

Frequently Asked Questions (FAQs) on the U.S. Department of Labor's (USDOL) Solicitations for Cooperative Agreement Applications for Projects to Combat Exploitative Child Labor Internationally (SGA 11-02, 11-03, 11-04)

Q1: What are the goals of Child Labor projects?

A: USDOL-funded child labor projects generally seek to achieve the following five goals:

1. Reducing exploitative child labor, especially the worst forms, by piloting strategies for addressing its root causes and promoting sustainable livelihoods, including in areas such as education, vocational training, the promotion of decent work opportunities for youth under the age of 18 who are of legal working age, and providing or linking to existing social protection programs for children and their households to mitigate vulnerability to child labor;
2. Strengthening the capacity of national institutions to combat child labor, including through improved policies, programs and service delivery in the areas of education, social protection and sustainable livelihoods;
3. Raising awareness of exploitative child labor and its root causes, and the importance of education for all children and mobilizing a wide array of actors to improve and expand education infrastructures;
4. Supporting research, evaluation, and the collection of reliable data on child labor, its root causes, and/or effective strategies, including education and vocational training, microfinance and other income generating activities to improve household income, social protection services and youth employment; and
5. Ensuring the long-term sustainability of these efforts.

Q2: How do USDOL Child Labor projects differ from Basic Education projects funded by other U.S. Government agencies?

A: USDOL-funded child labor elimination projects differ from most Basic Education projects funded by other U.S. Government agencies in their primary goal is to reduce exploitative child labor. They seek to do this by promoting educational opportunities for children and sustainable livelihoods for their households. They also involve implementing strategies for monitoring the work and schooling status of participating children.

Q3: What types of organizations may submit proposals?

A: As stated in SGAs 11-02, 11-03, 11-04, "Any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s) capable of successfully reducing children's participation in exploitative child labor and developing and implementing educational and livelihoods programs to serve them is eligible to apply provided that they meet the requirements outlined below, which apply to all Applicants and any proposed subgrantees or subcontractors. Applications from foreign governments and entities that are agencies of, or operated by or for, a foreign state or government will not be considered. Applications from organizations designated by the U.S. Government to be associated with terrorism or that have been debarred or suspended will not be considered. Applicants are not allowed to charge a fee (profit) associated with a project funded by USDOL under this award.

Lack of past experience with USDOL cooperative agreements, grants, or contracts does not bar eligibility or selection under this solicitation.”

Q4: How are Grantees selected?

A: As noted in SGAs 11-02, 11-03, and 11-04, “Each complete and responsive application will be objectively evaluated by a technical review panel against the criteria described in this solicitation. Neutral, non-religious criteria that neither favor nor disfavor religion will be employed in the selection of cooperative agreement awardees. Applicants are advised that panel recommendations to the Grant Officer are advisory in nature. The Grant Officer may elect to select a Grantee on the basis of the initial application submission or the Grant Officer may establish a competitive or technically acceptable range from which a Grantee will be selected. If deemed appropriate, the Grant Officer may call for the preparation and receipt of final revisions of applications, following which the evaluation process described above, may be repeated, in whole or in part, to consider such revisions. The Grant Officer will make final selection determinations based on panel findings and consideration of factors that represent the greatest advantage to the Federal Government, including cost, the availability of funds, and the Applicant’s past performance on Federal awards. USDOL reserves the right to (1) solicit information from Federal sources about the Applicant’s past performance on Federal awards—including evaluations, audits, attestation engagements, and questionnaires; (2) assess the Applicant’s past performance on Federal awards with respect to its potential effect on grant implementation; and (3) consider this information as part of its selection process. If USDOL does not receive technically acceptable applications in response to this solicitation, it reserves the right to terminate the competition and not make any award. The Grant Officer’s determinations for awards under this solicitation are final.”

Q5: What are the criteria used to select Grantees?

A: Technical review panels review applications against established evaluation criteria that are outlined in each SGA. Each SGAs evaluation criteria can be found in section IV.A. **Application Criteria.**

Q6: How long do SGAs remain open?

