



USAID
FROM THE AMERICAN PEOPLE

Subject: **REQUEST FOR APPLICATION -RFA-169-16-000004**

Title: Promoting informed voting and increasing citizen engagement prior to and following the elections

RFA Issuance Date:	February 4, 2016
Deadline for Questions:	February 10, 2016 by 12:00(noon)
Pre-Bidders Conference:	February 11, 2016, 10:00 to 12:00 Belgrade at Impact Hub Belgrade, Makedonska 21, 11000 Belgrade
Application Closing Date:	February 29, 2016, by 12:00(noon)

The U.S. Agency for International Development (USAID) in Serbia is seeking Applications from eligible prospective Serbian organizations to fund a program entitled "Promoting informed voting and increasing citizen engagement prior to and following the elections "in Serbia. Eligibility for this award is restricted to local organizations; see Section III of this RFA for eligibility requirements.

Subject to the availability of funds, USAID expects to fund individual program in amount of \$450,000 for duration of 12 months.

For the purposes of this Notice of Funding Opportunity (NOFO) the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer". Eligible organizations interested in submitting an application are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process.

To be eligible for award, the applicant must provide all information as required in this RFA and meet eligibility standards in Section III of this RFA. This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NOFO has been received from the internet in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

The strict deadline for submission of the applications is no later than **12:00 o'clock (noon) Belgrade Time on February 29, 2016**. The application must be submitted electronically to Mr. Branislav Bulatovic at bbulatovic@usaid.gov and to Mr. Albert Rexhepi at arexhepi@usaid.gov.

Any questions concerning the Request for Application should be submitted in writing to Mr. Branislav Bulatovic at bbulatovic@usaid.gov and to Mr. Albert Rexhepi at arexhepi@usaid.gov. The deadline for submission of questions is **February 10, 2016, by 12:00(noon) Belgrade Time**.

I strongly encourage you to invest time and energy in developing your project idea and submitting your application.

Thank you for your interest in USAID programs.

Sincerely,



Michael Capobianco
Agreement Officer

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SECTION I: PROGRAM DESCRIPTION

1) Background

Over the past decade, Serbia's overall political stability has improved as it has embarked on the path to EU accession. In December 2015, Serbia officially opened two chapters (32 & 35) in the EU negotiation process, thus solidifying its commitment towards European integration. Furthermore, over the past decade, Serbia has held multiple free and fair elections and has experienced a number of peaceful post-election governmental transitions and handovers of authority. Nevertheless, full government mandates continue to be an exception rather than the rule; snap elections have been a much more common occurrence. On January 17th, the Government of Serbia announced its intention to hold snap-parliamentary elections in addition to regularly scheduled local and provincial elections.

Engagement between citizens and elected officials is an essential component for governments to be representative and responsive to its citizens' needs. Elections provide unique opportunities for citizens to engage with would-be elected officials, identify issues of importance to the electorate, develop an understanding of different candidate and party positions, and establish platforms by which to measure elected officials' performances.

2) Areas of Interest

In order to ensure that voters have the information and the means to make an informed decision in the upcoming elections, USAID is seeking to fund, via this RFA, a program that will promote informed voting and increase citizen engagement prior to and following the elections. The following is a list of illustrative areas of programming that could be considered - other innovative ideas are welcome.

1. Increasing citizen engagement

Examples:

- Identifying tangible citizen concerns and engaging in dialogue regarding the stands of potential candidates on them.
- Outreach to candidates and elected officials to express their positions on citizen concerns. For example via petitions, creative initiatives, public events etc.
- Supporting advocacy on policy changes, during pre- and post-election periods, based on citizen input.
- Establishing and supporting issue-based networks and their initiatives towards candidates and elected officials. Non-traditional partnerships including those between civil society, media and business groups are highly encouraged.
- Creative grassroots initiatives aimed at engaging citizens in political processes through various forms of cultural, artistic, online media and other events.
- Promoting the participation of persons with disabilities, LGBT, women, youth and other marginalized groups in the democratic processes and elections.
- Monitoring and advocating for implementation of campaign promises in the post-election period.

