Ocean Freight Reimbursement Program Questions and Answers:

1. Are there any relevant modifications to the previously published versions of this RFA opportunity on Grants.gov?

Answer: No relevant modifications were made, RFA was restructured and regulations updated.

2. Annex A: Eligible Country List FY2018 – FY2019; Does Sudan also refer to South Sudan?

Answer: Yes…Sudan refers to South Sudan

3. Can we include non OFR LCL shipments and air freight shipments on the Previous Shipment Experience Tables mentioned on page 21?

Answer: Yes

4. The RFA states that "applicants must demonstrate that they have staff or responsible consignees in-country to ensure proper pick-up and distribution of commodities by submitting a Consignment Affidavit (Annex B) for each consignee." So our question is: Does this mean that we are to submit a separate Consignment Affidavit form for "each country" that we would be proposing to ship items to under the OFR funding?

Answer: Yes, for every country included in the application package.

5. If we are supposed to submit a Consignment Affidavit for each country that we would be proposing to ship items to under awarded OFR grant funding, in what section(s) on the Consignment Affidavit form (linked to in the RFA document on p 31 under SF-424 Downloads), are we to input the information related to who is the consignee in each country?

Answer: SF 424 is for your organization not individual consignees. Also, please refer to pg. 9 of the RFA. Use pg. 48 for Consignment Affidavit.

6. In the Consignment Affidavit form that is fillable online, (which is linked in the RFA on page 31 under SF-424 Downloads), some of the boxes on the form are highlighted in red and yellow while others are left white. Does this mean that we are to complete only the yellow and red colored boxes, and that the white boxes are optional? Or are we to fill in all boxes on the form other than numbers 6 and 7 which are under the heading of "state use only?"

Answer: Complete all questions that are relevant to your organization.

8. Additionally, other aspects of the Consignment Affidavit form (linked in the RFA on page 31 under SF-424 Downloads) are unclear to us as well, so we are wondering: Is there a version of this form that we can access that comes with instructions which can clarify for us what specific information is sought in each numbered box, so that we can make sure we are inputting the correct data into each section? If so, how can we access that document?

Answer: Use the below site:
https://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html

9. We have these specific questions about what information is sought in the following numbered boxes on the Consignment Affidavit Form (that is linked to within the document, on page 31, under SF-424 Downloads). Though each of these sections has a title we are still uncertain exactly what information is sought in the following boxes, and our specific questions about these are listed below: RE: Question 2 on the form. If we previously (last year) received an OFR grant award, are we to select "NEW" or "CONTINUATION" under question #2?

Answer: Yes. "New" for this application.

10. Questions 3 and 4 on the form: What information is sought in these questions? We are not sure who is receiving what in # 3, and also we are not sure which unique identifier is sought – the applying organizations Tax ID number?

Answer: Organization Tax ID number from the IRS.

11 Questions 5 and 6 on the form: where do we find the Federal Entity Identifier and Federal Award Identifier information sought in these boxes? We are uncertain whether this refers to the OFR program identifiers?

Answer: IRS Tax ID

12. Questions 8 sections a-f on the form: We are unclear whether a.) "legal name" means the name of our NGO, or whether this, section 8, is where we are to list the information on who is our consignee to receive shipments in each country? Thank you in advance for clarification on this section.

Answer: Yes. Name of the NGO

13. RE: Question 9-15 on the form: Is this section related to our NGO broadly (the applicant that is submitting the proposal for OFR funding consideration,) or is it related to our staff person or partner organization in-country that will be authorized to receive the shipping goods (the consignee)? Also, under # 13, where can we find the "competition identification number and title?"

Answer: Your organization, applicant

14. Questions 16-20 on the form. Do these questions relate to our global NGO at large (the applicant that is submitting the proposal for OFR grant award consideration,) or to the local partner or local staff of our NGO who will be the consignee in-country?

Answer: Global NGO at large.

15. In Question 16 we are uncertain whether this is a section we need to complete and whether it relates to our NGO (the applicant) or to our Consignee in country?

Answer: NGO (applicant)

16. In Questions 17 and 18 do these questions relate to the specific project in one specific country that we would be shipping to, related to one consignee? Or does this section of the form seek information on our NGOs entire program of shipping to multiple countries and encompass the entire budget required to ship to all countries combined that we are proposing to ship to if awarded OFR funding?

Answer: Entire program and multiple countries

17. For Question 19, is this question one that we need to complete and if so, can you provide guidance related to how we know which box to select under question 19.

Answer: State Audit on program in the State they are located in.

18. In terms of the 25 page limit, are the following items included in the 25 pages?

- Cover Letter;
- Table of Contents;
- The 2 Budget charts (RFA page 18);
- Organizational charts;
- Signed Certifications, Assurances and Statements; and/or
- SF-424?

Or does the 25 page limit refer to the Body of the Application (Contact Information, Executive Summary, Overview of the Applicant, Program Description, and the Program management and Structure?)

Answer: Refers to the body of the application (see pages 11-12).

19. On Page 22, *Program Description* is numbered as 4. However, on page 30, Section V., under Selection and Funding Criteria, Program Description is numbered as 3. Which do you want us to use?

Answer: Use Program Description numbered as 4

20. On Page 30, under Program Description, worth 55 points, there are four sections that are given points. Does this mean, that # (e) Standards, on page 24-25, does not have any points assigned to it?

Answer: Yes

21. On Page 42 of the RFA, the heading says “Sample Consignment Affidavit.” Is this the SF-424 that the applicant is supposed to complete?

Answer: Yes

22. We were wondering if we can submit the narrative portion of the proposal to the solicitation in PDF formatting as this will make it easier to handle and attach the document.

Answer: Yes

23. What are the reimbursable costs?

Answer: The fees that are reimbursable are:

Ocean Freight
Terminal Handling Charge
Wharfrage
Security Charge
Bunker Surcharge
Inland Transportation Cost for land-lock countries

All others ancillary costs will not be reimburse.

24. Can you provide more information about what is required for the following?

Page 37 Part III
Participant Certification Narcotics Offenses and Drug Trafficking

Answer: You have to certify, use link below:
https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf

Part IV - Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction

Answer: Does your organization have a Delinquent Tax Liability or Felony Criminal Conviction.

Page 38
4. Letter of Credit (LOC) Number
5. Procurement Information
6. Past Performance References

Answer: If you have been awarded OFR funds before

Page 39
Part VI - Standard Provisions for Solicitations
. Branding Strategy - Assistance (June 2012)

Marking Plan - Assistance (June 2012)
Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements - Representation (April 2015)

Answer: See link below
https://www.usaid.gov/sites/default/files/documents/1868/320.pdf