A: The open period for SGAs may vary. In general, SGAs are open for a period of at least 30 days. All Applications for SGAs 11-02, 11-3, and 11-04 must be submitted by 5:00 p.m. Eastern Standard Time (EST) on August 31, 2011 via Grants.gov or hard copy. Hard copy applications must be delivered to: U.S. Department of Labor, Procurement Services Center, 200 Constitution Avenue NW, Room S-4307, Washington, DC 20210, Attention: Brenda White and James Kinslow, Grant Officers, Reference: Solicitation 11-02. Applicants are advised to submit their applications in advance of the deadline.

Q7: When can Applicants expect to find out the results of a cooperative agreement competition?

A: For FY11’s SGAs 11-02, 11-3, and 11-04, USDOL intends for cooperative agreements to be awarded and signed by September 30, 2011. The USDOL Grant Officer will notify Applicants of competition results through an official letter.

Q8: Is it possible that USDOL would fund more than one proposal per country under a solicitation?

A: Yes, depending on the number of quality applications received, recommendations made by the technical review panel, and funding available under the solicitation for a particular country.

Q9: Do I have to apply for the full funding amount available under the SGA for the target country my organization is interested in?

A: No. See Section I of the SGAs:

- For SGA 11-02 (GAP), “Applicants may apply for funding amounts up to \$15 million.”
- For SGA 11-03 (GEM), “Applicants may apply for funding amounts up to \$2.5 million.”
- For SGA 11-04 (Philippines), “Applicants may apply for funding amounts up to \$15 million.”

Q10: Does USDOL typically award one or more cooperative agreements for each country and then expect the selected Grantee to award subcontracts or subgrants to others?

A: USDOL may award one or more cooperative agreements for SGAs 11-02, 11-03, and 11-04. Applicants should identify their subgrantees and subcontractors in their applications. Subgrants and subcontracts awarded after the cooperative agreement is signed, and not proposed in the application, must be awarded through a formal competitive bidding process in accordance with 29 CFR 95.40-48. Subgrants and subcontracts are subject to audit, in accordance with the requirements of 29 CFR 95.26.

Q11: Can Applicants propose subgrants and microfinance activities?

A: Yes. USDOL has authority to employ subgrants in USDOL funded projects and to fund microfinance activities.

Q12: Who do I contact for additional information on the competitive process for Child Labor Reduction project awards?

A: All inquiries regarding SGAs 11-02, 11-03, and 11-04 should be directed to: Brenda White and or James Kinslow, U.S. Department of Labor, Procurement Services Center, 200 Constitution Avenue, NW., Room S-4307, Washington, DC 20210; telephone (202) 693-4570 (please note that this is not a toll-free-number) or e-mail: white.brenda.j@dol.gov and kinslow.james@dol.gov.

Q13: Does USDOL have examples of documents that should be submitted as part of an application?

A: Yes. All required documents are listed in the SGA. All required forms can be found on [Grants.gov](http://www.dol.gov/ilab/grants/SGA11-02.htm) and the USDOL website. Please visit <http://www.dol.gov/ilab/grants/SGA11-02.htm> for a sample of the required forms and materials:

- [Indirect Cost Form](#)
- [SF-424 Form](#)

- [SF-424A Budget Information \(Non-Construction Programs\)](#)
- [SF-424 Supplemental Key Contacts Information](#)
- [Sample Outputs-Based Budget](#)
- [Survey on Ensuring Equal Opportunity for Applicants](#)

Q14: May applications and attachments be in a language other than English?

A: As noted in SGAs 11-02, 11-03, and 11-04, “All parts of the application must be written in English. Any additional documentation submitted that is not required or specifically requested under this solicitation will not be considered. Any required or additional supporting documents submitted in languages other than English will not be considered.”

Q15: What audits are required to be included in my application?

A: As stated in SGAs 11-2, 11-03, and 11-04, Applicants’ (including subgrantees and subcontractors, if applicable) most recent audit reports must be submitted as an annex of the Technical Proposal. Applicants must be in compliance with all audit requirements, including those established in OMB Circular A-133. Applications from U.S.-based non-profit organizations subject to the Single Audit Act that fail to include their most recent single audit or fail to demonstrate that they have complied with the single audit submission timeframes established in OMB Circular A-133 will be considered non responsive and will be rejected. For Applicants that are foreign-based or for-profit organizations, failure to submit the most current independent financial audit will result in an application being considered non-responsive and rejected. In addition, the submission of any audit report that reflects adverse opinions will result in the application being considered non-responsive and rejected. Subgrants and subcontracts are subject to audit, in accordance with the requirements of 29 CFR 95.26.