2. Promoting informed decision making

Examples:

- Promoting citizen access to diverse information about candidates and issues by aggregating data available across multiple platforms.

- Fostering local and national non-partisan public debates focused on tangible issues of interest to citizens.
- Supporting networking of media with civil society to expand the reach of a growing number of online media platforms, especially on issues related to elections and government accountability.
- Providing non-partisan voter education and information through creative public campaigns and local and social media initiatives. For example via media campaigns, public events, information dissemination initiatives etc.

Indicators of a successful program

- The program proposes new approaches to longstanding problems and innovative thinking and a desire to advance the range, depth, and impact of civil society initiatives.
- The program puts together a coalition that makes the best use of Serbia's existing organizational capacities and resources. Approaches may involve the formal or informal establishment of coalitions, partnerships, networks, consortia, or other arrangements of civil society groups, youth, and others. **Please note that any agreement will be between USAID and only one organization as the lead partner.**
- The program connects organizations in different geographic areas and with different skill levels. For example, applicants may consider teaming with larger, more established organizations with nascent organizations, or linking similar kinds of coalitions from different geographic areas.
- The program, and all of the activities, is completely non-partisan.
- The increase of citizen engagement in political processes following the elections is sustainable.

3) This award is authorized under the Foreign Assistance Act 4) The award will be subject to 2 CFR 200 and 2 CFR 700 depending on the type of organization awarded funding.

END of SECTION I

SECTION II: FEDERAL AWARD INFORMATION

The award under this request for application will be administered through and managed by USAID/Serbia.

1. Estimate of Funds Available and Number of Awards Contemplated

Subject to the availability of funds, USAID/Serbia anticipates awarding one Cooperative Agreement in amount of \$450,000.

2. Start Date and Period of Performance for Federal Awards

The duration of the proposed program should be 12 months. The anticipated start date for this activity is on or about **March 30, 2016**.

3. Information Conferences

Pre-Bidders Conference: USAID intends to hold a conference allowing anyone interested in applying to the RFA to ask questions about the application process.

The conference will be on February 11, 2016, from 10:00-12:00 at Impact Hub Belgrade, Makedonska 21, Belgrade.

All interested applicants are welcome to attend and should RSVP to bbulatovic@usaid.gov by **February 10, 2016** to ensure space availability.

4. Type of Award

Awards under this RFA will be Cooperative Agreement.

5. Authorized Geographic Code

The geographic code for this program is **937** which assume the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

For accurate identification of prohibited sources, please refer to 22 CFR 228 and Automated Directive System (ADS) 310 entitled “Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID.

6. Purpose of the Award

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the “Promoting informed voting and increasing citizen engagement prior to and following the elections” which is authorized by Federal statute.

The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. The Recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

7. Substantial Involvement

If at the time of award, the program description does not establish a timeline in sufficient detail for the planned achievement of milestones or outputs, USAID may delay approval of the recipient’s implementation plan for a later date.

USAID will not require approval of implementation plans more often than annually. If the AO has delegated authority to the AOR to approve implementation plans, the AOR must review the agreement’s terms and conditions to ensure that changes to the terms and conditions are not inadvertently approved by the AOR.

END of SECTION II

SECTION III: ELIGIBILITY INFORMATION

Applications should be from qualified local, Serbian entities, such as private, non-profit organizations (or for-profit companies willing to forego profits), including private voluntary organizations, universities, research organizations, professional associations, and relevant special interest associations.

