



USAID

FROM THE AMERICAN PEOPLE

July 22, 2010

Reference: Building Women's Leadership Capacity in the Disaster Efforts in Haiti (APS)
APS-OAA-10-000008

Subject: Amendment No. 01

Dear Applicants:

The purpose of this Amendment No. 01 is to correct discrepancies in the numbering of pages and publish Questions and Answers. Accordingly the following changes are made:

- 1) Beginning with the footer on page 2 continuing through the document, delete APS No. USAID-Washington- EGAT-10-00000-APS replace with USAID-Washington- EGAT-10-000008
- 2) Page 8 Section 11.2 Anticipated Start Date of this Award and Performance Period. The sentence is incomplete. The new sentence states: "USAID anticipates the start date upon award with a performance period of up to three years."
- 3) In the initial submission in second paragraph of SECTION IV- APPLICATION AND SUBMISSION INFORMATION it states "To establish eligibility the Recipient(s) will undergo a pre-award **audit** conducted by USAID..."

It will be changed to state: "To establish eligibility the Recipient(s) will undergo a pre-award **survey** conducted by USAID ..."
- 4) In Section VII- Agency Contact the email contact has been updated to reflect girby@usaid.gov as the correct email address.
- 5) See attached Questions and Answers submitted via email during the First Round of Evaluations that ended July 20, 2010.

Please direct any questions regarding this amendment to G. Serapis Irby at girby@usaid.gov

Sincerely,

Anne Sattgast
Agreement Officer
M/OAA/EGAT

**WID “Building Women’s Leadership Capacity in
The Disaster Efforts in Haiti” APS Questions**

1. Are only organizations based in or registered in Haiti may apply?

Answer: Organizations are not required to be registered in Haiti, but the intent of the APS is to build local capacity by working within Haiti.

2. As a new spin-off organization that received there 501c3 in the last year, does this make us ineligible to apply?

Answer: Organizations will have to submit application and be evaluated accordingly. No eligibility designations will be forthcoming from USAID at this time.

3. Do papers have also to be sent through www.grants.gov as indicated in section 4.4?

Answer: Please refer to SECTION IV - APPLICATION AND SUBMISSION INFORMATION, Submission Instructions (5)

4. Will USAID accept applications aiming at strengthening the Ministry of Women directly?

Answer: Yes, applications aimed at strengthening the Ministry of Women directly will be accepted.

5. Section 4.2.B Application Outline: Point 3.j relevant organizational experiences. Can project sheets be added the Attachments to complete presentations or should organizations restrict themselves to the page limit set forth for the Technical application?

Answer: Project sheets may be added to the attachments, but adherence to the total number of pages as stated in SECTION IV- APPLICATION AND SUBMISSION INFORMATION must be followed.

6. It is written that organizations must include proposed job descriptions and complete CVs of all key personnel. However in 3.m – Attachment, it is indicated that we must supply the CV for the proposed director only. Please clarify what is required. If organizations must provide CVs of all key personnel, should they be provided in the Attachments or be part of the technical proposal page limitation?

Answer: The CV of the project director is required, but if applicants consider other positions to be key to their project then those CVs should be included as well.

7. In section 4.3 – Implementation plan. Organizations have to include a Work Plan for the 1st year as well as a Three-year Implementation Plan. Must they be included in the Technical Application and be counted in the 22 pages length. Is this a correct interpretation?

Answer: Yes the implementation plan should be part of the full Technical Application as referenced in SECTION IV- APPLICATION AND SUBMISSION INFORMATION, (3).

8. Section 4.3, par. 2. : It is indicated that the program-specific appropriate Foreign Assistance Indicators must be identified and included. There is a www link to access those indicators. The link leads to a “Page not found”. Could you provide the correct link or send the files?

Answer: Here is the correct link: <http://www.state.gov/f/c24132.htm>

9. Who is required to sign individual certifications? The director or support staff as well?

Answer: The majority of certifications are to be signed by a representative of the applicant. Key individuals' certification relating to drug trafficking must signed by key individuals.

10. P. 12 ‘Cost Application’: Can USAID please confirm that full proposals are required, and not concept papers? Note that the first sentence states, “If a full technical proposal is requested....”?

Answer: For this APS “Building Women’s Leadership Capacity in the Disaster Efforts in Haiti” **Full Proposals** are required. Concept papers are not be submitted.

11. Can USAID please confirm that it anticipates making one award under this APS?

Answer: Yes we do anticipate only one award under this APS.

