

# U.S. Embassy Baghdad

## Annual Program Statement on the Ambassador's Funds

### *Frequently Asked Questions and Answers*

**Question #1:** When will the funding be available for the awarded projects?

**Answer #1:** Projects which are awarded can expect to have the funding by September 30, 2014.

**Question #2:** When will projects need to begin implementation?

**Answer #2:** We anticipate projects to begin in October 2014.

**Question #3:** What if we propose a project that supplements a project for which we have existing funding?

**Answer #3:** The project is still eligible; however applicants must show they have the ability to keep the funding sources separate.

**Question #4:** The APS states that initial SOIs shall be due 60 days after the release of the APS, is that still the case?

**Answer #4:** The first deadline is March 31, 2014.

**Question #5:** Is there an indirect cost cap, and will Negotiated Indirect Cost Agreements be accepted?

**Answer #5:** Negotiated Indirect Cost Agreements (NICRA) will be honored. We do not have an indirect cost cap, however please note that the level of administrative costs vs. programmatic costs will be considered during the evaluation process and NICRAs are considered part of administrative expenses.

**Question #6:** How much cost sharing is needed?

**Answer #6:** Cost-sharing is not mandatory; however it will be looked upon as favorable.

**Question #7:** The APS mentions including a monthly timeline of project activities and an M&E plan. Where should we include these?

**Answer #7:** Please include that information in the two-page SOI. At this stage the monthly timeline and M&E plan do not have to be detailed.

**Question #8:** Are projects with duration of more than three years eligible?

**Answer #8:** A maximum of five years will be allowed for certain projects; however justification for such duration will be needed.

**Question #9:** If we have not located an Iraqi partner at the time of application, can we still apply?

**Answer #9:** Yes, however, you are strongly encouraged to include, or have plans to have, a local Iraqi implementing partner. Part of the purpose for having local partners is to coach and develop them to be able to take on the work and sustain it once the program is completed.

**Question #10:** When do you anticipate notifying applicants that their SOI has been chosen and they are invited to submit proposals?

**Answer #10:** We anticipate contacting selected organizations who submitted SOIs for follow-up information around June 2014.

**Question #11:** Are International NGOs and Iraqi NGOs applying for the same pool of funding?

**Answer #11:** Yes, all applicants are included in the same source of APS funding.

**Question #12:** Are projects which continue follow-on work eligible, and are they considered more favorably?

**Answer #12:** Projects which follow-on from previous work are eligible. We cannot say whether they will be viewed as more favorable.

**Question #13:** Can you tell us who is on the Review Committee?

**Answer #13:** The Review Committee will consist of members of every policy section of US Embassy Baghdad to include USAID, members from the local Consulates pertinent to the location of the projects, and a representative from our Washington office.

**Question #14:** Will projects consisting of Iraqi partners be given two awards, one for each organization?

**Answer #14:** No, the project will be awarded to the prime grantee with the partner organization as the sub-recipient.

**Question #15:** We are a University which will be using faculty to help implement our project; do you want a description of the organization or more information on the individuals who would run the project?

**Answer #15:** Please provide information to include a record of past performance for both the institution and the personnel running the project.

**Question #16:** What is the difference between the budget portion of the SF-424 and the estimated budget you ask for?

**Answer #16:** The SF-424 only asks for the source of funding for the project, in which applicants should indicate your request as Federal. The SF-424A will assist you in completing the estimated budget we need at this time, and the budget narrative will allow you to briefly explain some of those items. If your SOI is chosen, you will be asked for a more detailed budget at a later date.

**Question #17:** Will waivers to use a local partner still be given on a case by case basis?

**Answer #17:** Waivers will be considered on a case by case basis. However, you are strongly encouraged to include, or have plans to have, a local Iraqi implementing partner.

**Question #18:** Will the Iraqi partner be subject to flow-down clauses?

**Answer #18:** Yes, most of the clauses will be applicable to the Iraqi partners. We expect that if the partners need assistance meeting requirements, such as obtaining a DUNS number, NCAE and registration in various databases, that the recipient will assist the local partner in obtaining these.

**Question #19:** Are projects with regional activities and technical consultation from outside of Iraq acceptable?

**Answer #19:** You can bring in experts from outside Iraq and any meetings or trainings proposed to take place in the region outside of Iraq will be approved on a case by case basis. However please keep in mind that programs are intended to build the capacity of Iraqi organizations and program participants can only be Iraqi. It will also be encouraged that most trainings and conferences take place within Iraq for the same reasons.