Q16: Do you require résumés for all project personnel, or only key personnel?

A: As noted in the SGAs 11-02, 11-03, and 11-04, Applicants must include for all proposed professional personnel, résumés and personnel descriptions that include the candidates’ project roles and responsibilities and their level of effort as an annex of the Technical Proposal.

Q17: What commitment of time does USDOL require of an Applicant's key personnel?

A: **For SGA 11-02**, “All key personnel must allocate 100 percent of their time to the project. Key personnel positions must not be combined. Applicants are required to ensure that all proposed key personnel will be available to staff the project should the Applicant be selected for award. Proposed key personnel candidates must sign letters indicating their commitment to serve on the project and their availability to commence work within 45 days of cooperative agreement award. The application will be considered non-responsive and rejected if any key personnel candidates are not designated, or if any of the required documents in Annex E of the Applicant’s Technical Proposal are not submitted.”

For SGA-11-03, “The Project Director must allocate 100 percent of their time to the project for the duration of implementation. The Research Specialist must allocate 100 percent of their time to the project during the design, implementation, data analysis and report drafting periods for each of the impact evaluation and tracer activities. Applicants may propose a time allocation for the Research Specialist of not less than 80 percent during other times not noted above but must provide a detailed justification for such a proposal. The Monitoring and Evaluation Specialist must devote 100 percent of their time for the first year of implementation (during the period of CMEP development), and should be available for technical assistance as needed after that time. Applicants must describe how CMEP technical assistance/support will be addressed after year one. Key personnel positions must not be combined. Applicants are required to ensure that all proposed key personnel will be available to staff the project should the Applicant be selected for award. Proposed key personnel candidates must sign letters indicating their commitment to serve on the project and their availability to commence work within 45 days of cooperative agreement award. The application will be considered non-responsive and rejected if any key personnel candidates are not designated, or if any of the required documents in Annex D of the Technical Proposal are not submitted.”

For SGA 11-04, “All key personnel must allocate 100 percent of their time to the project and live in the Philippines. Key personnel positions must not be combined. Applicants are required to ensure that all proposed key personnel will be available to staff the project should the Applicant be selected for award. Proposed key personnel candidates must sign letters indicating their commitment to serve on the project and their availability to commence work within 45 days of cooperative agreement award. The application will be considered nonresponsive and rejected if any key personnel candidates are not designated, or if any of the required documents in Annex E of the Technical Proposal are not submitted.”

Q19: What is a Dun and Bradstreet DUNS Number and how can my organization obtain one?

A: DUNS is an acronym that stands for “Data Universal Numbering System,” and DUNS numbers are unique nine-digit numbers used to identify businesses. DUNS numbers for both the prime and first-tiered sub-recipients are required pursuant to the Federal Funding Accountability and Transparency Act of 2006, as amended (“the Transparency Act”). Applicants proposing subgrantees or subcontractors must submit each organization’s DUNS number as an attachment to the Cost Proposal.

Organizations that do not have a DUNS number can receive a DUNS number at no cost by calling the dedicated toll-free number request line at 1-866-705-5711 or by using the web-based form available at <http://fedgov.dnb.com/webform>. Registration is brief and a DUNS number can be received the same day it when requested by phone, or within 1-2 business days when requested through the webform.

- Organizations that have not registered with Central Contractor Registration (CCR) will need to obtain a DUNS number first and then access the CCR online registration through the CCR home page at <https://www.bpn.gov/ccr/default.aspx> (U.S. organizations will also need to provide an Employer Identification Number

from the Internal Revenue Service that may take an additional 2-5 weeks to become active). Completing and submitting the registration takes approximately one hour to complete and your CCR registration will take 3-5 business days to process.

For any questions regarding registration, please contact the CCR Assistance Center at 1-888-227-2423. After registration, Applicants will receive a confirmation number. The Point of Contact listed by the organization will receive a confidential Trader Partnership Identification Number (TPIN) via mail.