12. Does USAID expect additional funds to be allocated for this APS for future rounds?

Answer: No, please refer to SECTION II - AWARD INFORMATION of the APS for more information.

13. Are the topics listed here (Identifying and cultivating potential leaders; Fostering women’s networks to strengthen their influence; Advocating for women’s involvement in decision making and leadership in efforts to meet immediate recovery concerns, as well as in planning for long-term development) intended to be illustrative, or must proposals respond to each topic?

Answer: The topics listed are intended to be illustrative in nature.

14. Can USAID please confirm that the Project Director is the only required key personnel position?

Answer: See response to question #6.

15. Are letters of commitment required?

Answer: Letters of commitment are not a requirement of the APS.

16. Does USAID have any specific CV format they would like applicants to use?

Answer: No USAID does not have a specific CV format for applicants.

17. Would USAID look favorably on the inclusion of additional key or non-key personnel being named in an application?

Answer: The submission of personnel should be specific to your implementation plan.

18. The Technical Application outline mentions an Implementation Plan (g) and an Implementation Schedule (k). Can USAID please provide information on how these sections differ?

Answer: The Implementation Plan describes the scope of the organizations activities to be performed.

The Implementation Schedule illustrates the specific dates for the Implementation Plan activities.

19. The description of the implementation Plan (p. 11) in the APS includes three components. Can USAID confirm that all three components must be addressed in the proposal?

Answer: All three components of the Implementation Plan must be addressed as defined in the APS.

20. Can USAID also confirm whether the Implementation Plan may be included as an attachment, or whether it must be included in the 22 page Technical Application limit?

Answer: The Implementation Plan is included in the 22 page Technical Application.

21. Can USAID confirm that the term 'consortium' here indicates a partnership whereby multiple organizations are awarded the cooperative agreement? Is this section relevant for consortiums that include one prime applicant (who will be the grantee) with multiple sub-applicants (who will be sub-awardees)?

Answer: Although this is neither a Leader with Associate Award nor a GDA Award, general information on alliances and consortiums may be found in AAPD 04-16, Public-Private Alliance Guidelines and Collaboration Agreement.

22. Are sub-applicants required to submit the indirect cost rate information included in sections hh, ii, jj, kk, ll?

Answer: This is not necessary at this time; however the information may be requested at a later time if an award is contemplated.

23. If organizations submit their application electronically, can hard copies be mailed by the August 4 deadline (or must hard copies be received by the August 4 deadline)?

Answer: Electronic and Hard copies are to be submitted by the August 4th deadline.

24. Can USAID confirm that branding plans are required at the proposal stage?

Answer: Refer to SECTION IV- APPLICATION AND SUBMISSION INFORMATION, Submission Requirements (2), (B), (6).

25. Can USAID confirm that an Environmental Procedures document must be submitted at the proposal stage?

Answer: Refer to SECTION IV- APPLICATION AND SUBMISSION INFORMATION, Submission Requirements (2), (B), (7).

26. Can USAID confirm that project management and institutional capability information must be included in the 22 page Technical Application limit?

Answer: The project management and institutional capability information will be derived from the information provided in the Technical Application.

27. P. 18 includes a section on Past Performance as part of the evaluation criteria.

However, there is no mention of Past Performance in the Application Outline.

Should a separate attachment be included with Past Performance References? Must Past Performance be referenced in the Technical Application?

Answer: SECTION IV- APPLICATION AND SUBMISSION INFORMATION, Submission Requirements (2), (B), (J)

28. Page 13 – point (o): does USAID have an example of what the cost matrix should look like?

Answer: No USAID does not have a particular cost matrix format to be submitted.

29. Would USAID consider changing the geographic code from 000 to 935?

Answer: If a grant is anticipated with a total procurement element of less than \$250,000, a code of 935 may be considered. This would be decided during negotiations of award.

30. Can USAID confirm that ‘Accounting Manual and Personnel and Policy Manuals’ are only required for organizations that do not have a NICRA?

Answer: Yes if an organization does not have a NICRA the Accounting Manual and Personnel and Manuals are required.

31. Does USAID have any specific format for the electronic and hard copies submission?

Answer: Microsoft Office 2003

32. For example, do you want cost and technical proposals in separate files/envelopes? If so, where do the Certifications, Branding and Environmental Procedures documents go?

Answer: Technical cost/business proposals should be submitted as separate documents. The materials referenced in the question should be included in the cost/business proposal.