USAID/BHA Application and Award Management Portal (AAMP) Frequently Asked Questions

AAMP Requirements

1. Is my organization required to use AAMP?
    a. NGOs are required to use AAMP.
    b. PIOs are encouraged, but not currently required, to use AAMP.
2. At what point should I start using AAMP?
    a. AAMP is currently for submission of new applications and all award modifications from applicant headquarters to USAID/BHA headquarters.
3. If my organization has multiple headquarters locations, should we designate one entity as the lead for submitting applications via AAMP?
    a. The part of your organization that signs the Certifications and Assurances should be the entity that submits applications via AAMP.
4. If my organization submitted an original application prior to AAMP's launch, should we submit the Issues Letter Response and revised documents via AAMP or via email?
    a. Applications submitted prior to October 18 will stay outside the AAMP system for the entire review process.
    b. NGO applications submitted on October 18 and later must use AAMP unless there are extenuating circumstances prohibiting an applicant from using AAMP. Contact AAMP@ofda.gov for additional details.
5. Do I still need to submit an Application Summary Template?
    a. Yes, the Application Summary Template is still currently required as part of a complete Technical Narrative.
    b. In future phases, USAID/BHA hopes to build more fields in AAMP capturing the data currently required in the Application Summary Template.
6. Will required document templates be provided in AAMP?
    a. Templates are housed on the USAID/BHA Emergency Application Guidelines (EAG) page. The AAMP landing page and the application screen contain links to the EAG page.

AAMP Access

Contact AAMP@ofda.gov to request an AAMP User Form to open an account. Once established, after entering Username and Password, users receive a one-time use, six-digit PIN in an email that must be entered in the Second Factor Authentication screen to complete login to AAMP. A new PIN will be issued at each login.

7. Can I share my log-in credentials with others in my organization?

      a. No. Each individual must have separate AAMP log-in credentials.
         Contact AAMP@ofda.gov to request access.
      b. Existing ART users automatically have AAMP access, unless their
         organization requests role-based access for each user.
8. Can we have a number of people at our organization that can access ART but
  only a few who can access the application submission side of AAMP?
      a. The AAMP support team can set up role-based access restrictions upon
         request. Contact AAMP@ofda.gov for assistance.

Concept Notes

9. Has the process for concept notes changed in any way?
      a. No, you will not enter concept notes into the AAMP system at this time.
         The process for concept notes submission remains the same, which is
         often sent from applicant field staff via email to USAID/BHA field staff.

Technical Review/Issues Letters

10. Do I submit Issues Letter Response letters and revised documents via AAMP?
      a. Yes.
11. How do we handle changes to applications as part of the Issues Letter process?
  Can we edit the original documents?
      a. When USAID/BHA marks an application as *Requires Revision*, the
         application will revert to "open" status for editing. Make the necessary
         changes to the data entry on the application screen.
      b. Documents are versioned, so you would submit revised documents, as
         needed, based on the Issues Letter feedback. Original documents may
         not be changed or deleted. USAID/BHA will be able to identify the revised
         documents by version.

Modifications

12. Will AAMP pre-populate data from existing awards into the application in the
  case of a modification?
      a. AAMP will include the existing period of performance in the data fields.
         Otherwise, full data entry for all fields will be required.

Notifications and Email Communication

13. Does the system automatically notify USAID/BHA Agreement Officer's
  Representatives (AORs) when an application is submitted?
      a. Yes, there is an electronic notification process within USAID/BHA.

September 2020

14. Does AAMP replace all email communication between the applicant and the AOR?
    a. No, currently AAMP replaces only email submission of the application and supporting documents, as well as revised versions thereof. All other email communications are currently maintained outside of the AAMP system.
15. If the start date requested in AAMP needs to change, what is the process for notification?
    a. Contact the respective USAID/BHA team and/or AOR to discuss, as needed.
16. Will Pre-Authorization Letters (PALs) still be requested via email?
    a. Currently, you can request a PAL via email. PALs can also be submitted as part of the application documents, marked as Document Type: "Other."
17. Can email notifications be sent to more than one contact at an applicant organization?
    a. Yes. Under Headquarters Contact Information multiple email addresses may be added to this field, separated by semicolons. The email addresses listed will receive notification for any changes in application status.

Status Changes

18. Can USAID/BHA view the comments placed in Completed status?
    a. Once an application is submitted, USAID/BHA can view any comments for each status. These status comments are editable until the application is submitted.

OFDA/FFP

19. What happens to USAID/FFP Management Information System (FFPMIS) when USAID/OFDA and USAID/FFP are merged into BHA?
    a. USAID/FFP MIS has been decommissioned and USAID/FFP has launched the USAID/FFP Partner Portal to receive applications. This portal is similar to the USAID/OFDA AAMP system. We are reviewing what application submission system is appropriate for BHA.
20. If my organization is working on an integrated application to USAID/OFDA and USAID/FFP, which portal should we use?
    a. Contact your USAID/OFDA and USAID/FFP field point of contact for guidance.

Technical Issues

21. Has AAMP been tested in the field? What about bandwidth challenges in some countries?

September 2020

a. As previously required, applications must be submitted from an applicant's headquarters location. If your headquarters location is in a bandwidth-limited country and the connection is poor, contact AAMP@ofda.gov for technical support.

22. Will AAMP time-out after inactivity? Does AAMP autosave?
    a. The AAMP site will timeout after 30 minutes of inactivity. You may save your work as a draft application without completing or submitting it—but the system will not auto-save your work.

23. If I have an individual file that exceeds 5MB, what should I do?
    a. Contact AAMP@ofda.gov for technical support.