

**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 10-09, 10-10)**

**Q1: Are the SGAs (10-09) and (10-10) different from those published in recent years?**

A: Yes. In FY 2010, USDOL received authority to fund subgrants and microfinance activities. Projects funded under SGAs 10-09 and 10-10 will seek to combat child labor through an innovative, effective, and integrated approach that involves increasing children's access to quality education and promoting sustainable livelihoods for their households as a means of reducing exploitative child labor, as well as increasing access to national social protection programs that help households overcome dependence on children working to meet basic needs.

**Q2: What are the goals of Child Labor Elimination projects?**

A: USDOL-funded Child Labor Elimination projects generally seek to achieve the following five goals:

1. Reducing exploitative child labor, especially the worst forms through the provision of direct educational services and by addressing root causes of child labor, including innovative strategies to promote sustainable livelihoods of target households;
2. Strengthening policies on child labor, education, and sustainable livelihoods, and the capacity of national institutions to combat child labor, address its root causes, and promote formal, nonformal and vocational education opportunities to provide children with alternatives to child labor;
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 effective strategies, including educational and vocational alternatives, microfinance and other income generating activities to improve household income; and
5. Ensuring the long-term sustainability of these efforts.

**Q3: How do USDOL Child Labor Elimination projects differ from Basic Education projects funded by other U.S. Government agencies?**

A: Unlike most Basic Education projects funded by other U.S. Government agencies, USDOL-funded child labor elimination projects aim to reduce exploitative child labor as their primary goal. 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.

**Q4: What types of organizations may submit proposals?**

A: Any "eligible" organization may submit an application in response to an SGA.

In the 2010 ILAB SGAs, an eligible Applicant is defined on pages 16 and 17 as: "Any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international

organization(s) capable of successfully withdrawing and preventing children from exploitative child labor and developing and implementing educational and livelihoods programs [provided that they are in compliance with audit requirements and must demonstrate applicable country presence]... 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. Lack of past experience with USDOL cooperative agreements, grants, or contracts does not bar eligibility or selection under this solicitation.”

It is noted that while an organization may be eligible to apply for an SGA, compliance with the requirements contained in the SGAs will determine if an organization is qualified.

**Q5: How are Grantees selected?**

A: As noted on page 34 of the SGAs:  
“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 qualified Applicants 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, if applicable, the Applicant’s past performance on Federal awards. USDOL reserves the right to: 1) solicit information from Federal sources regarding Applicants’ past performance on Federal awards—including evaluations, audits, attestation engagements, and questionnaires; 2) assess Applicants’ 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.

Applicants should note that the selection of an organization as a potential cooperative agreement recipient does not constitute approval of the cooperative agreement application as submitted in response to this solicitation. Before the actual cooperative agreement is awarded, USDOL may enter into discussions with one or more selected Applicants—known as Best and Final Offer (BAFO)— for any reason deemed necessary, including to negotiate components of the project design/strategy; budget; project duration; staffing; funding levels; and financial and administrative systems in place to support implementation of the cooperative agreement (including relevant issues raised in submitted audit report(s)). If negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiation and decline to fund the application.

In the actual cooperative agreement, USDOL reserves the right to place special provisions on Grantees, such as in cases where USDOL has concerns regarding their application, including in their audit report(s). USDOL also reserves the right to negotiate program components further after award during the project design consolidation phase.

Award of a cooperative agreement under this solicitation may also be contingent upon an exchange of project support letters between USDOL and the relevant host government ministries...."

**Q6: What are the criteria used to select Grantees?**

A: Technical review panels review applications against established evaluation criteria that are outlined in each SGA.

Under SGAs 10-09 and 10-10, applications will be evaluated against the following criteria, as outlined on page 32: "Project Design and Budget (65 points); Strategy for Research on Child Labor (10 points); Organizational Capacity (10 points); and Personnel and Project Management Plan (15 points). 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." (See Section III, pages 8-31)

**Q7: 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. The designated open period is established in each SGA. SGAs 10-09 and 10-10 will be open until November 22, 2010 and November 24, 2010, respectively.

**Q8: When can Applicants expect to find out the results of a cooperative agreement competition?**

A: For FY 2010, cooperative agreements must be awarded and signed by December 31, 2010. The USDOL Grant Officer will notify Applicants of competition results through an official letter.

