

**Development Grants Program  
Q&A- Public  
USAID/ODP/PVC**

This is the final Questions and Answers document for the Development Grants Program (DGP) Annual Program Statements (APS), incorporating questions received via email and those expressed on the September 8, 2008 Development Grants Program Launch. The below contains information relevant to both the Local NGO APS and the U.S. PVO. **No further questions and answers for the DGP will be provided beyond this.**

**General Comments:**

USPVO definition and 501(c)(3) status: The definition of PVO for USAID can be found under 22 CFR 203.2 “Definitions”. See definition No. (p) at the link below:

[http://edocket.access.gpo.gov/cfr\\_2006/aprqtr/22cfr203.2.htm](http://edocket.access.gpo.gov/cfr_2006/aprqtr/22cfr203.2.htm)

**I. Eligibility Requirement Questions**

1) Does an organization have to be a 501(c)(3) in order to register with USAID as a U.S. PVO and be eligible for the DGP program? Is an organization with a pending 501(c)(3) status currently under review by the IRS eligible for the DGP?

Answer: In accordance with 22 CFR 203.2 which is applicable to USAID, one of the elements to meet the definition of U.S. PVO is to be a “[...]charitable organization in that it is nonprofit and exempt from Federal income taxes under section 501(c)(3) of the Internal Revenue Code...”. Organizations are encouraged to review the full definition in the 22 CFR 203.2 to ensure they are fully eligible for the DGP.

Registration with USAID must be finalized by the submission date of the concept paper.

2) Could you please verify that the \$5 million ceiling is for funding received as a prime contractor, i.e. directly from USAID, rather than as a subcontractor to another organization being funded by USAID?

Answer: Per page 2 and page 19 of the USPVO APS and page 2 and 18 of the local NGO APS, the \$5 million eligibility criterion is for the aggregate of **any** USAID funding awarded, either directly (grants, cooperative agreements, contracts, etc,...) or indirectly (subgrants, subcontracts, ....) We clarify this threshold by looking at awards going back five years from the date of the concept paper submission and is applicable even if a majority of the prime award is subgranted or subcontracted out.

3) In the \$5 million dollar ceiling over the 5-year timeframe are you looking at the amount received in a given year or the total value of the award? If an organization has a \$5 million dollar award and in the only implementation year that counts in the 2003 – 2008 timeframe has only received \$100,000 it will be the \$100,000 that will be counted instead of the \$5 million.

Answer: The \$5 million threshold is applicable to the award amounts not the actual amount of funding received. See also answers to question 2.

4) We received a grant from USAID's Office of Development Assistance (OFDA) on Sept. 8th, 2003. The money was used in the following year. Is the determination made on when the money was granted or when used? Does the 5 year clock start ticking backward on the date the concept paper is submitted?

Answer: See answers to question 2 and 3 above.

5) We recently received a large grant from USAID's Office of Development Assistance (OFDA) in Burma. Most of the money will be subgranted to another agency. Do the funds designated for our sub count against our \$5 million cap?

Answer: See answers to question 2 and 3 above.

6) Several years ago we received a grant from USAID's Food for Peace program including food commodities. Some of the grant was commodities, some covered shipping and ITSH and some cash was disbursed for programming. What if any of those categories of support count against the \$5 mil. cap?

Answer: See answers to question 2 and 3 above.

7) How will eligibility finally be established? Is there a contact person that could help us sort this out?

Answer: Eligibility is established by the criteria in the APS and the answer to questions 2 and 3 above. Concept papers submitted by organizations not meeting the eligibility criteria will not be reviewed.

8) Does the eligibility requirement to have received less than \$5 million within the last 5 years include up to the date of the concept paper submission?

Answer: See answers to questions 2 and 3 above.

9) Is it correct to assume that the \$5 million refers to actual grant money received... and not just the award amounts or caps?

Answer: See answer to question 3 above funds.

10) The APS says that NGOs that have received \$5 million or less in aggregate from USAID will be eligible for the DGP. Given that the grant period is 2009-11, do you define the five-year period as “FY 2003 through FY 2007” or is it “FY 2004 through FY 2008”?

Answer: See answers to questions 2 and 3 above.

11) Our organization has had two grants from the Department of State. Would those count in assessing eligibility?

Answer: No. Funding from the Department of State does not need to be included in the eligibility limit.

