MODIFICATION OF ASSISTANCE

1. MODIFICATION NUMBER	2. EFFECTIVE DATE OF MODIFICATION	3. AWARD NUMBER:	4. EFFECTIVE DATE OF AWARD:
01	See block 15	N/A	N/A

5. GRANTEE:
TO BE DETERMINED

DUNS NO.:
TIN NO.:
LOC NO.:

6. ADMINISTERED BY:
Regional Agreement Office
USAID/Peru
Av. La Encalada s/n, cdra. 17
Monterrico, Lima 33
Peru

7. FISCAL DATA: Amount Obligated:

Budget Fiscal Year:
Operating Unit:
Strategic Objective:
Team/Division:
Benefiting Geo Area:
Object Class:

8. TECHNICAL OFFICE: USAID/BRAZIL/HEALTH PROGRAM

9. PAYMENT OFFICE:

10. FUNDING SUMMARY:

	Obligated Amount	Total Est. Amt.
Amount Prior to this Modification:		
Change Made by this Modification:		
New/Current Total:		

11. DESCRIPTION OF MODIFICATION:

The purposes of this Request for Application Amendment are to: (1) consolidate USAID's responses to the questions submitted in Reference to the RFA-512-11-000002; and (2) attach Annex 1.

Please find attached complete Q&A package.

12. THIS MODIFICATION IS ENTERED INTO PURSUANT TO THE AUTHORITY OF the Foreign Assistance Act (FAA) of 1961. AS AMENDED. EXCEPT AS SPECIFICALLY HEREIN AMENDED, ALL TERMS AND CONDITIONS OF THE GRANT REFERENCED IN BLOCK #3 ABOVE, AS IT MAY HAVE HERETOFORE BEEN AMENDED, REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

13. GRANTEE: ☐ IS ☒ IS NOT REQUIRED TO SIGN THIS DOCUMENT TO RECONFIRM ITS AGREEMENT WITH THE CHANGES EFFECTED HEREIN

14. GRANTEE:

BY: ______________________

____
(Name Typed or Printed)

TITLE: ______________________

DATE: ______________________

15. THE UNITED STATES OF AMERICA
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

BY: Cynthia L. Shartzer

Cynthia L. Shartzer
(Name Typed or Printed)

TITLE: Regional Agreement Officer

DATE: 05/25/2011

RFA-512-11-000002
Sustainable Landscapes Program
Questions & Answers

A. ADMINISTRATIVE QUESTIONS:

1) I would like to confirm the date to send the hard copies of the application once in the Request for Application information is written that it should occur "within 2 working days after May 19, 2011"and the same document mention that the closing date to send the electronic application is June 13, 2011.

Answer 1):
The closing date for submission of applications is June 13, 2011 at 0900 (Brasilia time) as stated on the cover page of the RFA. The timeliness of an applicant's RFA submission will be confirmed from the delivery date and time on the electronic application.

The deadline for submission of hard copies is 2 working days after June 13, 2011. The last paragraph of second page of cover letter is hereby replaced in its entirety as follows:

> "Hard copies should be sent within 2 working days after **June 13, 2011** to the following addresses, original documents to the Regional Agreement Officer in Peru and copies to the Assistance Specialist in Brazil. Please use regular postal service for sending these documents and ensure that no payment is required upon delivery. All postal costs are the applicant's responsibility. USAID will return to sender any submission that requires payment upon delivery or for any additional fees and/or charges."

2) On RFA's page 20, it is mentioned: "For further information on these consortia, please see Annex 1 for their summarized Annual Reports for Fiscal Year 2010." However, I could not find the Annex 1 mentioned. Could you please send it to me, as it seems an important document to guide our eventual proposal?

Answer 2): Annex 1 is hereby posted with Amendment 1 to the RFA.

3) **Cover letter, page 2.** USAID asks applicants to "use regular postal service" to send application documents.

a. Please confirm that international couriers (such as FedEx or DHL) are acceptable postal services, provided they do not require payment upon delivery or other fees.

Answer 3) a: Yes. International couriers are acceptable as long as they do not require payment upon delivery or any additional fees and/or charges.

b. Will hand delivery of application hard copies be acceptable to USAID?
Answer 3) b: Yes. Hand delivery of application hard copies will be acceptable within Mission's working hours – Monday through Friday – 08:00 through 17:00 – to Agency Contacts stated in Section VII.

