ASAP WEBINAR

ON

PEPFAR S/GAC COP20 WORKPLANS

JUNE 10, 2020

Questions and Answers

ACCELERATING SUPPORT TO ADVANCED LOCAL PARTNERS (ASAP)

Contract No. AID-OAA-I-14-00031

WORK PLAN OVERVIEW

1. Do outside COP funded mechanisms need to submit work plan packages (eg KPIF)? **No additional work plan action is needed from IPs regarding KPIF funds.**
2. How about the Excel version of the work plan - would an IP be required to also submit it? **Some countries require an excel-based cover sheet to accompany the work plan package. Be sure to follow the guidance of your A/COR on requirements for the work plan package.**
3. Does this calendar apply to all IPs? **This calendar is applicable to USAID IPs to accommodate USAID/Washington's review and submission of work plan elements to S/GAC. Stay in close contact with your A/COR regarding their due dates and revisions.**
4. If we have 3 objectives on our work plan where the first objective is different from the second and third, do we need to submit 3 work plans? **You will submit one work plan for each project that has a Mechanism ID basis. If your organization implements one project in multiple countries, and/or if your organization implements multiple IMs in one country you would need to submit separate packages. Your A/COR will confirm the relevant mechanism IDs for your IM.**
5. Is the implementing mechanism the same as the project title or the name of the implementing partner? **Yes, USAID uses the term Implementing Mechanism (IM) to refer generally to a project. Each IM is assigned a USAID-specific mechanism ID as a unique identifier.**
6. Are those HARD deadlines? **You should be in contact with your A/COR in case he/she has different internal deadlines, however those internal deadlines will work around USAID/Washington's deadlines, which are inflexible in order for us to meet S/GAC's hard deadline.**
7. Does this apply for projects that are going to be concluded on September 31, 2020? **If an IP has a COP20 budget they will need to complete all 3 elements for the COP20 work plan process, even if it is just 3 months of close out. If your close out activities will conclude by September 2020 and you have a $0 budget for COP20, nothing is required.**

WORK PLAN PROGRAM AND BUDGET NARRATIVE

8. Is the work plan and work plan budget the same thing? Sometimes you are stating work plan but I'm not sure if you are always talking about the work plan budget. **The work plan package includes at a minimum program narrative, budget narrative, and budget template as required deliverables.**
9. Is TB LON also doing the work planning now or it's not part of the COP funds? **This work plan process only includes PEPFAR/COP-funded activities. If the TB-related funds are not TB/HIV funded by PEPFAR they should not be included. Your A/COR can clarify.**
10. In early May, we have been asked by our AOR to submit the COP20 work plan and we have done so. Do we need to do it again since our AOR did not ask us to submit another one on 15 June? **If your organization only submitted a project narrative on May 1 to meet USAID's specific requirements for the work plan process you need to also submit additional documents for PEPFAR's work plan requirements. S/GAC also requires a budget narrative and budget template as two additional required elements to the PEPFAR work plan process. You should be in close communication with your A/COR on requirements and expectations for three of these required deliverables that will be submitted to S/GAC for approval.**
11. The work plan itself is an excel document. So, the package should be comprised of 4 documents, correct? **Some countries require an excel-based cover sheet to accompany the work plan package. Be sure to follow the guidance of your A/COR on requirements for the work plan**

package, but at a minimum the requirements are: program narrative, budget narrative, budget template.

12. Will you talk about the recommended work plan language? What is the best way of incorporating the language into the work plan? **Your A/COR has a document that includes the relevant technical language that you can insert into your program narrative. He/she will indicate what technical language and custom indicators (as applicable) should be included in the program narrative.**

13. We are working for an FAA activity project at this time and there is no planning process started for FY 2021. What is your reflection of this? **Please contact your A/COR to clarify the requirements and deadlines for his/her guidance.**

14. Where on the DATIM Dashboard can the budget submission be uploaded? **Guidance documents on budget template submission can be found under the DATIM Training & Tutorials section on datim.zendesk.com.**

15. What about a local IP implementing project activity under FAA? Are we expected to submit this plan? This wasn't communicated by our AORs. **Please contact your A/COR to clarify the requirements and deadlines for his/her guidance.**

16. Are the IPs that are closing out projects by September 2020 also required to submit their work plans and upload to DATIM? **If an IP has a COP20 budget they will need to complete all 3 elements for the COP20 work plan process, even if it is just 3 months of close out. If your close out activities will conclude by September 2020 and you have a $0 budget for COP20, nothing is required.**

17. Should the budget narrative be organized by cost category, or by intervention or both? **While there is no required format or template for the budget narrative, it should include the approach to implementing the COP20 budget and how it will result in achieving program targets and objectives.**

18. Is it important to include an Environmental Mitigation Monitoring Plan in the work plan? **Please contact your A/COR to clarify the required elements and due dates for the Environmental Mitigation Monitoring Plan, which is a USAID requirement, but not submitted along with the program narrative, budget narrative, and budget template to S/GAC for approval.**

19. What was said about PNSU in the narrative section? **Acknowledge and detail changes to priority sub-national units (PSNU) and site coverage. Using the COP19 and COP20 sites by PSNU lists from DATIM, the work plans should indicate sites that are new (expansion) or discontinuing in COP19 and timeline and process for expansion or discontinuation.**

20. If the targets in the annual work plan are different than those in the award, is the CO/AO involved in the approval process? **Clarify with the A/COR and he/she can loop in the AO/CO if needed.**

21. In a case where our AOR/AO has not started communication about the planning to date, are we expected to elicit the communication about the timeline/ planning schedule? **Yes**