## **II. Concept Paper Submissions and Related Questions**

12) Please can you clarify by what date a concept note MUST be submitted. Please also clarify what the difference procedure and outcome will be pertaining to concept notes submitted before November 5 and those submitted after November 5.

Answer: Per page 21 of the USPVO APS and page 19 of the Local NGO APS, the first deadline for concept papers is no later than 5:00 pm Eastern Standard Time on Wednesday, Nov. 5, 2008. The second deadline is the closing of the APS’s, 5:00 pm Eastern Standard Time on Thursday January 29, 2008. Interested organizations are encouraged to submit their concept papers as early as practicable and are reminded that all awards are subject to availability of funds.

13) I would like to know if this grant is still open for applications.

Answer: See the response to question 12 above.

14) Was the August deadline for comments on the APS only? Is there a new application deadline for this program for concept papers?

Answer: The August deadline was for comments and questions on the draft APS. See the response to question 12 above for concept paper deadlines.

15) I am writing with regards a concept paper for the DGP, Local NGO APS sent via FedEx to the Office of Development Partners. The concept paper was returned as a room number and phone number is needed for FedEx delivery. Neither of these pieces of information is provided in the APS.

Answer: Concept papers submitted in response to the draft APS and prior to the August 29<sup>th</sup> 2008 posting of the final APS’s will not be reviewed. Instructions for concept paper submissions can be found in Section 4 (page 18) of the Local NGO APS.

16) In the Concept paper is a detailed budget required?

Answer: See Section 4. paragraph B. under the headings “Technical Instructions” and “Supporting Information” for both APS - page 20 and 21 of the Local NGO APS and page 22 of the US PVO. A summary budget using the types of categories identified will be sufficient for the concept paper stage.

A full detailed budget with adequate supporting documentation will be expected for the full application stage – see Section 5 paragraph B title “Cost/Business Application” for further information (page 25 of the local NGO APS and page 27 of the US PVO).

17) Does the Concept paper require a list of all Board and Staff members?

Answer: See paragraph titled “Institutional Capabilities” under Section 4. paragraph B of the APS’s – page 22 of the USPVO APS and page 21 of the Local NGO APS.

18) How early can the Concept paper be submitted?

Answer: Concept papers may be submitted at any time before the first deadline and second deadline. See answer to question 12 above

19) Our organization submitted our concept paper on [www.grants.gov](http://www.grants.gov). Can you confirm receipt?

Answer: Applicants must follow the instructions in the APS for delivery of submission of concept papers to the appropriate USAID Mission and electronic submission to the Office of Development Partners in order for their submissions to be reviewed.

20) Please find attached documentation indicating our NGO status.

Answer: Documentation may be included in your concept paper. All concept paper materials must be submitted together for consideration.

21) Please find attached a concept paper for your consideration.

Answer: Any concept paper submitted prior to the August 29<sup>th</sup>, 2008 posting of the APS will not be reviewed. We encourage interested organizations to review carefully the instructions in the APS’s and resubmit their concept papers.

22) Should local partners approach Missions directly regarding their ideas?

Answer: Guidance on such matters is contained in the APS. USAID personnel may discuss the APS but are restricted from commenting on specific proposals during this period. Supplement H to the APS includes names and contact information for Missions.

### **III. Accessing the APS through [www.grants.gov](http://www.grants.gov)**

23) I am having problem login into the application web site-is there someone that can guide me through it?

Answer: The APS is posted on <http://www.grants.gov>. The DGP announcement can be downloaded from <http://www.grants.gov> by searching the keyword “DGP.” The full grant announcement contains information and instructions on how to apply. The APS may also be accessed at [http://www.usaid.gov/our\\_work/cross-cutting\\_programs/private\\_voluntary\\_cooperation/dgp.html](http://www.usaid.gov/our_work/cross-cutting_programs/private_voluntary_cooperation/dgp.html)

24) There is no synopsis on the grants.gov site.

Answer: A synopsis is available on [www.grants.gov](http://www.grants.gov) . You may also obtain the full APS by clicking on the “Full Announcement” tab.

25) I have trouble getting to the document- would it be possible to send it to me?

Answer: Please see response to Question 23 above.

26) Would it be possible to receive guidelines, synopsis, eligibility criteria and the necessary information on supporting documents and application form templates directly as email attachments? And if so, do you have lower bandwidth versions of these?

Answer: Please see response to Question 23 above.

