

Applicant Questions and INL Answers
Capacity Building to Counter Criminal Threats in Venezuela
Opportunity Number: SFOP0006992
Application Deadline: July 17, 2020

Question 1: Could INL provide an anticipated start date for the proposed activity?

Answer 1: The anticipated start date for this project is late August 2020.

Question 2: Could INL confirm whether the proposed work-plan should include illustrative activities under Objective 2?

Answer 2: The work plan should include Objective 1: Travel and Event Support. The awardee should show its ability to execute the illustrative activities under Objective 2: Rapid Delivery Assistance, but a work plan for Objective 2 activities will only be required from the awardee two weeks after an assistance need is communicated to the grantee by the INL/WHP Grants Officer Representative (GOR). (Please see more on Objective 2 on page 10).

Question 3: Could INL confirm that the awardee is responsible for negotiating rates with keynote speakers, not to exceed maximum rates? (Objective 1, Activity 7: Event Management/Keynote Speakers.)

Answer 3: Yes.

Question 4: Could INL clarify whether the recipient's team will develop the after-action tools or whether this will be provided by INL? (Activity 16. Training Monitoring and Evaluation.)

Answer 4: After-action training post-tests or surveys will be developed by the awardee. Illustrative outcome indicators are provided on page 12-13 and the awardee can develop additional outcome indicators to develop these post-tests or surveys.

Question 5: Will activity requests come from INL WHP or from the Venezuela Affairs Unit? (Objective 2: Rapid Delivery Assistance.)

Answer 5: Activity requests will come from INL/WHP.

Question 6: Is there an expected allocation of LOE/funding for activities under Objectives 1 and 2?

Answer 6: There is no expected allocation of funds between Objective 1 and 2.

Question 7: Could INL provide guidance on to the programmatic expectations and involvement desired / allowed in the program beyond logistical and admin coordination?

Answer 7: Beyond logistical and administrative coordination, the awardee will provide programmatic support for this cooperative agreement. In consultation with INL/WHP, the awardee will provide event materials including discussion questions, agendas, etc. which may require technical knowledge of law enforcement interventions when there are no existing materials. In consultation with INL/WHP, the awardee will serve as the secretariat for meetings which also requires technical knowledge to support program goals. Under objective 2, further provision of programmatic activities will be requested.

Question 8: Please clarify the level of desired / expected / allowed involvement of subgrantees in the conceptual development of events, selection of participants and overall planning of capacity building sessions.

Answer 8: There is no expected level of involvement of subgrantees; however, subgrantees should be brought in to the activities as needed to provide the requested level of expertise.

Question 9: Could INL explain the extent of such assistance under Activity 1: Travel Documents? For example, will providing information about steps and documentation required for each of the clearance be considered enough assistance? Or does the recipient need to further engage with the participant for him/her to effectively obtain documents needed for clearance?

Answer 9: The awardee should provide clear instructions to the travelers on how to obtain the documentation as well as how to be reimbursed for the cost of obtaining those documents.

Question 10: Despite the recipient's responsibility for the oversight of the documentation process, is INL in the position to provide support in the form of letters of authorization / contacts with key embassies in order to facilitate the process of issuing US travel documentation (visas) if required?

Answer 10: INL can provide support that facilitates the processing of issuing US travel documentation (visas) if required.

Question 11: Is there an envisioned split amongst likely locations? (Activity 1: Travel Documents)

Answer 11: There is an envisioned rotating host for this series of activities.

Question 12: Are the sizes of events expected to be calculated as an overall average or is there a differentiation between each location (ie: events in the US are expected / desired to be twice as large as the ones in Colombia, etc.)

Answer 12: It is expected that the costs of the events will vary depending on location, length, and participants. For the purposes of the application, applicants may provide a budget either with an average or with estimated costs for a variety of scenarios. INL recommends that applicants build in flexibility within their budget and narrative to allow for variation of activities.

Question 13: Does INL have limitations as to whether the recipient needs to use travel insurance companies and policies issued in the country of origin, the US, or country of destination? (Activity 4: Health, Travel, Personal Property and Other Insurance)

Answer 13: INL does not have limitations as to the country of origin of the travel insurance company. Given continuing concerns with COVID-19, INL strongly recommends that the awardee obtain insurance that covers COVID-19-related issues.

Question 14: Does the word “and” in the sentence indicate that the vehicles shall meet both requirements? (Activity 5: Transportation)

Answer 14: Yes; vehicles must meet both the host government and U.S. government safety standards.

Question 15: In the event that in a particular location (i.e. Washington DC or New York there is no lodging availability under the per diem rates, does INL have a distance limit of how far participants can be accommodated (i.e. Arlington, Bethesda, New Jersey)? (Activity 6: Lodging)

Answer 15: There is no distance limit of how far participants can be accommodated but it must be within reason to allow for daily activities to be scheduled within the desired number of days. Applicant organizations should have policies related to travel and per diem that address these issues and follow those policies. If no lodging is available under established per diem rates, the awardee must seek prior approval from the Grants Officer.

Question 16: Does the phrase “when required”, regarding event management, mean that the event will be required by INL on demand (i.e. that there will not be a pre-established planning), or would it be a mix of ad hoc requests and some pre-planned sessions? In case of the latter, is there an envisioned split for that (ie: 50% pre-scheduled sessions, 50% on-demand sessions). (Activity 7: General)

Answer 16: The majority of events will be pre-planned sessions.

Question 17: How does INL envision the recipient to track the required employment commitments of each training recipient post-termination of the project (end of 2-year award)? (Activity 12: Database Management)

Answer 17: Upon termination of the cooperative agreement, the awardee must provide INL/WHP with the status of required employment commitments in the form of a database and is no longer expected to maintain this commitment. The awardee is not expected to continuing tracking this data after the project ends.

Question 18: Do the assistance needs of Objective 2 fall under the same funding of the program or is the program a path to have an available, willing and capable recipient that can respond to these requested in a timely manner? Assuming this, are there allowable costs to be included under this award in preparation to provide said assistance (ie: specialized consultants, travel, etc.)?

Answer 18: Objective 2 activities ensure that a capable awardee can respond to emerging assistance needs in a timely manner. Objective 2 activities could be included in Objective 1 events or separately. If Objective 2 activities are held separately, allowable costs include travel, specialized consultants, and training materials as needed and in consultation with INL.