**Q9: 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.

**Q10: 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.

For SGA 10-09 (Egypt), "Applicants may apply for funding amounts up to, but not exceeding \$9.5 million." (See Section I, page 4)

For SGA 10-10 (Jordan), "Applicants may apply for funding amounts up to, but not exceeding, \$4 million." (See Section I, page 3)

**Q11: 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 Egypt or Jordan as noted in the SGAs 10-09 and 10-10.

As stated in the SGA 10-09 (Egypt), page 3 “The U.S. Department of Labor, Bureau of International Labor Affairs, will award up to \$9.5 million for a cooperative agreement(s) to one or more qualifying organizations to combat exploitative child labor, particularly the worst forms of child labor, in Egypt...”

As mentioned in SGA 10-10 (Jordan), page 3 “The U.S. Department of Labor (USDOL), Bureau of International Labor Affairs (ILAB) announces its intent to award up to \$4 million for a cooperative agreement(s) to one or more qualifying organizations to combat exploitative child labor, particularly the worst forms of child labor, in Jordan....”

Applicants should identify their subgrantees and subcontractors in their applications. After the cooperative agreements are signed, if Grantees elect to award subcontracts and subgrants not identified in the proposal, they must do so through a formal competitive bidding process. Subgrants and subcontracts are subject to audit, in accordance with the requirements of 29 CFR 95.26(d).

**Q12: Can Applicants propose subgrants and microfinance activities?**

A: Yes. In FY 2010, USDOL received authority to employ subgrants in USDOL-funded projects and to fund microfinance activities.

**Q13: Who do I contact for additional information on the competitive process for Child Labor Elimination project awards?**

A: Starting on October 18, 2010, please contact Mr. James Kinslow, U.S. Department of Labor, Office of Procurement Services, 200 Constitution Avenue, NW, Room S-4307, Washington, DC 20210; telephone (202) 693-4570— (this is not a toll-free number) or e-mail: [kinslow.james@dol.gov](mailto:kinslow.james@dol.gov).

**Q14: Does USDOL have examples of documents that should be submitted as part of an application?**

A: Yes. Please visit <http://www.dol.gov/ilab/grants/SGA10-09.htm> for the following forms and sample materials:

**Cost Proposal:**

- A Guide for Indirect Cost Rate Determination
- Indirect Cost Form
- SF424 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.

**Q15: May applications and attachments be in a language other than English?**

A: As noted in SGAs 10-09 and 10-10 on page 19, “All parts of the application **must be written in English**. Any additional documentation submitted that is not

required or specifically requested under this solicitation may not be considered. Any required or additional supporting documents submitted in languages other than English may not be considered.”

**Q16: What audits are required to be included in my application?**

A: Page 13 of the SGAs states that: “Applicants’ (including subgrantees and subcontractors, if applicable) most recent audit reports must be submitted in Annex G of the Technical Proposal”. In addition, “Subgrants and subcontracts are subject to audit, in accordance with the requirements of 29 CFR95.26(d)”.

To submit a complete Technical Proposal in response to an SGA, Annex G must contain the audit report(s) of the Applicant and any proposed subgrantees and/or subcontractors (as applicable). The following audit attachments are required, depending on the organization’s status: 1) the Applicant’s most recent single audit, as submitted to the Federal Audit Clearinghouse, if the Applicant is a U.S.-based, non-profit organization already subject to the single audit requirements. In addition, this annex must show that the Applicant has complied with report submission timeframes established in OMB Circular A-133; 2) the Applicant’s most current independent financial audit, if the Applicant is a for-profit or foreign-based organization; 3) the most recent single audit report for all proposed U.S.-based, non-profit, subgrantees and/or subcontractors that are subject to the Single Audit Act; and/or 4) the most current independent financial audit, for all proposed subgrantees and/or subcontractors that are for profit or foreign-based organizations. To expedite the screening of applications and to ensure that the appropriate audits are attached to each application, Applicants must provide a cover sheet to the audit attachments listing all proposed subgrantees and/or subcontractor.

Applicants should note that applications will be considered non-responsive and will be rejected for any one of the following reasons: 1) failure to include all required audit report(s); 2) inclusion of an audit report(s) that reflects adverse opinions, or 3) for U.S.-based non-profit organizations, failure to comply with annual single audit report completion and submission timeframes established in OMB Circular A-133 (see page 18 of SGAs 10-09 and 10-10)

See section V.B.2 for specific audit requirements.” In addition, page 29 of the SGAs states that.