### **IV. USAID Missions Participating in the DGP**

27) Which countries are eligible for the RFP titled Development Grants Program - U.S. PVO, Funding Opportunity Number: DGP-USPVO?

Answer: Please refer to Appendix G for a list of participating USAID Missions. The DGP invites concept papers for the sector(s) in parentheses after each country on the list.

28) We are a young organization in Ivory Coast. We can be eligible in your program?

Answer: Please refer to the APS for eligibility instructions and Appendix G for a list of countries in which USAID Missions will participate.

29) Does West Africa Regional Mission include more than one country?

Answer: Yes. The Regional Mission of West Africa can target separate countries in that region. See Appendix G for supplemental information.

30) Could you explain the difference between regional and country missions?

Answer: Regional missions work in several countries, including non-presence countries or where a regional impact can be achieved. Also, see response to question 29 above.

31) If a Mission wants to accept a proposal that exceeds the cost guidelines, is it agency policy to send it back for revision?

Answer: Applicants are advised to prepare proposals that are within the funding guidelines.

## **V. Domestic Programs**

32) Does this grant provide funding for West Indian organizations within the United States like Louisiana?

Answer: The Development Grants Program is sponsored by the United States Agency for International Development in support of our country's foreign assistance programs. It is not intended for domestic programs.

33) Will you tell me which department would be the best one to contact or consult with for getting a grant for an invention or where to start or if this is even the place to start with?

Answer: Please see answer to question 32 above.

34) I'm in the process of starting my on business, yet am searching for a grant of \$50,000 to start with buying into a franchise owner. I would like to know the correct way of applying for this grant.

Answer: Please see answer to question 32 above.

35) Can you help find a grant to support travel to a conference?

Answer: Please see answer to question 32 above.

36) We want to know is the grant for the Knoxville, Tennessee area?

Answer: Please see answer to question 32 above.

37) I am a student in business and want to continue my studies in business- can this grant help?

Answer: Please see answer to question 32 above.

## **VI. Sector-Specific**

38) We are a charity whose mission is to end childhood homelessness would this grant be applied to it?

Answer: For information on the types of programs supported the DGP, please see the Sector Description section of the APS, the corresponding appendices and Appendix G for Mission supplemental information regarding their participation in these sectors.

39) We are an NGO with the aim of ending childhood homelessness. Would this grant apply to us?

Answer: Please see answer to Question 38 above.

40) Does the grant support construction of orphanages?

Answer: Please see answer to question 38 above.

41) The Environment section of the DGP says "The Agency's strategy has been to incorporate climate change consideration into development projects to provide climate related benefits." Since cattle are a significant source of climate changing gasses, and the transformation of forests into pastures is a significant environmental problem, what requirements for mitigating these effects will be required of dairy projects funded under this DGP?

Answer: As per the APS instructions for the full proposal, applicants will be required to have an Environmental Impact Statement performed. Please refer to the APS sector descriptions and appendices as well as the Mission supplement information referenced in Appendix G for sector-specific information.

42) In the Environment sector, could the development of regional provincial or municipal action plans for low carbon energy future be allowable, as well as the specified nation action plans? For example Green Empowerment and its local partners have successful completed provincial and regional plans for renewable energy electrification action plans.

Answer: Please see answer to Question 41 above.

43) In Women's Empowerment description, under F.1.C. section entitled "Equal Economic Rights for Women," what other types of proposals might be considered? For example, there is no mention of public education programs specifically designed to educate men and women about women's economic rights (the "right to have rights").

Answer: The sector information provided sets the parameters for that sector in the DGP. Specific proposal ideas cannot be addressed here.

44) In Women's Empowerment description, under F.1.C. section entitled “Equal Economic Rights for Women,” might proposals promoting the design, implementation, and ongoing monitoring of savings and credit schemes be considered for funding?

Answer: Please see the answer to Question 43 above.

45) In the Women's Empowerment description, the first bulleted proposal suggestion that might be considered for funding is one that “promotes[s] a gender-equitable land policy, law and enforcement of equitable property rights including training of legislators, lawyers and administrators.” Should the police and community leaders also be considered and included for possible training in the above list?

Answer: Please see answer to Question 43 above.

46) In the Microenterprise section, the last bulleted proposal suggestion that might be considered for funding is one that “create[s], build[s], support[s], and/or expand[s] the reach and capacities of NGOs or enterprises that provide business development services. Might these include traditional and non-bank micro-financial institutions as well? Should they also “raise financial sustainability”?