**Questions #20:** We are a U.S.-based organization with a local office in Iraq; can the local office be considered our Iraqi partner?

**Answer #20:** Unless the office is solely run and staffed by Iraqi nationals, then no, you will need to find a local Iraqi-based organization to partner with.

**Question #21:** Could a medical association under the Ministry of Higher Education qualify as an Iraqi partner?

**Answer #21:** Yes. Government of Iraq entities can qualify if the intent is to build the capacity of Iraqi people.

**Question #22:** When registering my DUNS number in Sam.gov, it also has the option for DUNS+4, what does this mean?

**Answer #22:** The DUNS+4 is for certain organizations that have multiple bank accounts, most organizations will register using the nine digit DUNS number they were given.

**Question #23:** Can an individual apply?

**Answer #23:** An individual can apply, however they still have to go through all of the necessary steps to register and apply through Grants.gov.

**Question #24:** Do certain regions of Iraq have a priority? Is a proposal that covers multiple provinces or the entire country looked upon more favorably than a proposal that only covers one province?

**Answer #24:** All regions will be evaluated equally. Proposals that cover multiple provinces or the entire country will be weighted equally with proposals that only cover one province.

**Question #25:** Do you plan to provide capacity building for Iraqi NGOs, or do you plan to have International NGOs do so?

**Answer #25:** We will directly award projects to Iraqi Organizations and coach and help them build their capacity in the work, and we will award to an international NGOs and require them to partner with and work to build the capacity of an Iraqi Organization. By virtue of the award or partnership, the Iraqi NGO's capacity will be enhanced.

**Question #26:** I have received my DUNS number but it isn't working as I try to register in Grants.gov, why?

**Answer #26:** You will need to be sure that you have obtained your NCAGE number and registered in Sam.gov before you attempt to register in Grants.gov.

**Question #27:** I am having trouble filling out the fax number section of SAM.gov, do you have any idea why?

**Answer #27:** When an overseas entity registers in the System for Award Management (SAM) the fax number field is currently erroring out. To get around this problem, entities should enter a fax number of (555) 555-555 in the fax number field, and enter their real fax number in the notes section of the registration.

**Question #28:** What sort of projects should we apply for?

**Answer #28:** We cannot give advice as to what projects we are looking for, we encourage everyone to read the APS and if your project seems to be a match, apply.

**Question #29:** Can a group of NGOs apply for a project together?

**Answer #29:** Yes, however one organization will have to take the lead to register and apply through Grants.gov. The organizations will also need to outline what portion of activities each partner will be responsible for.

**Question #30:** Does the Statement of Interest (SOI) have to be written in English?

**Answer #30:** Yes, unfortunately at this time we require that the SOI is submitted in English.

**Question #31:** Do we need an Iraqi work license to apply?

**Answer #31:** At this point, you will not need the license to submit your Statement of Interest (SOI). However, if your SOI is selected, you will need to provide proof that you are licensed to complete the work you have outlined in your proposal.

**Question #32:** If we have a group of NGOs applying for one project, do they all need DUNS numbers?

**Answer #32:** No, a DUNS number is only necessary for the organization which will be submitting the application through Grants.gov. However, we would encourage all parties to obtain a DUNS number and register in Grants.gov.

**Question #33:** If we are registered to work in the north, do we need to register with the central government?

**Answer #33:** If you are legally registered to work in the area that the project is set to take place that should be sufficient. In certain disputed areas, the organization will have to use their best judgment to ensure that they have obtained all the correct approvals to work.

**Question #34:** Do the projects have to be national in scope or can they be implemented in one province?

**Answer #34:** They can be either. There is no limitation.

**Question #35:** Will projects involve government collaboration?

**Answer #35:** Projects may or may not involve government collaboration

**Question #36:** Can in-country training be combined with technical consultation from outside of Iraq for program development?

**Answer #36:** Yes, but please keep in mind that these programs should be intended to build the capacity of Iraqi NGOs and Institutions in addition to fulfilling other programmatic goals.

**Question #37:** Are there specific universities identified to work with?

**Answer #37:** No, there are not.

**Question #38:** If an organization's initial proposal for the Ambassador's Fund is rejected, can it submit another proposal after that, with the understanding that the next proposal would contain a different idea?

