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Subject: Questions and Answers to Annual Program Statement (APS)
Number 72016819APS000001 (97 questions and answers, 11 pages)

Activity Title: USAID/Bosnia-Herzegovina *localworks* (Snaga lokalnog) Activity

Q.1: When is the deadline for submission of concept papers?

A.1: The first round of concept papers closing date is April 18, 2019 9:00 AM local Sarajevo, BiH time. (APS #72016819APS000001, p.1)

Q.2: We've received grant within project USAID/Sweden FARMA II. Can you tell us is that considered as direct funds from USAID?

A.2: Subgrants are not considered direct grants from USAID.

Q.3: Does this condition “never before directly received funds from USAID“ apply on all applicants within this Funding Opportunity or just Lead Applicants?

A.3: The requirement applies to the lead applicant.

Q.4: On p. 5 of the program description it is stated that cooperation will be with organizations who never received a direct donation from USAID, while Eligible Applicants section on p. 10 does not include this criterion. Please clarify so that we know whether our organization meets the requirements.

A.4: These funds will only be awarded to applicants who have never received a direct award from USAID.

Q.5: Is this call for concept papers only for the Local Resource Organizations who serve as resource hubs to other local organizations and not for community philanthropy promotion?

A.5: USAID is interested in exploring community philanthropy through localworks funds; however, we will have a separate process for that. The localworks team is still in planning phase for community philanthropy.

Q.6: Would future LROs be allowed to distribute grants to other local organizations and non-formal groups to address community needs? In other words, to do re-granting?

A.6: LROs should be connectors in a community and be a hub for ideas and initiatives that a community wants to take on. How an LRO goes about doing this is a matter for the applicant to describe in its technical approach in the concept.

Q.7: Is there going to be another call for concept papers that will focus on community philanthropy development?

A.7: See Answer 5.

Q.8. If we submit concept paper as LRO (we do operate as such organization) are we eligible to submit another concept paper as a community foundation (we also develop community philanthropy)?

A.8: See Answer 5. Also, if an applicant that is a community foundation wants to submit for this LRO APS, USAID will review it but may decide that it is more appropriate for a community philanthropy program.

Q.9. If we are eligible to participate in another component too, would we be allowed to make small grants to local groups and organizations in the area were our community foundation operates as we do know?

A.9: See Answer 6.

Q.10. Are we eligible as a Local Resource Organization since we are not an NGO? We are a non-profit organization, as can be seen from our Statute and other relevant documents, but we are founded by a municipality.

A.10: Non-commercial organizations and institutions established by government that meet all of the five criteria below are not eligible under this APS:

- (1) A majority of the members of the supreme governing body is comprised of government officials,
- (2) The entity delivers public goods or services,
- (3) The entity is subject to audit by the partner government's Supreme Audit Institution,
- (4) The entity uses the partner government's PFM and procurement systems, and
- (5) Implementation will involve the use of the partner government's PFM or other systems.

Q.11: Are we going to apply for this call for Local Resource Organizations (LRO) partnerships, or shall we wait for the new call for Community Philanthropy promotion, if any?

A.11: See Answer 8.

Q.12. When we log in the application system, in the section called Package the following sentence is written, "The awarding agency has not posted any Opportunity Packages for submission through Grants.gov. Refer to Synopsis tab and Related Documents tab for additional information about this Opportunity." Where we can find the application?

A.12: In the synopsis/related documents section of grants.gov under this APS number (72016819APS000001).

Q.13: Where can we find templates for budget and concept note?

A.13: Summary Budget Template can be found in Annex 2, p. 42; Concept Note can be found in Section D.4, p. 14.

Q.14: Is it allowed to apply with a partner organization?

A.14: Yes, however there can only be one lead applicant.

Q.15: Organization "XXX" is a social enterprise owned by Citizens' Association "YYY". The Association "YYY" has already received USAID grants in several occasions, both as a lead and as a partner organization. Has the trait listed on p. 5 of the APS "(2) never before directly

received funds from USAID” transferable to organization XXX. In other words, can organization XXX apply under your call?

A.15: It depends on whether the social enterprise is a separate business registration or not. If they are the same registration and therefore one entity, the answer is no.

Q.16: We tried to apply through the link <https://www.grants.gov/web/grants/search-grants.html>, however, the system did not allow us to apply by clicking on the Apply button. Please advise.