22. Is the program narrative template the same for all programs-some items do not apply to us like commodity oversight, VMMC, etc. **There is not a required template or format for the program narrative. Regarding the technical language that should be included in the program narrative, your A/COR has a document that includes the relevant technical language that you can insert into your program narrative. He/she will indicate what technical language and custom indicators (as applicable) should be included in the program narrative.**

23. How do we ensure that the template for the budget is consistent with the Expenditure Reporting since there is no standard template to be used? **There is a required template for the budget by intervention, there is not a required template or format for the budget narrative. The budget and projected expenditure template can be downloaded from the 'PEPFAR Guidance' section of datim.zendesk.com. The budget template nearly mirrors the Expenditure Reporting template that you will submit at the conclusion of each fiscal year of implementation.**

24. Does the budget submission undergo an approval process? If so, is the CO/AO involved in this process? **Yes, both your A/COR at USAID and representatives of S/GAC review and approve budget template and budget narrative submissions.**

25. Do all staff need to be classified under Program Management, or can some be categorized under interventions (i.e. site level providers, peer educator salaries)? **Yes, staff can be allocated across both Program Management as well as the interventions, as relevant. Please refer to the PEPFAR Financial Classification Reference Guide under the 'PEPFAR Guidance' section of datim.zendesk.com for complete definitions and examples to assist you with classifying budgets for the different staff types.**

26. Is there a relation between work plan and expenditure reporting? **Expenditure reports will be compared to the budgets as entered in the budget template to better understand budget execution at a program area and cost category level. This is just one example of PEPFAR financial data use and analysis.**

27. Does it mean I have to apportion my budget, eg salaries, water, electricity, etc into all these interventions? If these cost categories are for your organization's office they would all be combined and entered in the Program Management column. **If these cost categories are budgeted to support the operating costs of another facility you would allocate that budget across the relevant interventions as best as possible, most recommended would be to use the proportions of each intervention against the total budget.**

28. Does OGAC have limits in % terms for Program Management? For example, limiting PM to 20% or 30% etc. **There is not a prescribed range or ceiling for Program Management.**

29. Do indirect costs for all interventions need to be included in the program management category? **For the prime partner, yes. Program management budget for subrecipients would be included in the subrecipient cost category for any and all of the relevant interventions where subrecipients have budget.**

30. At what amount of budget or expenditure percentage is mostly acceptable under program management intervention for USAID standards? **There is not a prescribed range or ceiling for Program Management.**

31. By applying N/A at Program Management, does this imply that all cost must fit into interventions? **The N/A categories in gray indicate cost categories that do not meet the definition of Program Management. An example of this: health care workers should be budgeted under the relevant interventions, and are not part of the Program Management budget.**

32. How do you suggest we split support staff effort between interventions? **You can allocate these categories of your budget across the different interventions using the top-line budget proportions as applicable. E.g. if Intervention #2 represents 30% of the overall budget then 30% of the support staff budget could be included in Intervention #2.**

33. What if the same health personnel that offer clinical services at facility level are the same who also offers community testing? Do you use percentages to calculate how much personnel cost should go under each intervention area? **Yes, similar to the answer above, you can make rough estimates on % of LOE across personnel and program areas and allocate based on the applicable proportions of each of the intervention budgets against the overall budget.**
34. What exactly needs to be submitted by June 15th in the system and what needs to be submitted by email to the AOR? **A draft of all 3 required work plan elements are due to your A/COR by June 15th. You can submit these by email for the June 15th deadline.**
35. Since it is impossible for some of us to spend up the COP19 budget, is it possible to overall the balance to the next COP? **Please discuss the details regarding your budget and spending with your A/COR.**
36. What key annexes were submitted with this work plan? **The three required elements for the COP20 work plan are program narrative, budget narrative, and budget template. If there are additional requirements needed it will be requested by your A/COR.**
37. Are there any training programs for the use of transition tools like the NUPAS? **Contact a member of the ASAP team for more information on training opportunities available.**
38. When talking about IPs, is this referring to international organizations or local NGOs as which I am working for in DRC? **All PEPFAR IPs, regardless of international or local NGOs must comply with the same rules and requirements for implementation. The COP20 work plan process and requirements are the same for all partners.**
39. Does the budget submission undergo an approval process? If so, is the CO/AO involved in this process? **USAID submits all IP work plan documentation to S/GAC for their review and eventual approval. Your A/COR will coordinate with you to discuss any requested revisions and will advise you when your work plan has been approved, no later than September 30, 2020.**
40. What is the ZAR-USD long term exchange rate? **Each organization may have a different source to reference appropriate currency conversions. Contact your A/COR if you have questions on where to find reliable rates.**
41. I am a sub under PACT, do I have authority to contact A/COR specific questions on DATIM? **You have a contractual relationship with the prime partner and should communicate your concerns to that entity. The prime can liaise with the A/COR on your behalf.**
42. We are supposed to submit the WP package, which comprise of Program Narrative, Budget Narrative, and Budget and Project Expenditure Template. In prior years we have been submitting the following as well: work plan (in Excel) and budget (in Excel). Does it mean that the prior two are no longer needed in the submission package? **Work plan elements may change from year to year based on S/GAC's guidance. You only need to submit work plan documentation once per year for the upcoming year of implementation (in this case FY21). Nothing is needed in your documentation this year that references FY20 or FY19 implementation.**
43. In the work plan budget template/guidance it says we will receive COP 2020 budget array by interventions? The current budget has the following categories- salaries, and other benefits travel, equipment, supplies, consultants, other direct cost - operations, other direct costs - activities and overhead. Could you please clarify? **Your A/COR will alert you of your project's budget by intervention, which will be top-line. In the budget template you will need to provide the detail of each of the cost categories, for each of the interventions budgeted.**