**Answer #38:** Yes. If requested by the proposer, we will also provide feedback if a proposal is rejected.

**Question #39:** If an organization's proposal is approved, can it submit a second project idea that is not only different but partners with completely different local NGOs? i.e., can an NGO be awarded funding for two different projects?

**Answer #39:** Yes

**Questions #40:** I am having trouble with Grants.gov and SAM. Can you please help?

**Answer #40:** Please refer to uploaded document, "Instructions for applying via grants-gov.doc" under the "Full Announcement" tab on the Grants.gov posting.

**Question #41:** The APS refers to registered organizations in terms of eligibility. Does this just mean legally registered organizations in general, or must you be registered in Iraq?

**Answer #41:** Organizations must be legally able to work in Iraq or have an Iraqi partner. The organization must also be legally registered as an organization in their country of origin.

**Question #42:** As an Iraqi Organization, we will be providing project management services, can we partner with an international company in order to get access to necessary training management, and thus ensure continuous good practice in setting up and monitoring training measures during the duration of the project?

**Answer #42:** Yes you may.

**Question #43:** In such a partnership, what is the appropriate balance between local and international man-days? What is the maximum number of international man-days in a project?

**Answer #43:** This would have to be something you negotiated with your partner.

**Question #44:** In the event that an organization has multiple project proposals which contribute to the APS objectives, is one organization eligible to submit multiple Statements of Interest for review?

**Answer #44:** You may submit as many Statements of Interest as you would like.

**Question #45:** I understand that registration requirements could take four weeks. Can I send my project program to you directly because the submitting time would be past the deadline?

**Answer #45:** Applications will only be accepted when submitted through Grants.gov.

**Question #46:** I am writing to you to inquire as to whether PIOs (public international organizations) are eligible.

**Answer #46:** Yes, PIOs are eligible to apply.

**Question #47:** Today, I was trying to register with SAM, but faced a problem. The system requires a state in which the business is conducting. This field is a required field, without it, I cannot go to the next level.

**Answer #47:** If you are based in Iraq, please select that as your country first. After you have done so, you should be able to manually enter your province in the space for state.

**Question #48:** We are now attempting to complete the SAM registration process and it appears that we must provide a Tax Identification Number (TIN). As an Iraq-based NGO we do not have such a number. Is there a procedure that we must follow either to obtain the TIN (from the United States tax authorities) or to bypass this requirement?

**Answer #48:** According to the guide it indicates to leave this blank.

**Question #49:** Are public academic institutions eligible to apply?

**Answer #49:** Yes, academic institutions are eligible to apply.

**Question #50:** Can the 50% government cost-sharing come from the provincial government or must it be from the benefiting ministry?

**Answer #50:** Yes, the cost sharing can come from the provincial government in this case. It would be likely that the provincial government would be the entity requesting the grant. (Darcy, I assume that this question is getting at the complicated interaction between the government ministries and the provincial governments under Iraq's decentralization law). For example, let's say there is a museum in Babil that falls under the national Ministry of Culture. The provincial government may have responsibility for operations in their province. If the

provincial government wanted to request a grant for something related to the museum (let's say a guide service training), it seems to me that the provincial government should be able to do the proposal and the cost sharing?

**Question #51:** Are women's organizations allowed?

**Answer #51:** Yes, women's organizations are allowed and encouraged.

**Question #52:** Is this program open to Kurds? Is there a Kurdish version of the grant page?

**Answer #52:** It is open to everyone.

**Question #53:** If an organization was previously denied, can it reapply?

**Answer #53:** Yes, organizations can reapply, even if their proposals were not accepted previously. Previous proposals would need to be re-submitted (and would be particularly applicable for proposals that were submitted after March 31, 2013). The organization may wish to review the criteria and focus for this year's proposal request, to ensure that the proposal falls within this year's parameters.

**Question #54:** Will the construction of new schools be considered?

**Answer #54:** The funding is limited and we cannot fund construction activities. Organizations focusing on education needs may want to consider other types of proposals.

**Question #55:** Can a consortium of NGOs apply as a group for the fund? Does the fund consider recreational programs for Youth and Sports?

**Answer #55:** Yes, a consortium of NGOs can apply as a group, but one of them will need to serve as the lead proposer. Yes, recreational programs for youth and sports are both listed as examples of projects that could be considered.

**Question #56:** Can organizations seeking to assist cultural foundations, such as libraries, language-teaching facilities, and museums, apply for the fund?

**Answer #56:** Yes, they may.