4) **Section II.E.4, page 23.** USAID includes "approval of major contracts or sub-awards" in its description of substantial involvement. Can USAID confirm that this refers to contracts or sub-awards the implementing organization wishes to add after the award of the cooperative agreement, and that award of the cooperative agreement entails USAID's approval of proposed sub-grantees?

Answer 4): Correct. Applicant shall list all proposed sub-awards in its application, which will be discussed and approved through award. Any change to pre-approved sub-awards will require USAID prior approval.

5) **Section IV.C, page 27** and **Section IV.D, page 32.** On page 27, USAID states that all applicants must provide a DUNS Number. Later, on page 32, USAID notes that "the term 'applicant' is used to refer to the prime and with any proposed partners." Are proposed sub-grantees also expected to provide a DUNS Number at the application stage?

Answer 5): No. Applicant is not required to provide DUNS number at the application stage for its proposed sub-awardees.

6) **Section IV.E, page 33.** USAID provides instructions for language to be included in the title page. However, a title page is not one of the sections listed in the instructions for technical application format. Please confirm that a separate title page may be included, in addition to the single page cover page.

Answer 6): Title page is the same as cover page. The legend should be included in the cover page.

7) **Section IV.E, page 33.** In instructions on the technical application format, USAID notes that applications shall contain "four annexes (Resumes & Letters of Commitment)."

a) Please confirm that Resumes and LOCs are to be submitted together as one annex and that three additional annexes are to be included.

Answer 7) a: Resumes and LOCs may be included as one annex. Three additional annexes may be included, i.e., Institutional Capacity and Past Performance.

b) May applicants include more than four annexes?

Answer 7) b: No. Section IV.E, page 33 states applications shall contain "four annexes…"

8) **Section IV.E.4, page 34.** In instructions on the technical application format, USAID notes that applications should contain an implementation plan of up to five pages.

a) Please confirm that the five pages for the implementation plan are in addition to, and not to be included within, the 20 pages allocated for the program narrative.

Answer 8) a: Correct. The Implementation Plan shall be presented in up to five pages separately from Program Narrative.

b) Please confirm that the implementation plan is to be included within the main body of the application, and not as an annex.

Answer 8) b: Correct. The Implementation Plan should be presented as part of the application and not as an Annex.

9) **Section V.A.2, page 49**. USAID notes that "the Applicant may propose other key personnel in which case the Applicant will include requirements for the position as well as qualifications of proposed personnel." May applicants also propose non-key personnel, both long-term and short-term?

Answer 9): Yes. Applicants may propose non-key personnel with respective budget notes for personnel. The requirements listed in Section II.F. Key Personnel reflected in Section V.A.2. Staffing apply only to Key Personnel.

10) **Section V.A.1, page 47.** Please confirm that USAID is not requesting applicants to include a draft Performance Monitoring Plan at the application stage, but rather a set of proposed indicators (including USAID standard indicators), annual targets, life of project (LOP) targets, as well as the contents described under "Monitoring, Evaluating, and Reporting" on page 34?

Answer 10): Correct. USAID is not requesting applicants to include a draft Performance Monitoring Plan at the application stage. However Section VI – Award and Administration Information is revised below to clarify that the successful applicant shall submit the Performance Monitoring Plan within 60 calendar days from award date.

B. REPORTING

The Recipient will be requested to submit the following plans and reports:

- **Annual work plan, Performance Monitoring Plan (PMP) and Data Quality Assessment (DQA):**

The first year work plan and Performance Monitoring Plan shall be developed by the selected applicant with USAID/Brazil assistance and submitted no later than 60 calendar days from the date of award of the cooperative agreement (the date the award is signed by the Regional Agreement Officer). Subsequently, one additional annual work plan shall be prepared and submitted to USAID/Brazil by October 15, 2012.

The **work plans** shall include, at a minimum:

- Proposed accomplishments and expected progress towards achieving results;
- Timeline for implementation, including milestones and target completion dates;
- Plan on how activities will be implemented;
- Planned collaboration with other major partners;
- Any equipment or commodities to be procured, including those that will require prior written approval by the Regional Agreement Officer; and
- Detailed budget.

