Questions and Answers for RFA No. USAID-EGYPT-263-10-030-RFA
Regional NGO/Media Networks Program
6/17/2010

Technical Questions

1. *Question*: I am interested in any information that you could provide on what is required to receive grant money for this project.
   Answer: All relevant information is contained in the Request for Applications (RFA), posted to the internet on grants.gov. Please read thoroughly.

2. *Question*: I am a US Small Business that has a great successful record in servicing USAID and its subs in Iraq and Kuwait during a very difficult times. I am currently seeking work with your respected agency in Egypt, and was looking at USAID-EGYPT-263-10-030-RFA, do you think I have a shoot at getting involved at such opportunity?
   Answer: Please refer to the RFA, posted on grants.gov.

3. *Question*: I was wondering if USAID is also seeking private companies as well as NGO's and whether they can apply or not?
   Answer: Please refer to the RFA, Section III, Eligibility.

4. *Question*: We do understand that a proposal has to follow a regional approach. Our query: would it be acceptable to USAID if we would only be implementing in 4 or 5 of the 8 countries mentioned?
   Answer: Yes. Please refer to the RFA, Section I (E). Programs do not need to benefit all listed locations where USAID programs operate in the MENA region to be considered.

5. *Question*: We would like you to specify, Should the project be presented only via a Television show targeting youth or can it be presented through blogging form and other means?
   Answer: Applicants are encouraged to present their own ideas for activities and suggested approaches.

6. *Question*: The application makes several references to "youths" and "young people." Please tell what is the age range for eligible participants (journalists, lawyers, activists, etc.) in this program?
   Answer: Youth are generally defined as being between the ages of 15 and 24.

7. *Question*: If a local organization has been asked by three separate international NGOS to partner with them: Is it permissible to submit more than one application, or be a partner on more than one application? Is it advisable (or not)?
   Answer: Applicants may submit more than one application, and may be partners on more than one application.

8. *Question*: Can activities under this program be carried out in Syria?
   Answer: No. Please refer to the list of countries included in the RFA, Section I (B).

9. *Question*: We (a local organization) are registered as a company. However, we have purely not-for-profit aims, and are a legally registered media outlet (as a youth alternative media outlet). Are we still eligible to apply?
   Answer: As per RFA, Section III, Eligibility, legally registered local organizations are eligible to apply.

10. *Question*: Can we include additional annexes other than the past performance annex listed in the RFA on page 11?
    Answer: No, only the information requested will be reviewed for award consideration; please do not send additional information.

11. *Question*: Are there illustrative activities USAID has in mind for Components 1 & 4? Can USAID provide illustrative activities for Components 1 & 4, as was done for Components 2 & 3?
    Answer: Applicants are encouraged to present their own ideas for implementing activities under all components.

12. *Question*: Do you have a set of eligibility criteria for the partners we will have in the proposal and who will be instrumental in implementation of the project? Should we also provide a certain set of documentation on them?
    Answer: Partner organizations must conform to the eligibility requirements of the RFA and comply with the same USG regulations; all relevant regulations, standard provisions and cost principles shall be applied to subawardees of the successful applicant(s), consistent with RFA, Section I (C), paragraph 3. All documents required from the Applicant are also required for each proposed subawardee.

13. *Question*: Can an organization submit multiple applications?
    Answer: Yes.

14. *Question*: Are the Expected Program Results and Indicators given as illustrative examples as to the types of work that would address the program components, or are they required objectives?
    Answer: Relevant Expected Program Results and Indicators will be used to measure performance under the programs to be supported through the RFA. The

applicant shall develop performance indicators (including baseline information and annual targets) within the first three months of program implementation.

15. *Question*: On page 11, the RFA states that applicants should "include a listing of all contracts, grants, or cooperative agreements involving similar or related programs during the three years before the application." As opposed to providing a list of all programs, can applicants provide a list of the most relevant or related programs, limiting the number of references to 10, or perhaps 20 if a larger sample of references is desired?

    Answer: Applicants may limit the submission of past performance information to 20 of the most relevant programs in the past three years.

16. *Question*: Whether the participation of legal entities outside the MENA region as technical providers to partners from the MENA region is eligible. More specifically,
    a) Can a legal entity from Greece participate and be funded as a partner who will act as technical provider to the MENA partners?

    Answer: Yes, as per RFA, Section III, Eligibility.

    b) Can a legal entity from Greece participate as a subcontractor who will act as technical provider to the MENA partners?

    Answer: Yes, as per RFA, Section III, Eligibility.

    c) Whether one organization from the MENA region can submit an RFA.

    Answer: Please see RFA, Section III, Eligibility.

    d) Whether a consortium with organizations from different MENA regions can submit an RFA – if so, are they considered partners all receiving funding or should there be a main partner and the rest acting as subcontractors to the main partner.

    Answer: As per RFA, Section III, Eligibility, teaming arrangements are highly encouraged; depending on the structure, one award could be made to a prime (or main partner) and the other partners acting as subcontractors to the prime.

17. *Question*: Are there any plans to include other countries in MENA in the near future?

    Answer: No, only the countries listed in RFA, Section I (B).

