Date: November 10, 2010

Subject: Amendment No. 3 to USAID/AID/A Annual Program Statement
for Development Innovation Ventures (M-OAA-GRO-LMA-10-0198)

A. **Background and Purpose of this Amendment**

The subject Annual Program Statement (APS) was issued on July 22, 2010 and additional questions were received through e-mails regarding the document and submission period from Nov 15, 2010 to Jan 15, 2011.

The purpose of Amendment 3 is to provide responses to questions received subsequent to the issuance of the Amendment 2 and are set forth below.

B. **Deadline for Second Review**

The deadline for the second review period was extended from Nov 1, 2010 - Jan 1, 2011 to Nov 15, 2010 to Jan 15, 2011.

C. **Submission Instructions**

All applications must be submitted electronically via [http://www.grants.gov](http://www.grants.gov) and an electronic copy to the Agreement Officer.

D. **Questions and Answers**

1. **Question:** It is also our understanding that many USAID grants require a standard logframe (with objectives, outputs, inputs etc), however the APS does not mention the need to include a logframe at this stage. Is this a correct interpretation – that a logframe is not required at the concept note stage of the application process?

   **Answer:** A standard logframe is not mentioned in the Annual Program Statement (APS), however, you may submit a logframe.

2. **Question:** The APS states the following: “focus resources in project implementation rather than salaries, equipment and supplies.” Our project is logistically oriented and as such a significant portion of our costs stem from personnel or supplies that are necessary for implementing the project such as personnel for surveys, technical assistance to partners, investments in engineering supplies for work that reduces intervention costs etc. These are costs directly related to program implementation and the project's success. Would it be appropriate to request funding for personnel, supplies, or equipment if they are directly linked and necessary for the success of the project?

   **Answer:** It is recommended that you put these items in your budget which is covered in Section 5 Cost Application of the APS. USAID encourages prospective partners to focus resources in project implementation rather than salaries, equipment and supplies. Please refer to 22 Code of Federal Regulations, Part 226.44 Procurement Procedures regarding grants.
3. **Question:** In regards to personnel biographies, it is our understanding that USAID will be evaluating the experience and capability of the team members most directly leading work on the project being proposed. We plan to provide credentials of these members on the project team. Would information on or biographies of the management team at the parent organization, IPA, also be required (E.G. biographies of the CFO, Comptroller, etc)?

**Answer:** We require biographies of the project key personnel.

4. **Question:** Will you be reviewing applications on a rolling basis, or only after that date?

**Answer:** The applications will be reviewed on a rolling basis.

5. **Question:** Is there a list of on-going USAID Agribusiness projects in East Africa? If so, please provide me the list of such projects and the relevant contact information for each project's management.

**Answer:** Information on USAID programs in East Africa may be obtained from the Africa Bureau’s webpage at [www.usaid.gov/locations/sub-saharan-africa](http://www.usaid.gov/locations/sub-saharan-africa).

6. **Question:** There appears to be a contradiction between the APS instructions and those in Amendment 1 question and answer section. On page 12 the APS states: “For Stage 2 and 3, applicants are asked to provide a full application.” This seems contradicted by the following from Amendment 1 for that APS which states: “**24. Question:** We can submit a full application only if our concept paper is approved; correct? **Answer:** This is correct. “DIV will ask applicants that submitted successful Stage 2 and 3 concept papers to submit a full application as set forth below.” (See page 12 of the APS)

**Answer:** Before any funding can be provided, a full application would need to be submitted. The APS requested that the applicant submit a concept paper first and was later amended by Amendment 1. Applicants have the option to submit a full application to be considered. **However, full-blown applications are submitted entirely at the applicant’s own risk – that the added costs that are incurred in skipping the concept paper and going right to a full application are borne entirely by the applicant.**

7. **Question:** I’m having trouble accessing the application for funding opportunity #M-OAA-GRO-LMA-10-0198, from this page:
   Are you able to direct me to another link to download the application?

**Answer:** The website is [www.grants.gov](http://www.grants.gov), you may search under the Funding Opportunity No. M-OAA-GRO-LMA-10-0198 or the Title – Development Innovation Ventures. You should complete the SF 424 and click on the supporting documents (lower part of the screen) to upload other PDF documents.
8. **Question:** Is there a specific deadline or an advantage to submitting our application prior to Nov 1? On the other hand, can we submit our application any time between Nov 1 and Jan 1?

**Answer:** There is no advantage in submitting an application prior to the submission period. Amendment 2 states the submission period is from Nov 15, 2010 to Jan 15, 2011.

