENEFIT	NON- FEDERAL BENEFIT
1. Supports USAID's/Non-Federal Organization's mission		
2. Supports government-wide initiatives		
3. Strengthens intergovernmental relations		
4. Professional development opportunity for employee		
5. Meets temporary need for skilled personnel		
6. Assists in transfer of new ideas and technology		
7. Other (please state)		

BENEFIT RATIO

TOTALS (A) _____ (B) _____

Determine what percentage of the benefits from the assignment will be received by each co-sponsoring organization (e.g., USAID 40% /Non-Federal 60%):

1. Add A to B = C (100%)
2. Divide A by C = _____% Benefit to USAID
3. Divide B by C = _____% Benefit to Non-Federal

When USAID is paying for an assignment, there must be a written justification explaining how the assignment benefits the Agency. This is particularly important when a USAID employee is being assigned to a non-Federal entity because on the surface it would appear that the non-Federal entity is receiving a significant benefit.

There may be situations where the non-Federal entity does not have the resources to fund the assignment on a shared-cost basis, yet the assignment is important for both USAID and the non-Federal entity. In this instance, as stated above, a written justification is required and a copy must be included in the agreement package submitted to OHR.

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