



USAID
FROM THE AMERICAN PEOPLE

Date of Q&A: February 19, 2021
Date APS Issued: February 4, 2021
Concepts Due Date/Time: March 9, 2021
5:00 PM EDT

Annual Program Statement#: 7200AA18APS00002
Cooperative Development Program (CDP)

Questions & Answers:

1. Please clarify the Operating Unit (OU) Point of Contact (POC) for this APS. Are the corresponding USAID Country Missions or is the Bureau for Development, Democracy and Innovation (DDI) LFT Hub the designated USAID OU for this opportunity? Should Applicants engage with Mission(s) before submitting a concept note?

Response: All concept submissions should be directed to cdp-aps@usaid.gov. Please also cc Emily Varga, emvarga@usaid.gov and Michal Trusz at mtrusz@usaid.gov. Although DDI/LFT is the designated USAID OU for this opportunity, relevant Mission-level contacts should also be copied on the email submission to confirm Mission interest and alignment.

2. Would an email from the designated USAID OU expressing their agreement with our proposed concept suffice as evidence of Mission concurrence or are applicants required to provide a specific evidence of concurrence, prior to the concept note submission?

Response: An email from the Mission or OU expressing interest or alignment with the Applicant's proposed activities is not required at this time. However, applicants should inform Mission contacts of the proposed activities.

3. Do we need to submit a separate concept note for each country we are proposing to work in?

Response: No, Applicants should only submit one concept note that includes all countries in which it proposes to work.

4. Since DDI/LFT is the OU from whom we are requesting funding, please share the specific strategic or priorities document that will be used to rate our concept in the Merit Evaluation Criteria.

Response: While the title of the OU has changed, many of the priorities including locally led development and sustainability of development objectives remain the same.

5. The APS states "Understanding USAID priorities and objectives in the country where an applicant seeks to develop a Cooperative Development Program is one of the most important factors in being a successful applicant under the CDP APS". There are many strategic and priorities documents for each Operating Unit. Please specify which ones will be used to rate our concept in the Merit Evaluation Criteria.

Response: Applicants are encouraged to review USAID Country Development Cooperation Strategies (CDCS) and to engage Mission staff to ensure alignment with development priorities. While DDI/LFT is seeking alignment with USAID Mission objectives, the rating of concepts is outlined in the merit review criteria included in Section V of the CDP APS.

6. Given that the current APS is almost three years into implementation, does this mean the APS will be extended from 5 to 8 years to accommodate new awards?

Response: No. The APS is renewed and extended annually to provide the opportunity for Missions and OUs with available resources to fund cooperative development activities. As indicated in the guidance, existing CDP partners are encouraged to stay within their existing periods of performance while new potential partners are encouraged to submit concepts for 5-year funding.

7. Would USAID consider extending the recommended period of performance for existing partners to 3 years in order to ensure enough time for the achievement of results both in country and with new partners?

Response: Not at this time.

8. Are existing Cooperative Development Organizations (CDOs) able to apply for a 5 year award, if it introduces and promotes a new transitional partnership through the award?

Response: While existing CDOs can apply for a full 5-year award, they are highly encouraged to stay within their current period of performance.

9. Can USAID share any anticipated budget range for awards? Is there a minimum you would recommend including for the budget? For current CDP implementers applying for 2-year awards to expand activities, is there an expected budget range or recommended cap for current CDP implementers to consider when developing the concept note and budget? Are there any other budget guidelines for current CDP implementers applying for 2-year awards?

Response: There is no anticipated budget range or minimum requirement for CDP awards. Applicants are encouraged to propose cost estimates based on need and not on the potential availability of USAID funding. There is no additional budget guidance for existing CDP partners.

10. Can USAID disclose how much is still available per year of the \$12 million? And will the additional \$5M appropriated by Congress in 2019 be available under this APS?

Response: The Cooperative Development Program earmark was increased from \$12 million to \$17 million in 2019. This increase is anticipated to become available and thereby competed in the FY21 funding cycle.

11. Please clarify “promote transitional partnership” and provide an illustrative example.

Response: The CDP APS aims to promote transitional partnerships to diversify its recipient base, and to build the capacity of CDOs to become direct recipients of CDP funding. Applicants interested in pursuing transitional partnerships would identify and partner with a new, nontraditional entity (in this case, a U.S. cooperative or CDO) to prepare it for a direct USAID award. Some examples of transitional partnerships include:

- a) A traditional partner provides a large passthrough subaward to a new, nontraditional partner with significant emphasis on building their capacity and performance.

- b) *A traditional partner provides a subaward to a new, nontraditional partner that increases gradually each year, transferring key areas of implementation, award management and accountability to the new, nontraditional partner.*
- c) *A new, nontraditional partner receives an award as a prime with the traditional partner providing capacity development assistance as a sub-awardee.*

12. For existing partners, would the reporting be tied to current awards?

Response: *If an existing CDP partner receives additional funding to expand activities under their current award, the requirements and formats for financial and programmatic reporting will remain the same, as stipulated in their existing cooperative agreements.*

13. Is USAID requiring that established partners adhere to requirements generally associated with New Partners Initiative (NPI) projects, including a minimum of 50% of funding managed by new or underutilized partners?

Response: *No. Since this is not NPI funding, there are no minimum funding requirements under the CDP APS.*

14. The list is numbered from 1-5 on page 16 then skips to number 7 on page 17. Can USAID confirm that there are only 6 areas to include or is there a seventh area?

Response: *Correct. There are 6 areas to be included in the Description of Proposed Activity, under Section II Part A.*

15. Can USAID confirm that a summary budget narrative is not required with the concept paper submission?

Response: *Concepts should include a proposed summary budget, in Microsoft Excel format, using the suggested summary line items on page 21 and organized by fiscal year. A budget narrative is not required for submission of a concept.*

16. Does Section III.B Contact Information for Proposed Partners refer to only proposed sub-award partners included in the budget or also other strategic or technical partners?

Response: *The Applicant should list technical or strategic partners who will be critical in carrying out the implementation of the proposed activities.*

17. If our concept note was approved, can our co-design meetings with USAID support Spanish only speakers? Are their guidelines on how many partners we should be bringing into this process?

Response: *USAID intends to be as accommodating as possible to encourage a fruitful and productive co-creation process. Once a concept note is approved, the apparently successful applicant will work with USAID to determine next steps for the co-creation.*

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shannon M. White-Benson', with a stylized, flowing script.

Shannon M. White-Benson
Senior Agreement Officer, M/OAA