The Recipient is required to monitor performance according to the USAID/Brazil Sustainable Landscapes Program **Performance Monitoring Plan (PMP).** The PMP will be developed with input from the Recipient and other implementing partners and will contain performance indicators to objectively measure progress towards achieving each objective, with definitions and units of measurement, as well as baselines and targets (annual and end-of-program). The Recipient will monitor impact using the required standard USAID climate change indicators (Annex 5). The Recipient will be able to identify and measure these indicators as well as show trend lines and progress over time.

The PMP will provide the basis for all USAID GCC implementing partners' progress reporting throughout the life of the program. The PMP will be reviewed annually with participation from the Recipient considering the flexibility that is required during program implementation to adjust to opportunities and constraints.

Data provided by the Recipient for all required indicators will be subject to a **Data Quality Assessment (DQA)** to be conducted by USAID on a bi-annual basis, at a minimum. The DQA will review performance indicator data against a set of data quality standards in order to ensure the accuracy, consistency, and integrity of the data used for performance management.

The DQA will verify the quality of the data based on the five V-TRIP quality standards (see below), and review the procedures used to collect data to be sure they are adequate and consistently applied.

The Recipient should ensure that performance data (indicators) in the PMPs meet the five "V-TRIP" (Validity, Timeliness, Reliability, Integrity, Precision) **data quality** characteristics:

- Validity: Indicators should represent an unbiased and clear representation of the intended result
- Timeliness: Data should be current and frequent enough to be useful in performance management
- Reliability: The methodology used to collect data should be stable and consistent over time

- Integrity: Mechanisms should be in place to reduce the possibility that data can be manipulated
- Precision: Data should be sufficiently precise to determine if changes are significant and reasonably attributable to USAID projects (as opposed to variation in the data collection process)

Data for the DQA shall be submitted by the Recipient on an annual basis by October 30 of each calendar year.

11) **Section V.A.3, page 50.** Instructions regarding the contents of the program narrative (page 34) do not include applicant institutional capacity. Should applicants include information on Institutional Capacity (Evaluation Criteria 3) as an annex? If not, how many pages should be allocated to the section on Institutional Capacity?

Answer 11): Yes, an annex on Institutional Capacity may be provided in fifteen (15) pages or less.

12) **Section V.A.4, page 50.** Instructions regarding the contents of the program narrative (page 34) do not include applicant past performance. Should applicants include Past Performance (Evaluation Criteria 4) as an annex? If not, how many pages should be allocated to the section on Past Performance?

Answer 12): Yes, an annex on Past Performance may be provided in fifteen (15) pages or less.

13) The RFA-512-11-000002 states in page 25: “The USAID/Brazil requests that the recipient organization contribute at least 3% of the total federal share cost share.”

a. Is this level of cost share (3%) correct?

Answer 13): Correct. As stated in Section III.B. USAID/Brazil requests that the recipient organization contribute at least 3% of the total federal share in cost share. The Recipient’s cost share shall be contributed throughout the life of the agreement, commensurate with implementation, reported quarterly, and meet the standards set in 22 CFR 226.23. Applications that do not meet at least the minimum cost sharing requirement are not eligible for award consideration.

14) The RFA-512-11-000002 states in page 34, item “E.5. Monitoring, Evaluation and Reporting”, guidelines for this section. But it does not establish a specific maximum number of pages for this section.

a. There is no page limit for the section on Monitoring, Evaluation and Reporting, is it correct?

Answer 14): As noted in section “E.3 Program Narrative” on page 34, within 20 pages or less: “The technical description should provide in a succinct yet comprehensive manner…. **the monitoring and evaluation of activities** and the proposed indicators used to assess progress.”

15) According to letter c. of the clause h. of the Section IV (Reporting of Total Compensation of the Subrecipient Executives) there is an obligation to report for each first-tier subrecipient under the award names and total compensation of each of the subrecipient’s five most highly compensated executives if certain rules described in the RFA apply. Based on that I would like to know who should report this information: the recipient or subrecipent? In addition and still according to this reporting request described above, who would be “you” in the paragraph described below?