Answer: Please see answer to Question 43 above.

47) In the Microenterprise section, might an additional bulleted proposal suggestion be to “train women in leadership, involvement, and ownership of new and supportive credit institutions”?

Answer: Please see answer to Question 43 above.

48) In the Democracy and Governance section, in the third paragraph in this section elaborating on the roles that civil society organizations need to develop, might it also be said that civil society organizations may also need help in strengthening not just their strategic planning, monitoring, and evaluation systems, but also their budgeting capacity? Might they also need help in increasing their capacity to identify community needs and to participate in priority setting?

Answer: Please see answer to Question 43 above.

49) Our organization is working on cross-cutting issues; would a project including a clean-water component be eligible under the Environment Sector?

Answer: The Development Grants Program APS stipulates that the Environmental sector focuses on Climate Change and Clean Energy. A Clean-Water initiative would possibly be appropriate under the Water Sector if water is an applicable sector in the country of interest.



50) Is anti-trafficking considered a potential intervention under the Women's Empowerment sector?

Answer: No.

51) Would proposals featuring small portable items or systems for clean water be within the scope of the Development Grants Program?

Answer: That would depend on the goals of the specific Mission. Generally, technology initiatives need to be embedded in a program that includes sustainability and promotion to be attractive. Please see the Mission Supplement for Mission specifics.

52) Our concept involves an environmental program based on housing retrofits. Can we access money from both streams—Environment and Housing?

Answer: The APS and Mission supplemental information (see Appendix G) have stated the types of programs they will support, and proposals should target concept papers accordingly.

53) Could a health initiative be linked to Women's Empowerment?

Answer: The Women's Empowerment sector of the Development Grants Program focuses primarily on economic initiatives as per the sector description in the APS. See the answer to question 63 for information on health program opportunities.

## **VII. PVO/NGO Definitions and Registry**

54) Could you send me the definition of PVO in relation to the Development Grants Program Announcement?

Answer: See General Comments at the top of this document and the answer to Question No. 1 for definition information.

55) I would like to register my local NGO for the Development Grants Program for development work in Pakistan.

Answer: Please see the Eligibility Criteria in the Local NGO APS.

56) Were an international NGO has a local office based in a developing country operating under the laws of that country; would that locally based office be eligible to apply to the local grants program?

Answer: The locally based office of a U.S. or International PVO may chose to apply. We recommend that the eligibility criteria be reviewed carefully.

57) Are NGOs that are part of an international private voluntary organization but also registered under the laws of a developing country eligible? For example, Concern Universal was established in the UK in 1976. A branch was opened in Malawi in 1989 and registered in Malawi as per the NGO Act with a local board & management team. Can the Malawi branch submit an application in response to this APS?

Answer: Please see the answer to Question 56 above.

58) We are in the process of creating an organization. Can an organization be considered both local/indigenous and U.S.-based?

Answer: A U.S. organization must be a registered private and voluntary organization (PVO). A local indigenous NGO must be organized under the laws of the country in which it is domiciled.

59) When is it preferable for a Mission to make an award to a PVO as opposed to an NGO? Can organizations do capacity building for local NGOs? How would these proposals be developed?

Answer: Refer to the supplemental information for the country in which you are interested in working for any specific guidance on whether it plans to work with PVOs or NGOs. Concept papers should adhere to the sector guidelines and approach activities that are relevant.

### **VIII. DGP General**

60) No award floor is indicated, although a floor of \$50,000 is indicated in Section 2. Please clarify.

Answer: An award floor of \$50,000 is the minimum amount for an award under the DGP.

61) How would a multi-country, regional program work if applicants must apply to each country's USAID mission?

Answer: Multi-country programs are not being accepted. Individual country programs may be proposed.

62) Will the health sector be included in the approximate \$20 million FY 2008 funds under the DGP, and what will be USAID's definitions for program activities in this sector?

Answer: Health programs are not included in this APS.

63) Are these “health sector-related” funds separate from any “health sector” funds included in the \$20 million FY2008 DGP?

Answer: \$12,500,000 in DGP funds for small grants will support three health programs to new organizations. Announcements for the New Partners Initiative, the Malaria Communities Program, and the Child Survival and Health Grants Program will be made on the USAID website [www.usaid.gov/business](http://www.usaid.gov/business) as these programs become open for applications.