**Q17: Do you require résumés for all project personnel, or only key personnel?**

A: As noted in the SGAs on pages 18, 25 and 26, the Applicant must include—in Annex E of the technical proposal—résumés and personnel descriptions for all key personnel **and** other professional personnel being proposed.

**Q18: What commitment of time does USDOL require of an Applicant's key personnel?**

A: As stated on page 24 of the SGAs:  
“All key personnel must allocate 100 percent of their time to the project and live in Egypt or Jordan. 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 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. The SGAs require such numbers, as stated on page 17: “Applicants must include their unexpired Dun and Bradstreet Number/DUNS number in the organizational unit section of Block 8 of the Standard Form (SF) 424. For Associations, Block 8 of the SF-424 must contain the DUNS number of the Lead Applicant, and a list of the DUNS number(s) of all Associate(s) must be included as an attachment to the SF-424. These DUNS numbers must be included with the application unless an Applicant provides evidence of an OMB exemption from the DUNS number requirement. Applications that do not meet these requirements will be considered non-responsive and will be rejected...”

To obtain a DUNS number free of charge, call 1-866-705-5711 or access the following Web site: <http://www.dnb.com/us/>. Requests for exemption from the DUNS number requirement must be made to the Office of Management and Budget (OMB), Office of Federal Financial Management at 202-395-3993. Any Applicant that does not already have a DUNS number should consider starting the process of obtaining a DUNS number as soon as possible in order to avoid delays that could result in the rejection of an application.

After receiving a DUNS number, Applicants must also register as a vendor with the Central Contractor Registration (CCR) through the following Web site: <http://www.ccr.gov> or by phone at 1-888-227-2423. CCR should become active within 24 hours of completion. 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 also applies to subcontractors?**

A: The requirement for DUNS numbers applies only to Grantees, it does not apply to subgrantees or subcontractors.

**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 on page 27 of SGAs “Applications in response to this solicitation may be submitted in hard copy or electronically via [Grants.gov](http://Grants.gov). Applications submitted by other means, including e-mail, telegram, or facsimile (FAX) will not be accepted. Irrespective of submission method, all applications must be received by USDOL by 5:00 p.m. Eastern Standard Time (EST) on November 22 for Egypt and November 24 for Jordan,

2010. 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](http://Grants.gov). Applicants submitting via [Grants.gov](http://Grants.gov) are responsible for ensuring that their application is received by [Grants.gov](http://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: James Kinslow, Reference: Solicitation 10-09 (10-10). Applicants are advised to submit their applications in advance of the deadline.”

**Q22: If USDOL does not receive any applications in response to SGA 10-09 or 10-10, 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 options such as reallocating some or all of the funds to the other SGA, using the funds for other purposes in line with the relevant appropriations language, or electing to not 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, as noted on page 3 of SGAs 10-09 and 10-10. See Q10.

**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 for both countries 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 SGA does state, however, on page 31 that, "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 Scope of Work in Section III of this solicitation....”

**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 specific restrictions, unallowable activities, and prohibitions highlighted in Section III.H.

**Q25: Is the delivery of services through government institutions, such as vocational training authorities, allowable under a Child Labor Elimination project?**

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. See page 29 of SGAs 10-09 and 10-10.

**Q26: Does USDOL allow Applicants to support psychosocial services in addressing the needs of children removed from the worst forms of child labor?**

A: Yes. Psychosocial services, if relevant to the goals of the SGA, are an allowable cost under a Child Labor Elimination project. Psychosocial services fall within the definition of "other direct services" on page 41 of the Jordan SGA and 42 of the Egypt SGA.

**Q27: Does USDOL support the use of technology in the delivery of services through its Child Labor Elimination projects?**

A: While USDOL supports the use of innovative technologies, in the implementation of its Child Labor Elimination 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.

**Q28: 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 SGAs on page 25, "Annex C 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."

**Q29: In the case that an Applicant proposes utilizing a specific subcontractor in their application, what documentation should be submitted?**

A: See USDOL's response to Q11, 16, 28, and 38 above.

**Q30: 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.

**Q31: 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.

**Q32: 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).

**Q33: 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).

**Q34: If an Applicant were 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.

**Q35: 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). There are no restrictions cited in SGA 10-09 and 10-10 III.H. Miscellaneous Prohibitions (page 29).**

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. See Q31.

**Q36: Please confirm that only the project design narrative for the Technical Proposal should be double-spaced and, specifically, that the Résumés, Work Plan, Logical 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.