

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY IN KOSOVO
Questions and Answers to this Notice of Funding Opportunity**

Funding Opportunity Title: Managing American Corners Kosovo Grants

Funding Opportunity Number: PAS-PRISTINA-FY20-07

Deadline for Applications: June 20, 2020

CFDA Number: 19.040 -- Public Diplomacy Programs

Deadline for pre-award questions: June 1, 2020

Questions 1

I am a local NGO, am I eligible to submit an application in response to this NOFO?

Answer:

Yes. Non-for-profit organizations are eligible to apply as already stated under Section C. Eligibility Information of the NOFO.

Question 2

Can we apply to manage the grants of only one Corner?

Answer:

No. We will consider only applications that are fully responsive to the NOFO.

Question 3

In the NOFO it is stated that the applicant should submit the *"financial proposal in the form of percentage."* Also, in the NOFO it is stated that *"After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail."*

The specific question is: should we only submit a percentage for our proposed budget or should we fill in the SF-424A Budget?

Answer:

No need to fill in the "SF424A (Budget Information for Non-Construction programs)" at this stage. We will ask the winning applicant to fill in this form at a later stage.

Question 4

Can you please provide the following details for key personnel: How many CV-s do you expect?

Answer:

We do not have a specific number. Applicants should submit as many CVs of their key project staff as they deem necessary to successfully provide the services described in this NOFO.

Question 5

Can you provide more details about the requirements for the key personnel qualifications and experiences?

Answer:

No. Minimum applicant's staff capacity requirements are described in the NOFO.

Question 6

Can you provide more information on the level of effort expected for this project? This means, will the proposed staff be engaged full time or part time?

Answer:

In general, we do not expect a high level of engagement all the time. Depending on the funding level of the American Corners, the engagement can be more intensive some in months and less intensive in some others. This engagement also varies from year to year depending on funding amounts.

Question 7

Is there any report or document about how American Corners have been managing grants so far so that we can tailor our methods and approach?

Answer:

There is no such report in place. Currently, each American Corner has its own style of grant management. The Embassy currently provides some services, such as book purchases, on behalf of the American Corners. We are moving away from the current model, and centralizing all of their grant management procedures. Therefore, the current model will not be useful or appropriate as an example for how to structure a response to this NOFO.

Question 8

On the Notice of Funding Opportunity (NOFO) the eligibility for application is specified to be "Local (Kosovo) not-for-profit organizations, including think tanks and civil society/non-governmental organizations", while on the call synopsis it is stated "Eligibility is limited to not-for-profit organizations, including think tanks and civil society/non-governmental organizations officially registered in the Republic of Kosovo". Our organization is a locally (Kosovo) registered international NGO. Are we eligible to apply for this call?

Answer:

Yes.

Question 9

Can you elaborate fields (e.g. finance, HR, etc.) that are to be covered by the Standard Operating Procedures for managing the American Corners grants?

Answer:

We expect the winning applicants to develop a Standard Operating Procedure document so that all parties involved can manage their expectations. We expect applicants to already have some policies or procedures (e.g. financial or procurement) in place. A simple example can include cash handling. American Corners may need to know how can they ask for cash, and what would be the ceiling amount they can ask for cash. Another example can include procedures to purchases of books and other resources for American Corners, which resources

require Embassy's clearance before purchases and which not - refer to the *Roles and Responsibilities* of each party under the NOFO.

In general, any developed SOP should be in full compliance with the grant agreement, its general terms and conditions, and overarching rules, such as 2 CFR200, 2 CFR600.