A.16: Please apply using the instructions contained in Section D.5, p. 15 of the APS. You do NOT apply through grants.gov. Please use grants.gov for downloading funding opportunities, amendments, and other pertinent documents.

Q.17: We want to apply for Localworks Initiative but we cannot see any template for Concept Note. Are you having USAID Concept Note or we can write it on our own?

A.17: There is no template for Concept paper. Please see Section D.4. Preparation of applications, p. 14.

Q.18: Are we supposed to bring anything with ourselves for the conference?

A.18: An understanding of the APS - please be sure to read the documents.

Q.19: I can see that we should submit the concept paper before April 18, but should we include profound details about our planned activities or just write broadly in accordance with the announcement (p. 16)?

A.19: Please write in accordance with the announcement and evaluation criteria for the concept paper.

Q.20: Are the organizations that had previous funding from USAID eligible to apply?

A.20: Organizations that received a direct grant from USAID are not eligible to apply. If an organization only received sub-grants from USAID projects, they are eligible.

Q.21: If we plan to deliver grants for infrastructure (building playground, bus stations, repairing roads, sport rooms, etc.), granting in average 1,000 \$ per project, would those activities request environmental mitigation and monitoring plan (EMMP)?

A.21: Yes, those would require environmental planning. Discussions on how to do that would happen during the award negotiation phase. For the purpose of the concept, this does not need to be undertaken.

Q.22: During the implementation will each public addressing or printing material (press release, posters, invitations, brochures) request prior approval by USAID?

A.22: The process for outreach materials will be negotiated and agreed upon with USAID during the award negotiation phase, if the concept paper is approved.

Q. 23: Will USAID have final approval of grants that we plan to deliver in the communities?

A.23: The process of USAID’s substantial involvement will be negotiated and agreed upon during the award negotiation phase. Unless described in the application and funded in the approved Federal awards, the subawarding, transferring or contracting out of any work under a Federal award requires prior Agreement Officer’s approval. Additionally, depending on the type of assistance award, USAID may be substantially involved in selection of grants.

Q.24: In regards to section 3.2. *Recommended Environmental Determination: Categorical Exclusions*: A categorical exclusion is recommended for the following activities under 22 CFR 216.2 (c)(2): Activity 1.1- Listening tours under Component 1, Activity 2.1 - Network Analysis, Activity 2.2 – System Analysis, Activity 2.3 - Political Economy Analysis (PEA) §216.2(c)(2)(iii) Analyses, studies, academic or research workshops and meetings, and §216.2(c)(2)(I) Education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment, does this mean that an application that includes education or training will not be accepted or this means that such application is allowed since they have no significant impact on human environment?

A.24: Categorical exclusion means that the activity is not likely to have an effect on the natural or physical environment. Each proposed activity will be evaluated in terms of its impact on the environment during the full application phase or during the life of the program.

Q.25: Considering that the information is general, does the project have to be focused on solving a concrete problem within a local community?

A.25: Not necessarily. We are specifically looking for sustainable projects that focus on resolving community problems, instead of one-time infrastructure projects for example.

Q.26: Can private companies be the lead partner?

A.26: Yes.

Q.27: What is the amount of co-financing that applicant has to provide?

A.27: None. Cost-share is not mandatory. It is welcome. Please see Section C for details on the cost share.

Q.28: How long will the evaluation process last?

A.28: Concept papers due April 18, co-creation conference May 10, so less than three weeks.

Q.29: Are private companies eligible to apply?

A.29: Yes.

Q.30: Is partnership obligatory for the application?

A.30: No.

Q.31: If the lead applicant has been granted by USAID in the amount of \$200K is this organization still eligible?

A.31: Only if it was not a direct grant. Otherwise, no.

Q.32: If the local NGO is under a registration process currently with the Ministry of Justice, are they eligible for submitting a concept note?

A.32: Yes, however a grant agreement can only be signed with a registered organization. The organization can be registered at the municipal or Cantonal level, as well as Federation and State levels.

Q.33: Can one organization apply with more than one project?

A.33: Yes, however our advice is to consolidate your ideas into one solid concept note.

Q.34: Does partner or co-applicant have to be an NGO?

A.34: No.

Q.35: Can a network of CSO's be a partner in localworks?

A.35: Yes, if the network is a registered entity. We will not sign agreements with multiple organizations; however, only one organization can be the lead partner.

Q.36: Do we need DUNS registration before applying?

A.36: No. Concept notes do not have such a requirement.