Q20: Please clarify whether the requirement for Applicants to submit their DUNS number (or evidence of an OMB exemption) and to register as a vendor with the Central Contractor Registration (CCR) also applies to subcontractors?

A: The requirement for DUNS numbers and the Central Contractor Registration (CCR) applies to Applicants (the prime) and first-tiered sub-recipients (sub-grantees/sub-contractors).

Q21: May Applicants send in hard copy applications to USDOL through such delivery methods as the U.S. Postal Service, Federal Express, and UPS?

A: Yes. USDOL accepts paper applications. As stated in SGA 11-02, 11-03, 11-04 “Applications in response to this solicitation may be submitted in hard copy or electronically via Grants.gov. Applications submitted by other means, including e-mail, telegram, or facsimile (FAX) will be not be accepted. Irrespective of submission method, all applications must be received by USDOL by 5:00 p.m. Eastern Standard Time (EST) on August 31, 2011. Applicants electing to submit hard copies must submit one (1) blue ink-signed original, complete application, *plus* three (3) additional copies of the application. Applicants electing to submit electronically must submit one electronic copy of the complete application via Grants.gov. Applicants submitting via Grants.gov are responsible for ensuring that their application is received by Grants.gov by the deadline. Hard copy applications must be delivered to: U.S. Department of Labor, Procurement Services Center, 200 Constitution Avenue, NW, Room S-4307, Washington, DC 20210, Attention: Brenda White and James Kinslow, Grant Officers, Reference: Solicitation 11-04. Applicants are advised to submit their applications in advance of the deadline. Applicants electing to submit hard copy applications may submit them via the U.S. Postal Service or non-U.S. Postal Service delivery services, such as Federal Express or UPS. Regardless of the type of delivery service selected, Applicants bear the responsibility for timely submission. The application package must be received at the designated place by the date and time specified or it will be considered non-responsive and will be rejected.”

Q22: If USDOL does not receive any applications in response to SGA 11-02, 11-03, 11-04, what is the likely course of action USDOL would take? If an Applicant decides to submit a partial application, is that still a valid option and would a concept paper responding to either USDOL SGA (in the chance no full applications are received) be considered as an alternative?

A: In the case that no applications were received in response to an SGA, USDOL would consider other options for using the funds in line with the relevant appropriations

language, or electing not to obligate the funding. Partial applications that are not fully responsive to the SGA will not be considered. Applications responding fully to the SGA but requesting only part of the available funding amount would still be considered for award.

Q23: Could a proposal include only certain target beneficiary age groups instead of the entire category of children?

A: The only age range specified as required in the SGAs is that all child direct beneficiaries must be under the age of 18 years. Unless a more specific age restriction/priority age focus is stated in an SGA's Scope of Work, Applicants are only required to adhere to the requirement to target children under the age of 18 years. The SGAs do state, however, "Applicants will be evaluated on the overall quality, effectiveness, relevance, and clarity of their proposed project design and strategy, including the extent to which it responds to all of the requirements outlined in the Program Description for this solicitation, including, the Scope of Work, Technical Proposal Requirements, and Target Population sections."

Q24: What activities are not permitted by USDOL?

A: Applications must be developed in accordance with all requirements outlined in OMB Circular A-122, 29 CFR Part 95, 29 CFR Part 98, and USDOL/ILAB policy as stated in the SGAs, including, but not limited to, the sections on **Funding Restrictions, Unallowable Activities, and Specific Prohibitions.**

Q25: Is the delivery of services through government institutions, such as vocational training authorities, allowable under a USDOL funded child labor projects?

A: USDOL-funded projects are not intended to support activities that duplicate the functions of the host government, such as teacher's salaries, and operating expenses, government agencies' personnel costs, or travel. Projects can, however, help to build the capacity of the government to increase access to education for working children and children at risk of entering work through support for activities such as teacher training, curriculum development, legislative reforms, or national action plans and policy development.

Subcontracts with foreign government agencies may be awarded to provide direct services or undertake project activities, subject to applicable laws, but only after a competitive procurement process has been conducted and no other entity in the country is able to provide these services. In these cases, Grantees must receive *prior* USDOL approval before subcontracting to foreign government agencies.

