

**OFFICE OF DEVELOPMENT PARTNERS
FY2008 ANNUAL PROGRAM STATEMENT**

Frequently Asked Questions

Dates and Deadlines

1. Where do we submit our concept paper and the full proposal?

Interested applicants are required to submit short concept papers to **missions and WOUs** (i.e. regional bureaus, pillar bureaus, offices) and may receive instructions on whether or not to proceed with a full proposal. Upon invitation, full proposals will also be sent to the USAID missions or operating units for funding. See the APS for detailed instructions.

2. Is there a deadline for concept papers?

USAID will consider alliance concept papers as they come in. However, resources are limited and we expect a significant number of submissions. The earlier a concept paper is received the greater the chance that funding might be available.

3. When will USAID resources become available and over what period will disbursements occur?

For mission or WOU funding, it is anticipated that the funds may become available in late spring, depending upon timely appropriations and the negotiation stage of the procurement action. USAID expects that funded programs may last from 12 to 60 months.

4. Will USAID funding be available exclusively during 2008 or will it be disbursed over the timeline established for the project?

If an application is accepted, USAID will make an award to the institution proposing the alliance. The agreement officer negotiating the terms of the grant or cooperative agreement will determine with the grantee the appropriate timing for disbursement of funds from USAID. Most of USAID's programs are incrementally funded on a year-by-year basis until the award is fully funded.

5. Does the alliance have to be formalized at the time of application?

No, the alliance does not have to be formalized at the time of application, but the level of partner commitment will be evaluated. As discussed in the APS, each application will be evaluated on whether the alliance brings new actors to the table with proven track records in their particular area of expertise and experience working in partnership with others. In addition, the application should demonstrate the commitment of the partners and could

include a draft letter of intent that describes the roles, responsibilities, and contributions of each of the alliance partners. You may also choose to ask your partners to submit documentation of their intent to participate in the alliance. USAID recognizes that alliances may change over time.

6. Where do I submit a concept paper that is regional or involves more than one mission?

This depends on how many missions would be involved and if all missions are within a single region. In general, it is a good idea to submit individual concepts to missions of interest, though for those truly regional or global in scope, you may want to submit to the appropriate Regional Mission or WOU.

The Role of USAID

7. Will USAID only allocate resources for the alliance or will it form a part of the alliance?

The intention of these alliances is to create a different relationship between the partners. USAID intends to enter into true partnerships with other resource partners in carrying out developmental objectives. USAID's role will vary from alliance to alliance. Please see the APS for an illustrative list of USAID and partner responsibilities.

8. Does USAID perform the monitoring and evaluation of the project?

As discussed above, USAID's role will vary from alliance to alliance. USAID may be an active member of the alliance governing structure, or USAID may administer the award through the reporting done by the recipient (quarterly, semiannually, or annually). The agreement may also call for annual work plans to clarify timing and matters involved in the implementation schedule. There may also be midterm and final evaluations. All of the above will be negotiated in the final terms of the award.

9. Is the agreement with USAID signed by all the members of the alliance or only with the lead partner?

Upon favorable review of the full proposal, partners including USAID will determine the appropriateness of signing a memorandum of understanding (MOU) or other document to finalize the roles and responsibilities of each alliance partner. The proposed lead recipient of USAID funds is the signing party to the award.