USAID defines a local organization as one that:

- Is organized under the laws of the recipient country;
- Has its principal place of business in Serbia
- Is majority-owned by individuals who are citizens or lawful permanent residents of the recipient country or is managed by the governing body, the majority of whose members are citizens or lawful permanent residents of Serbia and
- Is not controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of Serbia

The term “control” or controlled by” in the above definition means having a majority ownership or beneficially interest, or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization’s managers or a majority of the organization’s governing body by any means, e.g., ownership, contract, or operation of law. The term “Foreign Entity” means an organization that fail to meet any part of the “local organization” definition.

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) may be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO).

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

USAID will not accept applications from individuals. All applicants must be legally recognized organizational entities under applicable law. Public International Organizations are not eligible to apply for funding under this program.

Cost Sharing is not required under this RFA. All applications must be submitted in accordance with ADS 303.

Applicants may only submit one application.

The following activities and programs will not be considered for funding:

- Programs that directly engage in support of individual political parties or candidates.
- Programs that are partisan in nature.
- Any program containing any construction activities.
- Any program involving the purchase of large scale equipment

END of SECTION III

SECTION IV: APPLICATION AND SUBMISSION INFORMATION

The strict deadline for submission of the Required Application is **no later than 12:00 Belgrade Time on February 29, 2016** and must be submitted electronically (e-mail) to both, Branislav Bulatovic bbulatovic@usaid.gov and Albert Rexhepi at arexhepi@usaid.gov. Applications not received by the date listed on the cover letter will not be considered.

All application must fit within the program areas outlined above. Further, the proposed activity must have an estimated value and performance period that is within the parameters described in RFA Section entitled Federal Award Information (Section II). USAID/Serbia may opt to exclude from further consideration any submission which is not within these parameters. Applications and all supporting material must be submitted in English.

Any questions concerning the Request for Application should be submitted in writing to Branislav Bulatovic at bbulatovic@usaid.gov and to Albert Rexhepi at arexhepi@usaid.gov. The deadline for submission of questions is **February 10, 2016, by 12:00(noon)**. The mission will organize a pre-bidders conference on **February 11, 2016, from 10:00-12:00**, when the questions will be addressed.

There are numerous firms and organizations that offer to provide assistance in preparing grant applications. The utilization of such services is at the sole discretion of the applicant. USAID does not endorse any of these or require their use with respect to this RFA. Further, any costs incurred for such services are not reimbursable by USAID.

It is possible that an application recommended for funding does not result in an award. Reasons for this include, but are not limited to, insufficient availability of funding, insufficient capability to manage the proposed project, or for other reason(s) which will be provided to the applicant.

Please note that the issuance of this Request for Applications does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. The applications are submitted at the risk of the submitter. All preparation and submission costs are at the submitter's expense. In addition, final award of any resultant grant cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

A decision not to fund a program may occur at any phase of the evaluation process. No program expenditures will be paid by USAID/Serbia except those covered in an award signed by the USAID Agreement Officer. USAID reserves the right to fund any or none of the applications received.

1. Content and Format of Application Submission

Submit applications strictly according to the instructions below.

Applications must be submitted electronically in two separate volumes via email: (a) technical and (b) cost applications. Email submissions must include the following in the subject line:

“Technical application under [RFA-169-16-000004], submitted by: [name of organization].”

“Cost application under RFA-169-16-000004, submitted by: [name of organization].”

For an application sent by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line which says: "[organization name], Cost Application, Part 1 of 2".

Our preference is that the technical application and the cost application be submitted as single email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending them. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear. All applications received by the submission deadline will be reviewed for responsiveness to the RFA and the application format. No addition or modifications will be accepted after the submission date.

After you have sent your applications electronically, immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

All applications received by the deadline (as indicated on your invitation letter) will be reviewed for responsiveness to the specifications outlined in these guidelines and compliance with the application format. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so may result in your application being determined as “non-responsive” and may forego further review.

The application must be signed by the organization’s representative who will also serve as the primary point of contact for their submission, with the authority to negotiate and enter into an award with USAID. Please print or type their name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent must be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, will:

Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, an award is awarded to this applicant as a result of - or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets.”

and

Mark each sheet of restricted data with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

The application must be prepared according to the format set forth below.