9. **Question:** For the concept paper, there is a header entitled, "Amount of effort to be employed". Can you please explain what this means?

**Answer:** Please refer to Amendment 1, Q&A # 19.

10. **Question:** When applying for funding for Stage 2, what is the range for the funding request, $100k to $1 M?

**Answer:** Typical start-up funds will be around $1 million per project over a 2-3 years, please refer to page 5 of the APS.

11. **Question:** FY 10 the estimated funding was 350k. What is the estimated funding for FY 11?

**Answer:** Please refer to Amendment 1, Q&A #8 on page 2 and additional information on pages 5 and 6. FY10 grant funding was limited and therefore limited the award amounts.

12. **Question:** I am having difficulty downloading the full announcement of the "Development Innovation Ventures," and wonder if you could send me the appropriate link. I understand that the proposals may be submitted up through July 2011. Is this correct?

**Answer:** You must click in the box to bring up the full announcement, please call 1-800-518-4726 for the grant help desk. The last proposal submission date is July 21, 2011.

13. **Question:** I am interested in submitting a Stage 1 Project Seed Funds Grant to USAID. The APS indicates that the next review cycle begins on November 1, 2010. Is it possible to submit a grant after Nov 1 for the cycle which ends January 1, 2011? If not, I may simply wait until the next round which begins in March.

**Answer:** Please refer to Amendment 1, Q&A #7.

14. **Question:** The question is, can we apply for this funding for a study that would be apart from, but in conjunction with, other USAID funding? This seems to be allowed and even encouraged for Stage 3, but we could not find any similar guidance for Stage 1.

**Answer:** Yes, however, for applications to be considered for ongoing projects, they must introduce a new and innovative approach, dynamic or element to the existing project.

15. **Question:** We would like know about U.S. organizations which pass money under USAID funding to their local affiliates. If Entity A in the U.S. has USAID funding, and it passes money
to a local affiliate, can there be control of the funds by Entity A? For example, can Entity A control the board of the local firm?

**Answer:** USAID agreement is with the recipient of the grant. The recipient would have to have an agreement with the subrecipient or subaward in order to control the board of the local firm.

16. **Question:** So at this point, the application deadline is January 15, 2011, is that correct?

**Answer:** That’s correct, per Amendment 2.

17. **Question:** Can you send me a link to the USAID rules and regulations document?

**Answer:** [http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html)

22 Code of Federal Regulations, Part 226
Title 22 – Foreign Relations
Chapter II – Agency for International Development
Part 226 – Administration of Assistance Awards to U.S. Non-Governmental Organizations

http://inside.usaid.gov/ADS/
In addition to OMB Circulars and USAID Automated Directives System Chapter 303 – Grants and Cooperative Agreement to Non-Government Organizations.

18. **Question:** Can funding be used to purchase property and/or transportation to implement the project?

**Answer:** Yes

19. **Question:** What is the status of the Stage 2/3 and what are the funding ceilings that have been appropriated?

**Answer:** Some applications for Stages 2 are still being considered from the August submission date. Stage 3 proposals require FY 11 funding. For FY11, Stage 1 proposals have a ceiling of $100,000. Stages 2 and Stage 3 will typically receive funds of $1,000,000 and $6,000,000 respectively. However, there is not a set floor or ceiling on the amount requested.

FY 11 funding is unknown until Congress approves the budget anytime after October 1, 2010.

20. **Question:** In FY11, the maximum amount an applicant can request is $100,000 for Stage 1 and there is no ceiling for Stage 2. However, typical Stage 2 grants will be for $1,000,000. Is this a one-time funding for one year or multi-year with a funding ceiling?

**Answer:** The total funding for a Stage 2 grant, will typically be around $1 million. Most innovation grants will be spent over a two to three year period, refer to APS page 5.

21. **Question:** My primary question though is: who is the owner of the project (patent and beyond) assuming we receive a DIV grant?
**Answer:** 22 CFR 226.36 covers the Intellectual and Intangible Property
(b) Recipients are subject to applicable regulations, governing patents and inventions, including
government-wide regulations issued by the Department of Commerce at 37 CFR part 401,
“Rights to Inventions Made by Non-profit Organizations and Small Business Firms Under
Government Grants, Contracts and Cooperative Agreements”. The complete clause will be
added to the APS.

**22. Question:** Can you also let me know if the total amount of funding available through the
USAID DIV Program during FY2011 has been established? In one of the FY2010 modification
documents, I believe USAID estimated there would be approximately $17 million available for
the program in FY2011. If there is a link on a USAID website with this information, can you
send it to me to further research?

