

ANNEX C

FREQUENTLY ASKED QUESTIONS

Dates and Deadlines

1. Where do we submit our concept paper and the full proposal?

Interested applicants are required to submit short concept papers to **missions and WOUs** (i.e. regional bureaus, pillar bureaus, offices) and may receive instructions on whether or not to proceed with a full proposal. Upon invitation, full proposals will also be sent to the USAID missions or operating units for funding. See the APS for detailed instructions.

2. Is there a deadline for concept papers?

USAID will consider alliance concept papers as they come in. However, resources are limited and we expect a significant number of submissions. The earlier a concept paper is received the greater the chance that funding might be available.

3. When will USAID resources become available and over what period will disbursements occur?

For mission or WOU funding, it is anticipated that the funds may become available in late spring, depending upon timely appropriations and the negotiation stage of the procurement action. USAID expects that funded programs may last from 12 to 60 months.

4. Will USAID funding be available exclusively during 2009 or will it be disbursed over the timeline established for the project?

If an application is accepted, USAID will make an award to the institution proposing the alliance. The agreement officer negotiating the terms of the grant or cooperative agreement will determine with the grantee the appropriate timing for disbursement of funds from USAID. Most of USAID's programs are incrementally funded on a year-by-year basis until the award is fully funded.

5. Does the alliance have to be formalized at the time of application?

No, the alliance does not have to be formalized at the time of application, but the level of partner commitment will be evaluated. As discussed in the APS, each application will be evaluated on whether the alliance brings new actors to the table with proven track records in their particular area of expertise and experience working in partnership with others. In addition, the application should demonstrate the commitment of the partners and could include a draft letter of

intent that describes the roles, responsibilities, and contributions of each of the alliance partners. You may also choose to ask your partners to submit documentation of their intent to participate in the alliance. USAID recognizes that alliances may change over time.

6. Where do I submit a concept paper that is regional or involves more than one mission?

This depends on how many missions would be involved and if all missions are within a single region. In general, it is a good idea to submit individual concepts to missions of interest, though for those truly regional or global in scope, you may want to submit to the appropriate Regional Mission or WOU.

The Role of USAID

7. Will USAID only allocate resources for the alliance or will it form a part of the alliance?

The intention of these alliances is to create a different relationship between the partners. USAID intends to enter into true partnerships with other resource partners in carrying out developmental objectives. USAID's role will vary from alliance to alliance. Please see the APS for an illustrative list of USAID and partner responsibilities.

8. Does USAID perform the monitoring and evaluation of the project?

As discussed above, USAID's role will vary from alliance to alliance. USAID may be an active member of the alliance governing structure, or USAID may administer the award through the reporting done by the recipient (quarterly, semi-annually, or annually). The agreement may also call for annual work plans to clarify timing and matters involved in the implementation schedule. There may also be midterm and final evaluations. All of the above will be negotiated in the final terms of the award.

9. Is the agreement with USAID signed by all the members of the alliance or only with the lead partner?

Upon favorable review of the full proposal, partners including USAID will determine the appropriateness of signing a memorandum of understanding (MOU) or other document to finalize the roles and responsibilities of each alliance partner. The proposed lead recipient of USAID funds is the signing party to the award.

10. Some friends and I are thinking about starting a small general store in New Mexico. We are interested in getting a grant to help us start our business. Is this grant something that we can apply for?

USAID funding supports humanitarian and economic development programs overseas as part of U.S. foreign policy objectives. We recommend reviewing our website further at <http://www.usaid.gov/gda> to see whether the business you are developing intends to carry out work in any of the overseas program areas and locations noted. Competitive grant solicitations from our agency and all federal agencies are at <http://www.grants.gov>. We do not fund the start-up of a U.S. business, but do support specific development programs overseas.

Funding

11. Are loans considered matching funding?

Consistent with the treatment of this issue in previous years, loans will **not** be counted as leverage under the GDA APS FY09. However, if an application includes a loan as part of the application, the existence of the loan might increase the feasibility of achieving the intended results of the alliance and therefore might be more likely to win an award over an application which did not have a loan. Additionally, an alliance with a loan might be evaluated to have better scalability.

12. What is the source of funds awarded for alliances under this APS?

The resources being awarded under this APS come from the budget of USAID missions and WOU's.

13. Alliances seek to leverage private resources. Can public resources be included in Alliances? Can they ever be counted as leverage?

Alliances can indeed include funding from a variety of sources, including other USG funds, funds from other donors (e.g.: the World Bank, or the UK Department for International Development), or host country governments. While USAID seeks to ensure that there is a 1:1 leverage of public to private funds, a smaller portion of private funds can be acceptable in a project that includes significant resources from other government sources.

14. Do the financial contributions from private partners have to be entirely in cash, or can they also be in the form of services, equipment, vehicles, etc.?

In-kind resources such as services, property, equipment, and supplies are valuable contributions. Alliance proposals must clearly specify what each party is contributing and indicate the cash value of in-kind support. Note that at least some portion of the leveraging must be in the form of cash. In-kind contributions should represent new resources available to and necessary for a project. Alliances

that offer quantifiable in-kind resources that a project would otherwise have to buy will be more competitive.

15. Does the cash contribution from alliance partners have to be made available at the beginning of the project or can the sums be allocated periodically if such a commitment is made among the partners?