18. *Question*: Branding and Marking Plan: USAID would only require such a plan at a later stage? We understand that it does not have to be submitted with the main application by July 10th. Please confirm.

    Answer: Confirmed, Branding and Marking Plan is required upon request at a date later than July 10th.

19. *Question*: Certifications and Assurances: Can you please indicate where we can find the required formats?

    Answer: See attachment to this Q&A.

Cost Questions

1. *Question*: In Section IV (b), page 11 there is reference to the cost application being submitted using the SF-424 series. Having clicked on the link provided, there are a number of SF-424 forms. Do we need to fill all of them? There are a number of repetitions in the information contained in the forms. The project for instance will also have some elements of research. Does this mean we have to fill the one related to research as well? Could you perhaps give us the full listing of the forms we have to fill out of these?

   Answer: As mentioned on the RFA, Cost Application Format:
   The Cost application must be submitted using the SF-424 series, which includes:

   - SF-424, Application for Federal Assistance,
   - SF-424A, Budget Information - Nonconstruction Programs, and
   - SF-424B, Assurances - Nonconstruction Programs.

2. *Question*: The cost application must also be submitted in Microsoft Excel format. Are we to translate all the forms into Excel, or only a particular one- (SF-424 A: Budget Information - Non-Construction Programs)? Related to this, a detailed narrative is also required. What should the narrative comprise of?

   Answer: A description for each of the budget line items proposed.

3. *Question*: There is a limit of 5 attachments in the call. However, with the different SF-424 forms and the certifications required- Section IV (C) (3) pp11-12, we are bound to have more than 5 attachments. Shall we then merge the different sections into single PDF files?

   Answer: The intent of the of the referenced submission instructions is to convey that applications must be submitted electronically, and that the email size should be limited to ensure that applications are received. Thus, as per RFA Section IV: Application and Submission Information (2), applicants may send multiple emails, but no email should exceed 5 attachments (2MB limit).

4. *Question*: Related to the above, if one goes to the online documentation, application is indicated as being through grants.gov. Should we embark on a parallel process submitting both through grants.gov (at the end of which we attach the relevant documentation), and to the e-mail Cairoproposals@usaid.gov?

   Answer: No, please only submit your application to the e-mail Cairoproposals@usaid.gov.

5. *Question*: Where can we find the certifications listed in Section IV (C) (3) pp11-12 – (c-e)?

   Answer: See attachment to this Q&A.

6. *Question*: As the application refers to having documentation in both Microsoft Word and PDF, some of the documents will have to be only in PDF- especially the

attachments like the certifications. Is it allowed then in this case to only submit these particular ones in PDF?

Answer: Yes, submit the signature pages in PDF.

7. *Question*: Is there point values associated with the three evaluation criteria listed on pages 12-13: technical merit, cost effectiveness and realism, and past performance? If so, can USAID provide the point values associated with these categories that will be used by the evaluation committee?

   Answer: The point values for evaluation criteria will be of equal value.

8. *Question*: Lastly, our organisation is an international organisation based in Germany. We have a DUNS number but do not have an EIN/TIN because we are not based in the United States. This is hence not applicable in our case. Would you recognise this?

   Answer: Yes, EIN/TINs are not required for non-US entities.

9. *Question*: Scoring Criteria: Are the criteria on page 5 equivalent to scoring criteria, or are there other scoring criteria that USAID will consider?

   Answer: Applications will be scored using the evaluation criteria listed in the RFA, pages 12 and 13, not on page 5.

10. *Question*: Would it be possible to extend the "Application Submission Date"?

    Answer: No, an extension is not possible.

Attachment 1:

Certifications, Assurances, and Other Statements of the Recipient (May 2006)

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement".

Part I – Certifications and Assurances

1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the

treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

"The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure."

3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or
financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification,

communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: http://untreaty.un.org/English/Terrorism.asp); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

5. Certification of Recipient

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

_____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

1. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

_____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140,Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part IV – Certification of Compliance with the Standard Provisions Entitled "Condoms" and "Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking."

Applicability: This certification requirement only applies to the prime recipient. Before a U.S. or non-U.S. non-governmental organization receives FY04-FY08 HIV/AIDS funds under a grant or cooperative agreement, such recipient must provide to the Agreement Officer a certification substantially as follows:

"[Recipient's name] certifies compliance as applicable with the standard provisions entitled "Condoms" and "Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking" included in the referenced agreement."

RFA/APS No. _____

Application No. _____

Date of Application _____

Name of Applicant/Subgrantee _____

Typed Name and Title _____

_____

Signature _____

Part V – Survey on Ensuring Equal Opportunity for Applicants

Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

Survey on Ensuring Equal Opportunity for Applicants

Part VI – Other Statements of Recipient

1. Authorized Individuals

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name Title Telephone No. Facsimile No.

_____

_____

_____

2. Taxpayer Identification Number (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. Data Universal Numbering System (DUNS) Number

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

(1) Recipient's name.
(2) Recipient's address.
(3) Recipient's telephone number.
(4) Line of business.
(5) Chief executive officer/key manager.
(6) Date the organization was started.
(7) Number of people employed by the recipient.
(8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at http://www.dbisna.com/dbis/customer/custlist.htm. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. Letter of Credit (LOC) Number

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: _____