



USAID | GUATEMALA
FROM THE AMERICAN PEOPLE

October 11, 2022

Subject: **Amendment No. 01 to RFA No. 72052022RFA00006 CALL FOR CDP
CONCEPT PAPERS TO SUPPORT FINANCIAL INCLUSION IN
GUATEMALA ADDENDUM TO COOPERATIVE DEVELOPMENT
PROGRAM (CDP) ANNUAL PROGRAM STATEMENT APS No.:
7200AA18APS00002**

Ladies/Gentlemen:

The purpose of this Amendment No. 01 is to include the document with the responses to all questions received from potential applicants to this RFA as of October 4, 2022.

All other terms and conditions of the original RFA remain the same and in full force.

Thank you for your interest in USAID programs.

Sincerely,

**Armando
Espinosa**

Digitally signed by
Armando Espinosa
Date: 2022.10.11
13:03:09 -06'00'

Armando Espinosa

Agreement Officer

RFA No. 72052022RFA00006

**CALL FOR CDP CONCEPT PAPERS TO SUPPORT FINANCIAL INCLUSION IN
GUATEMALA**

**ADDENDUM TO COOPERATIVE DEVELOPMENT PROGRAM (CDP) ANNUAL
PROGRAM STATEMENT APS No.: 7200AA18APS00002**

ANSWERS TO THE QUESTIONS RECEIVED

Question No. 1: According to the APS, Attachment A. Concept Note Section III (page 17) indicates that only a summary budget is required at the concept note stage. However, Section V. Concept Paper and Full Application Review Criteria (page 11) indicates that budgets and budget narratives “will be evaluated for cost effectiveness.” Could USAID please confirm that the cost application evaluation criteria included in Section V. Concept Paper and Full Application Review Criteria only applies to the full proposal, and that only a summary budget is required at this time?

Answer: USAID/Guatemala confirms that the cost application evaluation criteria included in Section V. Concept Paper and Full Application Review Criteria in the original APS document only applies to the full applications. For the concept paper, please take note that you only are required to send a summary budget using suggested line items on page 21 and organized by fiscal year, in Excel, per instructions in page 17, Section III – Supporting Information, A. Proposed Estimated Cost Breakdown (1-page maximum).

Question No. 2: On a similar note, Attachment A. Concept Note Section III (page 17) requires the submission of the summary budget to be made in Excel. Would USAID also accept summary budgets submitted as a Microsoft Word table included within the concept paper itself?

Answer: No, the budget summary must be sent in an Excel document as instructed on Page 17 and not to include cost estimates within the main body of the concept paper. As described on Page 16, third paragraph, the summary budget must be submitted separately.

Question No. 3: Finally, USAID requests that summary budgets be organized by “fiscal year.” Would USAID clarify if this refers to the US Government fiscal year? Given that the start date is unknown, would USAID consider a summary budget broken down by project fiscal year, with Year 1 aligned to the project start date?

Answer: USAID/Guatemala confirms that we refer to the US Government Fiscal Year (October – September). Please include a summary budget broken down by cost element and by year for the entire period of the program. For reference, please use the table below:

Cost Element	Year 1	Year 2	Year 3	Year 4	Year 5	Total
a.Salaries and Wages						
b.Fringe Benefits						
c.Travel and Transportation						
d.Other Direct Costs						
e.Indirect Costs						
Total Estimated Costs (sum 1 – d)						
Cost Share						
Total Award Budget						

Question No. 4: Can USAID please confirm the USAID OU to which the concept note should be submitted?

Answer: The completed Concept Paper Template (including the Concept Paper and required Supporting Information) should be sent to USAID/Guatemala through Guatemalaproposals@usaid.gov with a copy to cdp-aps@usaid.gov. as instructed in Page No. 5 of the RFA.

Question No. 5: Page 1 states that “the activity will be implemented through a consortium of cooperatives, credit unions and other relevant private sector entities.” Can USAID please confirm that Offerors will have equal access to the above mentioned local organizations needed to implement this agreement? We would like to confirm that USAID will discourage exclusive agreements with local organizations.

Answer: Page No. 8 of the APS in Section III Organization Eligibility Information states that USAID welcomes concept papers from 1) a U.S. cooperative or an organization with substantial membership and/or financial links to recognized U.S. cooperatives and/or their associations; and 2) a demonstrated track record of not less than five years in the planning, management, monitoring, and evaluation of overseas cooperative development programs. USAID encourages applications from potential new partners. All applicants must be legally recognized organizational entities under applicable law. An individual cannot apply. USAID highly

discourages exclusive agreements with local organizations because there may be a limited pool of technically qualified local institutions and we would like the best local organizations to be represented across the board, as applicable.

Question No. 6: Can USAID confirm that concept notes should be submitted using the format and instructions described in “Attachment A: Concept Paper Format and Instructions”, on page 16 of the CDP APS Extension released January 31, 2022?

Answer: Yes, here is the link to the CDP APS where you can find the format and instructions on the concept paper submission. [View Opportunity | GRANTS.GOV](https://www.grants.gov/web/grants/view-opportunity.html?oppId=300480) (<https://www.grants.gov/web/grants/view-opportunity.html?oppId=300480>) Please look for the CDP APS Extension released on January 31, 2022 .