A. TECHNICAL APPLICATION FORMAT

The technical application will be the most important factor for consideration in selection for award of the proposed Cooperative Agreement. The technical application should be specific, complete and presented concisely. The application should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and evaluation criteria found in this RFA.

Technical applications must not exceed 20 single-spaced typed pages, utilizing Times New Roman 12pt font, single spaced, typed on standard 8½" x11" sized paper with one-inch margins (both right and left) and each page numbered consecutively.

Applicants are advised that any pages exceeding the limit will not be considered for evaluation.

The technical approach must clearly address the factors outlined in the evaluation criteria found in Section V below.

Unless otherwise specified, all application documents must be in **English**.

Application Contents: The Technical Application, at a minimum, must contain the following **all of which count towards the 20 page limit**:

i. Cover Page (not to exceed one page)

A single page with the project title and RFA number, the name of the organization applying as the lead or primary applicant clearly identified. Any proposed sub-awardees will be listed separately. In addition, the Cover Page must provide a contact person for the prime applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, telephone and fax numbers, and email address. State whether the contact person is the person with authority to contract for the applicant, and if not, that person will also be listed with contact information. If applicable, the TIN and DUNS numbers of the applicant must also be listed on the cover page.

ii. Table of Contents (not to exceed one page)

Listing all parts of the technical application with page numbers and attachments.

iii. Technical Approach

Applicants must describe in detail the proposed program and its technical approach; how they intend to achieve the program objectives and how the program will significantly contribute towards accomplishing the program's proposed expected results. The program description should include targeted groups and areas of focus, the proposed interventions and activities to be implemented during the life of the award.

The program description must establish the annual timeline for objectives in sufficient detail that indicate progress towards the activities that need to be performed to achieve objectives.

iv. Organizational Capacity and Management Plan (not to exceed three pages)

The applicant must articulate in the narrative how its organizational capacity and experience demonstrates the institutional capability to plan, implement, and support complex programming and the range of activities in this RFA. The applicant must make clear the delineation of roles, responsibilities, authority, and processes for decision making within the implementation team. Beyond a narrative description, an organizational chart must be provided. The chart shall show the staff reporting lines and relationships between the different positions.

Draft Activity Monitoring and Evaluation Plan (not to exceed 3 pages). A draft Activity Monitoring and Evaluation Plan shall be submitted with the application and shall include:

- Specific, quantifiable performance indicators (outputs, outcomes, and impact) and targets for the overall objectives included in the original proposal and activities in annual work plans;
- A description of monitoring systems to measure project progress against overall objectives; and
- A plan for data collection and measurement of overall project outcomes and results, including collection of baseline data, and for the use of data collected by the project to improve program planning and performance.

B. COST APPLICATION FORMAT

The Cost Application must be submitted under separate cover from the technical application.

Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources. NOTE: The award will not provide for the reimbursement of pre-award application costs.

The cost application must include all direct costs associated with the implementation and completion of activities, as well as any indirect costs and program costs such as those related to any sub-agreements and/or contracts as detailed below. These amounts are subject to revision depending on availability of funds.

The proposed budget must provide cost estimates for the management of the program (including program monitoring). Applicants will minimize their administrative and support costs for managing the project to maximize the funds available for project activities. Accordingly, those applications with minimal administrative costs may be deemed to offer a "greater value" than those with higher costs for program administration.

The following sections describe the documentation that Applicants for the Assistance award must submit to USAID prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but must still provide the following:

- i. SF-424 forms (found on www.grants.gov) as follows:
- SF-424, Application for Federal Assistance
 - SF-424A, Budget Information – Non-construction Programs
 - SF-424B, Assurances – Non-construction Programs

- ii. Cost application must be submitted in accordance with the attached excel spreadsheet, with all cells and formulas visible and unlocked that includes a summary budget (in US dollars) and a detailed/itemized budget (in US dollars). The detailed budget must include:
- iii. Costs notes/budget narrative explaining all estimated costs. Please note that the budget narrative must not only express the calculation of the estimate and purpose but also the basis of estimate – the rationale used to determine the cost estimate was fair and reasonable.