“(1) Applicability and what to report. Unless **<u>you</u>** are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, ……"

Answer 15): As noted in clause h. Reporting Subawards and Executive Compensation (October 2010) paragraph d. Exception applies if the successful applicant organization had, in the previous tax year, gross income, from all sources, under $300,000.

If the successful applicant organization had gross income in the previous tax year of $300,000 or more, then reporting is required of first-tier subawards that obligate $25,000 or more… and if the successful applicant organization had gross income in the previous tax year of $300,000 or more, then the successful applicant organization shall report as part of its registration profile at www.ccr.gov the five most highly compensated executives by the end of the month in which the award is made, and annually thereafter. Please see similar requirement for subrecipient to report to the recipient its five most highly compensated execs for the subrecipient's preceding fiscal year by the end of the month in which the subaward is made.

16) The link to get SF-424 series of the RFA-512-11-000002 page 26 is not working. Could you please inform where I could get these forms?!

Answer 16): Forms are available as attachment under RFA-512-11-000002 full announcement at grants.gov.

17) Could private fund raising activities be incorporated as part of the activities funded by this CA? Could we support local stakeholders to develop proposals as an activity funded with USG funds?

Answer 17): No, private fund raising may not be a part of the activities funded by this Cooperative Agreement. No, the cost of local stakeholders developing fundraising proposals or applications for funding from other sources may not be funded as an activity under this Cooperative Agreement. For proposal development and other fundraising costs an applicant should consider using leveraged resources or cost share contributions per criteria in 22 CFR 226.23.

Per 2 Code of Federal Regulations 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122), Appendix B to Part 230-Selected Item of Cost #17 "Fund raising and investment management costs." a. Cost of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions **are unallowable**. b. Costs of investment counsel and staff and similar expenses incurred solely to enhance income from investments **are unallowable**. c. Fund raising and investment activities shall be allocated an appropriate share of indirect costs under conditions described in subparagraph B.3 Appendix A to Part 230."

Per Federal Acquisition Regulations (FAR) Part 31, Contract Cost Principles and Procedures, 31.2 Contracts with Commercial Organizations, 31.205-27 Organization Costs (a)(3) "raising capital (net worth plus long-term liabilities), **are unallowable**. Such expenditures include but are not limited to incorporation fees and costs of attorneys, accountants, brokers, promoters and organizers, management consultants and investment counselors, whether or not employees of the contractor. Unallowable "reorganization" costs include the cost of any change in the contractor's financial structure, excluding administrative costs of short-term borrowings for working capital, resulting in alterations in the rights and interests of security holders, whether or not additional capital is raised."

18) The instruction document request a register and I cannot access the second step to get the data universal numbering as recommended below, because there is no options as you suggest:

Answer 18): In order to register a DUNS number, applicants should:

- access the web page: http://www.dnb.com
- click on D&B D-U-N-S Number
- click on "If you are registering to do business with the US Government or apply for a grant, click here"
- click on "Begin D-U-N-S Request process"
- enter the country where your company is located
- follow instructions

19) Also, despite the deadline is established by June 13th, the webpage for registering number showed me the information saying that the website will not be available from June 11, reducing the deadline for 10th June. Is it correct?

Answer 19): No. The Technical and Cost applications should be sent by e-mail to Ms. Cynthia L. Shartzer, Agreement Officer, at cshartzer@usaid.gov and to Ms. Ana Paula Mendes, Assistance Specialist, at amendes@usaid.gov by the closing date indicated at the cover page of the RFA – 09:00 (Brasilia time), June 13, 2011.

20) Is there any constraint regarding a Brazilian non-governmental institution applicant?

Answer 20): No. Please review eligibility criteria stated in Section III.A.

B. TECHNICAL QUESTIONS

21) **Section V.A.1, page 47.** Per the Evaluation Criteria, candidates should demonstrate "innovative approaches to addressing IRs 1 and 2 within the Brazilian context." Should the technical approach also address any of the Expected Results related to Sub-national REDD+ readiness listed on page 14?