Q.37: Can we be lead applicant and a partner in a second concept note? How many times can we be a partner?

A.37: There is no limit. However, please consider consolidating your organization's needs in one application.

Q.38: What is implementation area; village, municipality, canton, region?

A.38: The applicant must be located in the community for which they are doing the work. See the APS instructions for the concept note. There are no limitations in how you define your geographic community.

Q.39: Can a community be located in different places in BiH? Is community interest based or location based.

A.39: For the purpose of this APS, USAID sees community within one geographical region. One of the criteria is that you must be located in the proposed community and prove that you have trust within that geographic community.

Q.40: Can organizations work with partners from other municipalities, e.g. organization from Sarajevo works in other places?

A.40: Technically yes, however pay close attention to the criteria against which you will be evaluated, namely demonstrating trust in a local community.

Q.41: Is the duration of the project 3-5 years?

A.41: Yes.

Q.42: What amount of funding should be applied?

A.42: Floor of \$250k, ceiling of \$500k. (Ref. Section B.1, p. 8)

Q.43: Is it possible to propose an idea of interest for a local community even though it is not in the mission of the organization?

A.43: Yes, if you can demonstrate your ability to gain the trust of the local community. (Ref. Section D.6 (A), p. 16, and Section E.3 (A), p. 30)

Q.44: Can city administration be a partner?

A.44: Yes, but not a lead applicant.

Q.45: Is it possible to finance/propose an idea to expand current premises of the organization that serves local community population?

A.45: Yes, however we are looking for sustainable and long-term partnerships with local resource organizations focused on resolving community problems and not one-time infrastructure projects.

Q.46: How many local communities need to be involved in the project proposal?

A.46: One.

Q.47: Any specific area recommended?

A.47: No. USAID is expecting local applicant to propose areas depending on the local needs.

Q.48: Max allowed budget \$500k over 3-5 years?

A.48: Yes. (Ref. Section B.1, p. 8)

Q.49: Can organizations that provide direct services (e.g. psychotherapy) be funded?

A.49: Yes, if they fulfill all of the requirements from Section A.2, p.5.

Q.50: Does the concept note budget have to be the same as in the application?

A.50: The budget in the final application will be developed based on the summary budget submitted in concept paper phase. (Ref. Section D.6 (A) and (B), pp. 17 and 18)

Q.51: Are the organizations who had received grants by the American Embassy excluded from this call?

A.51: Organizations that received grants from the U.S. Embassy are eligible to apply under this APS.

Q.52: Other than five questions (answers) from RFI, is there anything else that needs to be mentioned about the project we intend to implement?

A.52: See Section D for application and submission information. At this stage, applicants should focus on those instructions related only to Concept paper. Five questions listed on p. 16 (and any additions from Amendments to the APS) are the requirements for Concept papers. In addition, Applicants will have to submit summary budget (Annex 2, p.42).

Q.53: Can a private local company (ltd.), a consultancy company, apply?

A.53: Yes. Private local companies are eligible to apply under this APS. (Ref. Section C (1), p. 10)

Q.54: Can Project include development of software?

A.54: USAID/Localworks is looking for sustainable partnerships with local resource organizations focused on resolving community problems instead of one-time projects. There is no limitation against development of software, if its purpose is justified by the conceptual vision of the Concept paper.

Q.55: Can the organization that is in direct contractual relationship with USAID and is applying as a partner, i.e. it is not a lead, apply?

A.55: Through this APS, USAID is looking for organizations that were not directly funded by USAID. Therefore, you are not eligible to apply directly but can apply as a Partner. However, please remember that USAID/Localworks is trying to establish the relations with new partners, and not to find ways around to fund the organizations that have already developed capacity and relations with USAID. Also, USAID/Localworks is looking to establish partnerships with organizations that have never worked directly with USAID, in order to learn and adjust its own way of doing business.

Q.56: Is it permitted to finance selected political officials who would support the project activities outside of their working hours?

A.56: USAID cannot use its funding to support any activities that will be perceived as specific political party promotion. If political appointee or public official uses his/her free time to engage in community development activities as a citizen, without political agenda, it would be acceptable for USAID/Localworks.

Q.57: How many organizations will be funded?

A.57: See Section B.1 Estimate of Funds Available and Number of Awards Contemplated.

Q.58: Is it possible to fund the building of e.g. children's playground out of this grant?

