Local Works Application Frequently Asked Questions (FAQs)

Updated May 25, 2019

This document contains questions and answers based on past rounds of Local Works, feedback on the guidance, and individual inquiries. Questions relate to both the Round 4 competition for USAID missions, which had a deadline of April 10, and unsolicited proposals and applications, which are accepted on a rolling basis. Questions from any upcoming scheduled calls will also be included here. If you have a question that isn’t addressed here, please don’t hesitate to contact us at localworks@usaid.gov. Thank you!

- The Local Works DC Team

Links to FAQs by Topic and Question:

**DEFINITIONS**
- What do you mean by “locally led development?”
- What does “downward accountability” mean?

**ELIGIBILITY**
- What types of entities are eligible for Local Works funding?
- May a regional mission submit a LOI? What about a country office?
- May a regional bureau apply to manage a Local Works program in its region?
- Are Washington-based Operating Units eligible to apply for Local Works?
- Can missions collaborate in the submission of a single LOI?
- Can a mission submit multiple LOIs? How about one LOI with multiple discrete ideas?
- We are a current Local Works mission - can we submit another Letter of Interest?
- My mission has applied to Local Works during past rounds and was not successful. Does this affect our chances for this year? How can we increase our chances this time?
- Who should submit a Local Works LOI?
- My country is a conflict/post-conflict country. Are we eligible for Local Works funding?

**LOCAL WORKS BASICS AND FOCUS**
- To what extent does a mission’s Local Works program need to be linked to a sector or strategy? Is it ok for a mission to anchor programming to a specific theme?
- Can a mission propose a Local Works activity with gender as the primary focus, rather than just incorporating gender in an integrated way?
- In previous rounds there was much emphasis on using a dedicated constituent listening process and other analyses to identify local priorities. To what extent has this expectation changed?
- How long can a Local Works program be?

**LEARNING PRIORITIES**
- The guidance describes the list of learning priorities as neither an exhaustive nor definitive list - what does that mean? Can our mission choose to focus on something else?
Where can I find the E3/LS Research and Learning Agenda for Locally Led Development mentioned in the Local Works Round 4 Agency Notice?

LOI GUIDELINES AND EXPECTATIONS
Should missions conduct studies or consultations before drafting the letter of interest? Should we submit a detailed budget, a performance monitoring and evaluation plan, staff costs, partner commitment letters, and so on?
You say “missions are not expected to propose a fully designed activity or set of activities for Local Works” in the LOI - what does that really mean?
Does the Local Works team encourage missions to set up opportunities to discuss the proposed concept prior to April submission?
Should the Letter of Interest come from the mission or can it also come from local partners?
Is there a set format or template for LOI submissions?
How long can the LOI be? Can we add appendices? What size font can we use? Margins?
What would a good LOI for Local Works look like? Where can we find some examples?
My mission is interested in X. How can I get additional support in developing my LOI?

FUNDING AND PROCUREMENT
Can missions use Local Works funds for research, analysis, studies, consultations, or other similar activities?
Can a mission put in its own funding for a split-funded activity with Local Works?
What does "first-in-first-out" mean? Don't Local Works missions have five years to obligate funds?
Are eligible organizations who receive Local Works awards subject to any financial audit or controls verification?
Is there any limitation to the types of contracting mechanisms that can be used under Local Works?
Can Local Works funds be used to support a local government?
Can a mission use Local Works funds to support an organization from another developing country, to promote south-south cooperation?
Our Mission has had funding cut in sector X. Can Local Works funds be used to fill these shortfalls?
Can Local Works funds be used for existing mechanisms?
Can a mission contract with a local firm to do X under Local Works?
Can the 20% cover travel for program-funded staff?
Would an assistance instrument be more suitable for Local Works?

SELECTION PROCESS
What are the regions most and least likely to receive funding? Will E3/LS select more than one mission from the same region?
How many missions will be selected?
Are you able to extend the deadline for the mission competition?

POST-SELECTION
Would we need to develop a new Project Appraisal Document (PAD)?
What kind of support will E3/LS provide selected missions?
Will there be any guidance for developing an M&E framework to gauge the success of the program in a particular mission?
What is the timeframe for obligating funds?
Does Local Works have any special requirements for gender analysis or integration?

