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

AAMP Requirements

1. Is my organization required to use AAMP?
   a. Yes, all NGOs and PIOs are required to use AAMP.
2. When must I use AAMP?
   a. AAMP is for submission of non-competitive applications for new awards and award modifications. Submission must proceed 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 must be the entity that submits applications via AAMP.
4. Do I still need to submit an [Activity Summary Template](#)?
   a. Yes, the Activity Summary Table is still required as part of a complete Technical Narrative.
5. 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 bha.aamp@usaid.gov to request an AAMP User Account Request Form to open an account. Once established, users will use Login.gov for Second-Factor Authentication to complete login to AAMP. If your organization is a new potential partner for USAID/BHA funding that has not previously received a legacy USAID/OFDA or legacy USAID/FFP award, you must first establish an organization profile. To do so, email the following information to the same email.

- Your organization's official name
- Your organization's SAM Number
- Your organization's SAM Number Expiration Date
- Your organization's UEI Number
- Your organization's UEI Number Expiration Date

6. Can I share my log-in credentials with others in my organization?
   a. No. Each individual must have separate AAMP log-in credentials. Contact bha.aamp@usaid.gov to request access.
   b. Existing ART users automatically have AAMP access, unless their organization requests role-based access for each user.

7. 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 bha.aamp@usaid.gov for assistance.

Concept Papers

8. Has the process for concept papers (formerly concept notes) changed in any way?
    a. Yes, you will now enter concept papers into the AAMP system.
    b. While either your field staff or your headquarters staff may submit the Concept Paper, BHA's field or regional staff will lead the review of the Concept Paper. In some instances, particularly for global activities that span multiple regions, BHA headquarters staff may lead the review of the Concept Paper—always in close dialogue with BHA field staff.

Technical Review/Issues Letters

9. Do I submit Issues Letter Response letters and revised documents via AAMP?
    a. Yes.
10. 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

11. 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, complete data entry for all fields will be required.

Notifications and Email Communication

12. 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.

13. 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.

14. If the start date requested in AAMP needs to change, what is the process for notification?
   a. Contact the respective USAID/BHA team—or the AOR in the case of a modification—to discuss, as needed.

15. Will Pre-Award Letters (PALs) still be requested via email?
   a. You can request a PAL via email. PALs can also be submitted as part of the application documents, marked as Document Type: "Other."

16. 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, separated by semicolons, with no space. The email addresses listed will receive notification for any changes in application status.

Status Changes

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

OFDA/FFP

18. What happened to USAID/FFP Partner Portal and USAID/OFDA AAMP?
   a. Existing data was migrated into the integrated USAID/BHA AAMP from both those legacy systems.

Technical Issues

19. Has AAMP been tested in the field? What about bandwidth challenges in some countries?
   a. Applications must be submitted from an applicant's headquarters location, as previously required. If your headquarters location is in a bandwidth-limited country and the connection is poor, contact bha.aamp@usaid.gov for technical support.

20. Will AAMP time-out after inactivity? Does AAMP auto-save?
   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.

21. If I have an individual file that exceeds 5MB, what should I do?

a. Contact bha.aamp@usaid.gov for technical support.