A.58: USAID/Localworks is looking for sustainable partnerships with local resource organizations focused on resolving community problems instead of one-time projects. There is no limitation against building of a playground, if its purpose is justified by the conceptual vision of the Concept paper.

Q.59: Are there any areas of activity that you prefer? Or, are there any areas of the activity that you cannot support, e.g. anti-corruption?

A.59: We intend to support LROs and their needs for the community. Please read the APS.

Q.60: Do you support media campaigns?

A.60: In general we support media through other USAID funded activities.

Q.61: Will you support an NGO that operates on just one location?

A.61: Yes. Please read the requirements of the APS.

Q.62: Do we need to submit the "Environmental Checklist"?

A.62: Not with the concept note. Please see instructions for what is required at the concept note phase.

Q.63: At this stage, do we submit concept note with a cover page and a budget concept only?

A.63: Yes, the first phase includes a written concept paper and summary budget application. (Ref. Section D.3, p. 12)

Q.64: Do we round the budget to the nearest dollar?

A.64: There are no rounding rules determining the method and rounding precision used to calculate budgets and costs.

Q.65: What does the term “local” mean? E.g. the organization has its head office in Zenica. Most of the activities related to providing free legal services (also willing to strengthen and expand the services to the communities in need) have been implemented in the area of ZDK and SBK. Does this qualify for a positive assessment?

A.65: The applicant must be located in the community for which they are doing the work. See the APS instructions for the concept note. There are no limitations in how you define your geographic community. Also, see Answer 38 above.

Q.66: Regarding visibility (directly related to digital marketing, Facebook, Google Ads, SEO optimization) does the project allow and financially support this aspect of promoting USAID and organization's core activities?

A.66: Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens. (Ref. Section D (h), p.23).

Q.66: Can a state public agency or institution be a co-applicant to the association that intends to be a lead applicant?

A.66: See Answer 34 above, Answer 65 above, and see the instructions/requirements in the APS.

Q.67: Are municipal development agencies eligible applicants (the organization is registered as Ltd. but is not profitable)?

A.67: No, if they meet all the five criteria from Question 34 on non-commercial organizations and institutions established by the government.

Q.68: Do local organizations or groups have to be organized into a particular structure; e.g. associations, foundations, municipalities, etc. or can they be organized into informal groups?

A.68: You need to describe your team in a way that meets the requirements of the APS on p.16. Your papers will be evaluated on the extent to which it meets the merit review criteria on pp. 29-30.

Q.69: Do the local communities, i.e. partners have to be identified in the concept-paper?

A.69: Concept papers must describe the information shown on p.16 of the APS.

Q.70: Can a social enterprise apply?

A.70: Yes, if it is a legally registered entity.

Q.71: Can the social services institution, that is not a government institution, apply?

A.71: All types of non-government organizations can apply.

Q.72: Is the grant signed by USAID/Washington valid?

A.72: If this question is asking, “we have a grant from USAID/Washington, can we apply?”, please see Answers 3 and 4 above.

Q.73: Can a hub organization with other legal entities being a part of it apply?

A.73: See Answers 3 and 6 above.

Q.74: Can other legal entities be partners?

A.74: See Answer 3 above.

Q.75: Does the statement "Eligibility requirements apply to the principal applicant only" on p. 10, refer to the requirements for participation on p. 5? Can a sub-applicant be someone who does not meet the requirements listed on p. 5?

A.75: See Answers 3 and 4 above.

Q.76: Do concept-note requirements (p. 16) apply to the lead applicant only or to all the sub-applicants involved?

A.76: We expect that the prime would show how the sub applicants will help to perform the development that the prime describes. It would be a team approach to solve community needs.

Q.77: Does the budget line item "grants" (p. 42) include sub-grants?

A.77: Yes.

Q.78: Can municipalities - local government units apply to the public call?

A.78: No.

Q.79: Are there grants for a reconstruction of the Center for the sick people?

A.79: USAID/Localworks is looking for sustainable partnerships with local resource organizations focused on resolving community problems instead of one-time projects. There is no limitation against reconstruction of a center for sick people, if its purpose is justified by the conceptual vision of the Concept paper.

Q. 80: Does the term "communities" relate to the territorial perception of the term "communities" or can we also consider special categories such as "rural communities" or "farm communities"?

A.80: What area you propose to work (how you define community) is up to you, as long as you follow the requirements for the merit review criteria for concept papers in the APS.