Answer 21): The technical approach should fully respond to the RFA program description, clearly explaining how the proposed project will make a significant contribution toward achieving the overall Sustainable Landscape Program goal ('Sub-national REDD+ readiness increased') and expected outcome results listed on page 14, related to increasing sub-national REDD+ readiness, specifically addressing Intermediate Results (IR) 1 and 2, which are directly relevant to this Sustainable Landscapes Program.

22) The RFA-512-11-000002 states in page 14 a list of 4 expected results. The second of those results is "Improved state-level measurement and tracking of deforestation and use of data for REDD+ planning and implementation (to be achieved in alignment with activities under IR 3)." This result is not listed under the "Sub-national REDD+ readiness increased" box in the Figure 1 (page 13).

a. Considering it refers to IR 3 which is not part of this RFA, should we consider this expected result as part of this RFA or has it been mistakenly included?

Answer 22): The Expected Results listed on page 14 (under the section 'Sub-national REDD+ readiness increased') are the overall Sustainable Landscapes Program outcome results, which USAID/Brazil aims to achieve after two years of Program implementation. Figure 1 is intended to show the "Results Framework for USAID/Brazil's Sustainable Landscapes Program," including Intermediate Result (IR) 3, which is not to be addressed by this RFA. IRs 1, 2, and 3 are all expected to contribute to the overall goal 'Sub-national REDD+ readiness increased;' however, only IR 1 and IR 2 are to be directly addressed by the project to be funded under this Sustainable Landscapes Program. Therefore, applicants should not consider expected results or required indicators attributed to IR 3.

23) The RFA-512-11-000002 states in page 15 a group of four required indicators. The second indicator reads “Value of funding from public and private sources for REDD+ activities, including performance-based payments for reducing deforestation and/or associated emissions.” Considering this indicator, does USAID allow the consortium to apply funds from this CA for activities focused at supporting project proposal’s development activities for partners of the consortium or for local stakeholders (like municipal governments or local NGOs)? This question is in line with a perception that local stakeholders could access funding from sources like the Amazon Fund, what would provide a lot of leverage for our consortium activities and multiply the results to a greater scale.

Answer 23): Funds from this Cooperative Agreement may not be used to support proposal development or other fund raising activities. For proposal development and other fundraising costs an applicant should consider using leveraged resources or cost share contributions. See **Answer 17)** above.

Under this Cooperative Agreement USAID expects to contribute to the Recipient’s project activities to be developed in partnership with local stakeholders, as long as these activities are consistent with the expected Intermediate Results (IR) 1 and 2, described in the Program Description. USAID encourages the Recipient to rely on knowledgeable specialists as technical resources to promote and catalyze the involvement of all relevant local stakeholders in project implementation, e.g., the REDD+ Advisor the applicant will propose as Key Personnel in its application (page 49). Thus the Sustainable Landscapes Program implementation will contribute to ongoing efforts to achieve Brazil’s national targets for reduction of greenhouse gas emissions resulting from land-use and land-use change. For further information, see the description for ‘Partnerships and Leveraging’ and ‘Effective Collaboration with Sub-national Governments’ under Section I, D of this RFA (page 21).

24) The Belo Monte Dam project at the Xingu River is one of the threats to deforestation in the region as it may move thousands of people to the region around Altamira. Could the consortium target activities related to the Belo Monte Dam construction?

Answer 24): Activities under this Sustainable Landscapes RFA should support the development of sub-national REDD+ readiness in Brazil by: 1) Increasing the capacity of state and municipal governments to reduce greenhouse gas emissions from land use and land use change and 2) Increase the use of land management best practices on private lands. Applicants may propose activities that fall under these two guidelines, only in the states of Pará and/or Mato Grosso.

However, as described throughout Section I of this RFA, USAID expects that the successful applicant will consult, coordinate, and collaborate with the relevant Brazilian government authorities during the implementation of the proposed project activities, as specifically described under ‘Effective Collaboration with Sub-national Governments’ in Section I, D of this RFA (page 21): “All relevant Brazilian government agencies, functionaries, political leaders, and ministries, at the municipal, state, and/or national level shall be consulted extensively during the implementation of this activity to provide support and sustainability of all activities implemented.” All project activities must comply with Government of Brazil (GOB) policies and priorities as they pertain to this Sustainable Landscapes Program.

[END OF RFA-512-11-000002-01]