Identified below are some of the common cost elements in a budget and the required information in the budget and budget narrative.

Salaries

Please provide a separate line item for each proposed individual and identify each by name, title and the level of effort and salary rate. Also include position descriptions for all employees and consultants whose compensation will be charged as a direct cost to the agreement. This information will also be required for sub-recipients. Also, specify key personnel and all essential personnel under the program and include CVs for all those individuals and salary history. Direct salaries and wages must be proposed in accordance with the applicant's personnel policies.

Fringe Benefits

Please provide a breakdown of proposed fringe benefits. This breakdown must include the rate at which the benefit is charged and the base against which it is applied. If the applicant has a fringe benefit rate that has been approved by an agency of the Government, such rate will be used and evidence of its approval must be provided. If a fringe benefit rate has not been so approved, the applicant will propose a rate and explain how the rate was determined. If the latter is used, the narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

Travel/Per Diem

Please provide the destination and duration of each trip, the individuals traveling, and a breakdown between the per diem and airfare and the basis for each. The application will indicate the number of trips, domestic and international, and the estimated costs. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per diem must be based on the applicant's normal travel policies (applicants may choose to refer to the Federal Standardized Travel Regulations for cost estimates).

Other Direct Costs

Please provide a breakdown and explanation for all other direct costs (ODCs). This includes communications, report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the applicant's fringe benefits), equipment (procurement plan for commodities), office rent abroad, etc. The narrative will provide a breakdown and support for all and each other direct costs.

Branding and Marking.

The cost application must incorporate the estimated cost for Branding and Marking. Additional guidance is available in USAID Automated Directive System ADS 320 found at <http://www.usaid.gov/sites/default/files/documents/1868/320.pdf>.

Indirect Costs for Institutions without a Negotiated Indirect Cost Rate Agreement

Institutions, especially local institutions usually do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the US Government. Institutions without NICRAs may either treat all indirect costs as direct costs or may choose to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.414(f)).

Monitoring and Evaluation Costs

Pursuant to ADS 203.3.5 Monitoring Activities/Implementing Mechanisms, recipients are required to provide in the budget a separate line item for Monitoring and Evaluation (M&E). The line item must include costs for data collection, analysis, and reporting. This line item will be tracked during implementation of the activity. The applicant will propose to USAID the most cost-efficient and effective way to address this requirement.

Seminars and Conferences

The applicant will indicate the subject, venue and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

Funding Foreign Government Delegations to International Conferences

Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences" (found at <http://www.usaid.gov/sites/default/files/documents/1868/350maa.pdf>) or as approved by the Agreement Officer.

Past Performance and Experience

This section will address the following:

- Brief description of the applicant's organizational history and experience;
- Examples of accomplishments and results in developing and implementing similar programs;
- Relevant experience with proposed approaches;
- Institutional strength as represented by breadth and depth of experienced personnel in program relevant disciplines and areas; and

Explanation of how lessons learned will be applied in achieving the goals of the program.

Matrix of past performance information (not to exceed 1 page per award)

The Applicant must provide a Matrix of all its contracts, grants, or cooperative agreements involving similar or related programs during the past three years. The reference information for these awards must include:

- The performance location;
- Award number (if available);
- A brief description of the work performed;
- A point of contact list with current telephone numbers, e-mail address, name and title of someone, outside of the Applicant's organization, who supervised/oversaw the activity.

Additional documents/requirements for applicants:

- Dun and BradStreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Each Applicant is required to provide a valid DUNS number and be registered in SAM before submitting the full application. USAID will not make an award to applicant until the applicant has complied with all applicable DUNS and SAM requirements.