The appropriate timing of contributions from partners may be proposed by the alliance partners, and it is acceptable for funds to be disbursed periodically over the length of the project.

16. If you are doing a regional program with individual countries contributing to a program, does an organization have to meet the 1:1 leveraging in each country or in the total aggregate of the grant?

You only have to meet the total leveraging in the aggregate of the award. Therefore, an alliance might have greater than 1:1 matching in some countries and less than this match in others.

17. It is difficult to launch new partnerships in a one-year time period. Could implementation of a program be extended over a second year with FY09 awarded funds?

Yes. Awards made in FY09 may be implemented in FY10. Any award under the FY09 APS can be for multiple years; awards under this solicitation can be made for up to 5 years.

Sector Specific Issues

18. Can food aid resources be used under the APS?

Title II resources are eligible for building alliances. Please send any concept papers to the point of contact in [Annex B](#). The Office of Food for Peace will also issue annual guidelines for Title II programs.

Forms and Eligibility

19. How do I propose a regional program? If I have a proposal dealing with regional or cross-country ideas, where should I submit the initial concept paper?

Concept papers that are regional should be submitted to the regional points of contacts listed in [Annex B](#) of the GDA APS.

20. Could you please send me the grant forms for this funding opportunity?

The only forms not specifically included in the APS are the SF424, 424a, and 424b for which a web site reference was included in the APS: http://www.grants.gov/agencies/aapproved_standard_forms.jsp. All other items are to be supplied in a written manner in accordance with the instructions and with the items contained within the APS

21. Could you send me any related information that will help us to understand what is required for the APS?

The best source for general information on public-private alliances is the GDA Secretariat webpage at USAID: <http://www.usaid.gov/gda> . Please review the APS and the GDA web site and then contact GDA with any specific questions you may have (see contact information provided in the APS).

22. We are a Land-Grant Institution; are we eligible to participate?

Your organization is able to submit an application. The universe of potential applicants is very broad. Please refer to the Eligibility and Proposal Criteria as there are requirements that all applications must meet.

23. Can an organization submit more than one application for this APS announcement?

Yes, an organization can submit as many applications as they wish. Please make sure that each is consistent with the guidelines set out in the APS.

24. The APS states that attachments should include a list of all contracts, grants, or cooperative agreements involving similar or related programs over the past three years. Is a list with the requested information acceptable, or should we also fill out Contractor Performance Reports for each program?

A list with the relevant information will be sufficient; you do not need to submit Contractor Performance Reports.

25. Which countries have priorities in agriculture, biosecurity, and/or disaster prevention projects?

For more information on country priorities, please review the individual mission websites at <http://www.usaid.gov/missions> . The APS appendices may also have information on specific country priorities.

26. The APS states that missions and bureaus may issue solicitations for their own particular alliance-building activities. Where can I find information on mission and bureau solicitations?

For other USAID competitive grant solicitations please refer to USAID postings at <http://www.grants.gov> . Missions overseas and offices within USAID/Washington post their competitive solicitations at that site.

27. What is the procedure to develop proposals for a USAID non-presence country, such as Botswana?

The answer to this question will vary depending on the country. For many non-presence countries, the first step is to contact the mission that covers work in that country. In Botswana, that is the Regional Center for South Africa (http://www.usaid.gov/locations/sub-saharan_africa/countries/rcsa), which will be able to work with you to determine if your project fits with their objectives.

28. In the proposal we are developing, one of the proposed private sector partners is an Indian firm. How are non-U.S. partners viewed?

Non-US organizations can be alliance partners and can contribute resources to an alliance regardless of program location. If the alliance partner is also being proposed to be a recipient of USAID funds, then local firms within the proposed program country are usually acceptable. If a non-U.S. partner is being proposed as a recipient of USAID funds for a country program outside of its own country, then the decision will depend on the cognizant mission for the program.

29. Our organization is developing a partnership with a foundation and an NGO. At the time we submit our proposal, what type of documentation will we need from our funding and implementing partners?

Please see the list of suggested attachments of the APS, which includes a draft letter of intent that describes roles, responsibilities, and contributions of each of the alliance partners. You may also choose to ask your partners to submit documentation of their intent to participate in the alliance.

30. In the APS, are there any requirements regarding the hiring of volunteers to participate in our project?

No. The APS does discuss Volunteers for Prosperity, a volunteer-based initiative of the USA Freedom Corps designed to support major U.S. development initiatives overseas using the talents of highly skilled Americans who will work with U.S. organizations in countries around the world <http://www.volunteersforprosperity.gov>. Consistent with this, USAID encourages the utilization and integration of volunteers, including those participating in Volunteers for Prosperity, as they may be appropriate in your programs.

31. Does this APS include people with disabilities? Should applicants be addressing within their proposals how they will include this vulnerable population within their proposed program and activities?

Yes. The GDA follows the USAID's Disability Policy and policy directives which state that all of USAID funded programs will not discriminate against people with disabilities and will work to ensure the inclusion of people with disabilities in their program and activities. Implementing partners should address these issues within their proposals. In addition, all new construction and major renovations to existing infrastructure that are funded by USAID must be made accessible for people with disabilities. For more information, refer to the USAID disability website at: http://www.usaid.gov/about_usaid/disability/