64) How will opportunities related to health-sector funds be announced?

Answer: See the answer to Question 63 above

65) Do you have a set release date for the RFA for your Development Grant Program (DGP)?

Answer: The DGP Annual Program Statement was released on August 29, 2008.

66) Does the Initial Environmental Examination (referenced on page 18 of the APS) need to be conducted prior to submission of a Concept Paper? Or is the IEE conducted prior to submission of the full proposal?

Answer: The concept paper does not require that a full IEE be conducted... Organizations invited to submit a full proposal will need to budget for this to be carried out in the event the full proposal is supported.

67) Can an applicant submit more than 1 concept paper per country? Can the applicant be invited to submit more than 1 full proposal?

Answer: Yes to both questions.

68) Will the Grant be available to subsidize travel to Southeast Asia and/or Cambodia for observation before initiation of the program?

Answer: No

69) Could you please clarify “approval of key personnel and any subsequent changes in the positions during the life of the award?” (P.8) Is this simply an approval, or is USAID involved in recruitment and/or hiring of key staff?

Answer: As part of Substantial Involvement, USAID will approve the recipient’s key personnel and any subsequent changes in order to ensure the positions and qualifications are appropriate. USAID is not involved in staff recruitment or hiring.

70) Has funding already been divided between Missions or will the Missions need to compete with each other for the funding to approve programs?

Answer: Funding levels have been allocated to Missions.

71) Does it make a difference for funding purposes if a project focuses on development or not?

Answer: Please see the sector guidelines for the DGP.

72) Is the APS identical for US PVOs and indigenous NGOs?

Answer: The sectors are the same in each APS . Section 7, Agency Policies and Certifications; and Section 5, Instructions for the Full Application, sub-section B Cost-Business Application is different.

73) Can you be more specific in defining sustainability? Is it the capacity to attract donors, strengthen the organization?

Answer: Sustainability is not an official evaluation criterion. It's something to keep in mind when preparing the proposal. Please refer to the technical instructions under Section 2.B. 2. concerning sustainability.

74) Can Volunteers for Prosperity be incorporated into the proposal? Can you clarify the distinction between a Partner and a Technical Assistant?

Answer: The APS does not specific the type of partners that might be considered. For your information, there is an office in USAID/Washington called Volunteers for Prosperity.

75) Does the Full Application Evaluation process provide extra points for proposals that include a cost-share component?

Answer: Yes. Proposals that include a cost-sharing component may receive up to 5 extra points.

76) The concept paper is due November 5, and the full proposal is due 90 days later. Can you tell us when the application review will be completed and what the implementation timeline will be?

Answer: We anticipate that concept paper reviews will be completed before that time. Invitations for submitting full applications will indicate a deadline date. The implementation timeline is likely to be late winter or early spring of 2009 through 2011.

77) Will US PVOs and indigenous NGOs have similar opportunities to access money through the Development Grants Program?

Answer: Yes.

78) Will Missions be providing translations?

Answer: That decision is up to each Mission.

### **VIII. Training and Capacity Building**

79) What is the relationship between this grant program and grant programs administered by USAID implementers who not only provide grants to organizations working in USAID priority areas but also provide training and TA?

Answer: The DGP is a new program. The program will address relevant capacity-building needs through technical assistance and training.

80) Many of the USAID priorities emphasize advocating for changes in policy or practice at the national, regional, or local level; yet, many local NGOs lack the leadership and advocacy skills to make his happen. Is USAID going to provide training to local NGOs in advocacy and leadership (along with how to manage USAID accountability requirements)?

Answer: Award recipients will receive some project management training and organizational capacity building. However, successful applicants will need to have demonstrated their ability to implement the proposed program. It is unlikely that the recipient will be trained in this area.

81) Please can you advise when and how you will publish answers to questions submitted by the deadline 10 September concerning the above call?

Answer: The questions and answers can be accessed on the following websites:

[www.grants.gov](http://www.grants.gov) under APS announcement No. M-OAA-GRO-ALPS-09-001 and M-OAA-GRO-ALPS-09-002 (use keyword search function)

and

[http://www.usaid.gov/our\\_work/cross-cutting\\_programs/private\\_voluntary\\_cooperation/dgp.html](http://www.usaid.gov/our_work/cross-cutting_programs/private_voluntary_cooperation/dgp.html)