**Answer:** We do not have funding information available at this time.

**23. Question:** The ADS stated that is it acceptable for an organization to have multiple
applications. Does that mean the organization can apply for Stage 1 funding in Oct. 2010, and
then for Stage 2 funding (for the same project) in June 2011? If the Stage 1 project is funded,
will it need to be wrapped up completely before the organization can apply for Stage 2 funding
in June 2011?

**Answer:** There is nothing to prohibit the same organization from applying for a Stage 1 funding
for a particular project in October 2010 and for the Stage 2 funding for the same project in June
2011. The case would have to be made that Stage 2 funding was warranted and that would
depend on progress in Stage 1. This would not necessarily imply that the Stage 1 project should
be completed.

**24. Question:** If the project is an innovative replication of an established and successful model,
can the organization apply directly for Stage 2 funding while also including the needs
assessment, stakeholder consultations, and demonstrations/pilots as part of the Stage 2 plan?

**Answer:** A case would need to be made that though the project is indeed innovative if it is just
replicating an established model. A description of these requirements is provided on page 4 of
the APS.

**25. Question:** What is the possibility for the APS to be continued in FY 2012?

**Answer:** DIV expects funding for this APS will continue for FY 2012. The number of awards
and amount of funds approved under this APS is subject to the availability of funds as well as to
the interest and requirements of Development Innovation Ventures and the viability of
applications received.

**26. Question:** Could you clarify whether concept notes are required for Stage 2 and/or Stage 3
applications? In reading the solicitation and amendment, we see this is mentioned in a few
places and just want to be absolutely clear.
**Answer:** We advise applicants to submit concept papers for Stage 2 and 3 applications prior to submitting full proposals. However, if applicants wish to submit full proposals immediately, they may do so.

27. **Question:** Am I correct in my understanding that the Application must be in Times New Roman? The Q&A dated August 10, 2010 refers to Times New Roman being "size 10." Does this mean size 10 pitch or size 10 points?

**Answer:** The information should be readable, please refer to Q&A # 35

28. **Question:** In reference to the evaluation criteria and review process for applications: will USAID Missions be called to review applications as part of the review process?

**Answer:** The DIV office will take the lead on reviewing and evaluating applications, and will consult with USAID missions - as part of the review process.

29. **Question:** If I submit a Concept Paper as an ‘Individual’, and upon the acceptance of the concept paper, Can I submit the Full Application from my organization’s account?

**Answer:** No, you must meet the eligibility criteria on page 6 of the APS prior to submitting an application through www.grants.gov.

30. **Question:** Is the concept paper that is required for a Stage 1 or Stage 2 proposal further required to be submitted on grants.gov? Is the invited full application also required to be submitted on grants.gov? The APS is unclear. Furthermore, while the APS first states on p. 18 that all applications must be submitted electronically via grants.gov, it then goes on to state that applications are NOT required to be submitted through grants.gov. There is no mention of whether concept papers are required or not required to be submitted on grants.gov. Thanks for clarifying both questions -- submission of concept papers, and submission of full applications.

**Answer:** Changes in submission instructions for applications were included in Amendment No. 1 of the APS, dated August 10, 2010.

31. **Question:** Could you speak to the timing of concept paper review vis a vis notification of invitation for a full proposal? In other words, if a concept paper is submitted either before 11/1/2010 or before 3/1/2011, approximately how long before the applicant is notified that a full application will be invited?

**Answer:** As stated in the APS, it may take up to six months for organizations to be notified of the status of their applications. Please refer to “Estimated Timeline” on page 19 of the APS.

32. **Question:** If a full application is invited, will a deadline be set or is the applicant free to submit the full application at any point before the final batch review cycle start of 7/1/2011?
33. **Question:** May a project team or team representative contact you to get your feedback on proposed project ideas before submission of a concept paper?

**Answer:** No

34. **Question:** Do you have a definition for developing country or a list you can share on countries you consider developing?

**Answer:** The Authorized Geographic Code required for submission of applications under this APS is 000. Agency policies regarding use of Geographic Code 000 is provided on page 22 of the APS. In general, any country where USAID has a presence could be considered eligible.

35. **Question:** I understand that the format is times new roman, size 10 with one inch margin. Is it single or double spaced?

**Answer:** Please refer to Amendment 1, Q&A # 3, single space is acceptable.

36. **Question:** If a Concept paper is required, must we await feedback from USAID before we submit the full Application?

**Answer:** We advise applicants to first submit concept papers and then submit full applications based on feedback from USAID but applicants should feel free to submit full applications if they wish.