Additional information at: <https://fedgov.dnb.com> and www.sam.gov

- Certifications, Assurances, and Solicitation Provisions

Each Applicant is required to provide the following Certifications, Assurances and Other Statements (<https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>):

1. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
2. Certification Regarding Lobbying (22 CFR 227);
3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
4. Certification Regarding Terrorist Financing;
5. Certification Regarding Trafficking in Persons; and
6. Certification of Recipient

END of SECTION IV

SECTION V: APPLICATION REVIEW INFORMATION

USAID/Serbia will evaluate the applications on the following evaluation criteria:

- Degree to which the proposed program meets the stated objectives in Section I of promoting informed voting and increased citizen engagement, both pre- and post-election, taking into

consideration the indicators of successful programs and presents a well-developed and feasible program.

- Extend to which the proposed program includes realistic targets and relevant and meaningful indicators to measure success in meeting the stated objectives in Section I of promoting informed voting and increased citizen engagement, both pre- and post-election. At the least, 2 illustrative indicators should be provided for each objective.

END of SECTION V

SECTION VI: FEDERAL AWARD ADMINISTRATION INFORMATION

Award: The award made through this RFA will be administered by USAID.

Authority to Obligate the Government: The Agreement Officer is the only individual authorized to commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed Award may be incurred before receipt of either a fully executed Award or a specific, written authorization from the Agreement Officer.

USAID Management of Activities: The Agreement Officer (AO) shall serve as the primary agreement contact between USAID and the Recipient. The Agreement Officer's Representative (AOR) will serve as the primary technical contact between USAID and the Recipient.

Award Administration: For U.S. organizations, 2 CFR 200, 2 CFR 700, and USAID Standard Provisions for U.S. Non-Governmental Organizations, <http://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf> are applicable.

For non-U.S. organizations, USAID Standard Provisions for Non-U.S. Non-Governmental Organizations, <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf> are applicable.

Environmental Protection and Compliance: The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 <https://www.usaid.gov/who-we-are/agency-policy/series-200>, which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities

Program Income: Program income is not expected to be generated by the Recipient implementing the Award. However, any program income that is generated under the resulting award shall be in accordance with ADS 303, 2 CFR 200, 2 CFR 700, USAID Standard Provisions for U.S. Non-Governmental Organizations, and USAID Standards Provisions for Non-U.S. Non-governmental Organizations.

Funding Restrictions: USAID policy is not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement

program and are in accordance with Standard Provisions for Non-U.S. Nongovernmental Organizations, M1 - Allowable Costs, may be paid under the anticipated award.

END of SECTION VI

SECTION VII: FEDERAL AWARDING AGENCY CONTACT(S)

Agency Point of Contact

- A. USAID Agreement Office – Michael Capobianco, mcapobianco@usaid.gov
- B. Negotiator – Branislav Bulatovic, bbulatovic@usaid.gov
- C. Negotiator - Albert Rexhepi, arexhepi@usaid.gov

END of SECTION VII

SECTION VIII: OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted.

Applicable Regulations & References

- ADS 200 Series - Programming
- ADS Series 300 Acquisition and Assistance

<http://www.usaid.gov/pubs/ads/>

- Mandatory Standard Provisions for U.S., Nongovernmental Recipients

<http://www.usaid.gov/pubs/ads/300/303maa.pdf>

- Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients:

<http://www.usaid.gov/policy/ads/300/303mab.pdf>

- 2 CFR 200.306

www.gpo.gov/omb/circulars/a122/a122.html

<http://www.whitehouse.gov/omb/circulars/a122/a122.html>

- OMB Circular A-110

<http://www.whitehouse.gov/omb/circulars/a110/a110.html>

- SF-424 Downloads

http://www.grants.gov/agencies/aforms_repository_information.jsp

END of SECTION VIII

END of RFA