Q26: Does USDOL support the use of technology in the delivery of services through its child labor projects?

A: While USDOL supports the use of innovative technologies, in the implementation of its child labor projects, Applicants who propose to use these technologies in awareness raising, or in the delivery of direct educational services, must be able to demonstrate that this strategy is likely to have a measurable, positive impact on the project's ability to achieve its targets for reducing exploitative child labor.

Q27: Do we need to provide information about grants for projects from all donors (including non-US) that are relevant to the above solicitation?

A: Yes. As stated in the SGA 11-02, 11-03, 11-04, as an annex, Applicants must include information on all of the Applicant's previous and current grants, cooperative agreements, and/or contracts funded by USDOL; other Federal agencies; and other donors, including **foreign governments** that are relevant to this solicitation. A separate Past Performance Table must be completed for each subgrantee and/or subcontractor that will be providing direct services to the project's direct beneficiaries."

Q28: Please provide details on how to obtain a Certificate of Direct Costs for organizations that do not have a Negotiated Indirect Cost Rate Agreement (NICRA)? In addition, could you please clarify whether foreign-based organizations must submit a copy of one of the two previously mentioned documents (Certificate of Direct Costs or a NICRA)?

A: Applicants may contact the **Division of Cost Determination**, 200 Constitution Ave, N.W., S-1510 Washington, D.C. 20210, Telephone: 202-693-4100, Fax: 202-693-4099 with any questions. Foreign-based organizations must submit a copy of either their Certificate of Direct Costs or NICRA.

Q29: In some countries, internal transportation is heavily dependent on air travel. Can you provide guidance on the U.S. Government regulations regarding which air carriers are allowed to be used with USDOL funds? Do these restrictions apply equally to the transport of goods as to the travel of personnel?

A: As stated in the Federal Acquisition Regulations (FAR), 47.402, "Federal employees and their dependents, consultants, contractors, Grantees, and others must use U.S.-flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, if available (Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118) (Fly America Act))." Section 47.403-1 goes on to say, "Availability and unavailability of U.S.-flag air carrier service. (a) If a U.S.-flag air carrier cannot provide the international air transportation needed or if the use of U.S.-flag air carrier service would not accomplish an agency's mission, foreign flag air carrier service may be deemed necessary." Please see FAR Subpart 47.4—Air Transportation by U.S.-Flag Carriers, for further guidance.

Q30: Are there any restrictions or limits put on expenses related to internal travel?

A: Maximum rates of per diem allowances for travel in foreign areas are established by the Secretary of State and apply to all U.S. Government employees and contractors. USDOL requires its Grantees to adhere to these rates as well. For regulations pertaining to these rates, see the *Federal Travel Regulations*, Chapter 301-7, as established by the General Services Administration and implementing regulations established by Federal Agencies, (Foreign Affairs Manual - See 6 FAM 150).

Q31: Are for-profit subcontractors/subgrantees allowed to charge a fee on the portion of the grant that they will undertake?

A: *Neither* the Grantee, subgrantees, nor subcontractors are allowed to charge a fee on the portion of the grant that they will undertake (see OMB Circular A-122).

Q32: If an Applicant was to focus exclusively on a specific target group (and their host communities), should it propose a smaller-scale proposal and budget?

A: Applications must respond fully to the SGA, but requests for only part of the available funding amount will be considered.

Q33: Please confirm if there are any source/origin restrictions on the use of grant funds for the purchase of commodities, vehicles, and or services (i.e., airfare).

A: The Buy America Act does not apply to the purchase of supplies or services by Grantees implementing projects outside the United States. However, other source/origin restrictions on the procurement of project related supplies and equipment may apply and, when in doubt, Grantees should check with USDOL before making purchases. Air transportation must be on U.S.-flag carriers unless an exemption applies. The rules governing air transportation are found in FAR 47.402.

Q34: Please confirm that only the project design narrative for the Technical Proposal should be double-spaced and, specifically, that the Résumés, Work Plan, Logic Model, etc. are not held to this restriction.

A: Yes, this is correct. The Technical Proposal must be double spaced; however, relevant annexes need not be.