Q. 81: Can you explain in greater detail what does the pre-concept note contain?

A.81: Please see "Concept Paper Instructions" under Section D.6.A., p. 15 for details.

Q.82: Does project implementation anticipate co-financing by the applicant?

A.82: USAID funding under this APS is not conditioned upon cost sharing. However, applicants are encouraged to voluntarily propose a cost share component to demonstrate its commitment to the proposed activities and to promote sustainability. (Ref. Section C.2, p.10)

Q.83: How do we find out whether we are registered in SAM because I think we did it for a recent call?

A.83: Please follow the link <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>

Use Quick Search if you know an entity's Business Name, DUNS Number or CAGE Code. Use Advanced Search to structure your search using multiple categories and criteria.

Q. 84: Are there any geographical constraints or priorities, or municipalities or regions where USAID has a greater interest in partnership than in others?

A.84: Where you propose to work is up to you, keeping in mind the requirements of the APS technical instructions and evaluation criteria.

Q. 85: When writing a concept paper, we should not heavily concentrate on the description of the project we intend to implement, but rather provide answers to the questions?

A.85: Concept Paper Instructions are provided under Section D. 6 (A), p. 16.

Q. 86: More than 12 years ago we received funding from USAID, but we did not know whether we were a direct beneficiary or co-beneficiary because we could not access the administration from back then. How do we check our status?

A.86: Please e-mail SarajevoOAA@usaid.gov with sufficient information about your company for us to be able to sort through the archive of grant programs.

Q. 87: Can partner organizations come from the public sector?

A.87: Please see Answers above

Q. 88: When we talk about geographic coverage, our foundation works in a number of communities throughout BiH. I suppose the context would be the whole BiH or the selected number of organizations in BiH, or a certain number of local communities?

A.88: Where you propose to work is up to you, keeping in mind the requirements of the APS technical instructions and merit review criteria, as well as individual award ceiling listed under Section B of the APS.

Q. 89: In the APS USAID/BiH stated that: “By late spring 2018, the web platform (with previously identified and mapped LROs) will be fully functional, giving the USAID/BiH localworks team a better understanding of existing LROs, influential community organizations and actors, and the relationships among these stakeholders”. Is this a public platform or only designed for internal use by USAID/BiH ? How it affects the pre-positioning of LROs which are the subject of the APS?

A.89: The web platform was developed in order to help USAID develop its localworks programs. USAID is working to localize this web platform so it could be useful tools for all local development actors in BiH. Current positioning of LROs in this web platform is not going to influence the evaluation of LRO within this APS.

Q. 90: Will number of 15 LRO be expanded during the life cycle of the program?

A.90: That number, found in Background Section of the Initial Environmental Examination, is for informational purposes only when that document was created. It is a number used for planning purposes only.

Q.91: Please confirm: DUNS number and SAM registration are not required now, in the concept-note stage, but only if the concept note receives a pass?

A.91: Yes.

Q.91: What is the basis for a draft budget if we are not to describe the concept of the project in the concept paper?

A.92: Concept Paper (See Section D.6 (A) p. 16 for Concept Paper Instructions) is the basis for a summary budget (See Annex 2, p. 42).

Q.92: Can co-applicant /sub-awardee be international NGO?

A.92: Technically yes.

Q.93: I think that in the 4th question we still have to say what we really want to do, so I think that organizations could use this part as the basis for creating a budget. The same for the 5th question, for which we need to ensure funds for sustainability.

A.93: Concept Paper (See Section D.6 (A) p. 16 for Concept Paper Instructions) is the basis for a summary budget (See Annex 2, p. 42). Also, see Q/A.92.

Q.94: Is it sufficient to apply online or must the application be delivered by post?

A.94: Applications must be submitted by email to sarajevoaaa@usaid.gov by the times and dates indicated on the cover letter of this APS. (Ref. Section D.5, p. 15)

Q.95: If by answering all five questions we do not provide details about the project, how do we make the budget?

A.95: Concept Paper (See Section D.6 (A) p. 16 for Concept Paper Instructions) is the basis for a summary budget (See Annex 2, p. 42). A detailed budget is not required at the concept stage.

Q.96: Do we need to submit a budget narrative in addition to the budget?

A.96: At the concept paper phase no budget narrative is required. (Ref. Section D.6 (A), p. 17)

Q.97: What currency will we use in budget preparation?

A.97: Please use United States Dollar (USD).