UNSOLICITED PROPOSALS AND APPLICATIONS
The guidance mentions unsolicited proposals and applications. Can you provide more detail?
What is an unsolicited proposal or application?
What is the difference between the Local Works Application Guidance and the Guidance for Unsolicited Proposals and Applications?
What is the evaluation criteria for Local Works unsolicited proposals and applications?
Can my organization submit a Letter of Interest to the Round 4 Local Works mission competition?
I would like to send you an unsolicited application or proposal for Local Works funding. Who will review my idea? What does the unsolicited proposal/application process look like?
Is there a page limit to what can be submitted?
What is the deadline for submission of unsolicited proposals/applications? Can I still apply even though the April 10 deadline for the mission competition has passed?
Does the 5-page limit include the cover page or is it in addition to the five pages? (In the unsolicited guidelines a cover page is separate from the technical and supporting information.)
Along with the unsolicited concept paper must a letter from the NGO applying be included? If not necessary, can the NGO still submit a brief letter in addition to the concept paper?
Is there a particular format (font, margins, page numbers) that must be used?
Can I resubmit previously rejected unsolicited materials?
Do unsolicited materials have to be in English?
Is there a limit to how many unsolicited submissions I can have pending at the same time?
If my unsolicited proposal is declined, what are the chances my project will be accepted if I reapply?
How much overall funding is available for unsolicited proposals and application? Are there any budget limits?
Can applicant request funding for multiple countries?
Can I receive more than one grant from USAID/Local Works?
Can a mission request funding for multiple unsolicited proposals/applications?
Should unsolicited proposals/applications focus on a specific sector?
Can an eligible entity submit multiple concept papers for different themes it might be interested in or one concept paper consolidating multiple themes?
What is the average duration of an award?
Can formal and informal Self Help Groups (SHGs), Community Based Organisations (CBOs), and Producer Collectives be considered local actors?
Are the expected results from the Round 4 interventions proposed by the applicant supposed to be aligned with/contribute towards SDGs?
Are there any country- or region-specific restrictions to funding?
Should an eligible organization submit an unsolicited proposal/application for an existing Local Works mission?

What is the timeline for approval or non approval of an unsolicited application/proposal?

MISCELLANEOUS QUESTIONS

What is the difference between “Local Solutions,” “Local Systems,” “Local Sustainability,” “Local Works,” and the “Small Grants Program?”

Who cleared on the guidance?

Can you provide a brief overview of what the round one, two, and three Local Works missions are doing?

Can Local Works funding be applied towards PEPFAR’s local partners targets?

Can USAID missions share the Local Works Round 4 Guidance and other information with local partners?

I am not available to attend a scheduled Q&A webinar. Will it be shown again or made available?

As this is the fourth round of Localworks, how has your thinking on the program evolved over the years? Are there any aspects of the program this year which are different than in previous rounds?

My mission is planning to submit a Letter of Interest to the Round 4 competition. Can we set up a call with E3/LS to discuss our idea in greater detail and hear any initial feedback you may have?
DEFINITIONS

What do you mean by “locally led development?”
In the guidance, we define “locally led development” (sometimes written as “local leadership”) in this way: “The extent to which local actors are empowered to lead priority-setting, decision-making, management, measurement, and other processes through which development assistance contributes toward improving systems and outcomes for development.”

ADS 201 speaks about local leadership in this way: “The commitment and ability of local actors — including the governments, civil society, the private sector, universities, individual citizens, and others — to prioritize, resource, and implement development, so that development outcomes have a greater potential to be sustained and generate lasting change without USAID assistance.”

What we find important in the definition of local leadership is that priority-setting, control, decision-making, and agency rests in local hands. We are specifically seeking to avoid situations where USAID designs a program, then hands it over to a local implementing partner to run. We are also seeking to avoid situations where local participation and input in programming is limited, leading to outcomes that will not be sustained after USAID funding ends.

What does “downward accountability” mean?
Downward accountability means holding ourselves accountable to the organizations and individuals receiving (or intended to be impacted by) our assistance. Traditionally, “accountability” often means USAID holding awardees accountable for our funds. With Local Works (and the newly revised ADS 201), we’d like to make accountability flow in both directions and ensure that local actors play a role in determining if our investments are efficient and effective in the local context.

ELIGIBILITY

What types of entities are eligible for Local Works funding?
USAID missions seeking Local Works funding for a portfolio of activities to advance locally led programming in their country need to submit a letter of interest to the Office of Local Sustainability (see Local Works Round 4 guidance).

Local Works also accepts unsolicited materials from “eligible entities.” According to the Local Works legislation, these are “small local, international, and United States-based non-governmental organizations, educational institutions, and other small entities that have received less than a total of $5,000,000 from USAID over the previous 5 fiscal years. Departments or centers of such educational institutions may be considered individually in determining such eligibility.”

May a regional mission submit a LOI? What about a country office?
A regional mission may submit one LOI for a regional program. Regional missions must ensure that there is concurrence from all missions that are part of the application.
Country offices are considered individual missions for the purposes of Local Works. A country office may submit a LOI for its bilateral program. It is important to secure the buy-in of any regional mission that will be providing services for a bilateral Local Works program. In such cases, the LOI should contain a discussion of any need and plans for coordination with a regional mission.

**May a regional bureau apply to manage a Local Works program in its region?**
No. Local Works is a mission-driven program, and the design and implementation of Local Works programs should take place in the field. Regional Bureaus may play a supporting role.

**Are Washington-based Operating Units eligible to apply for Local Works?**
No. Local Works is a mission-driven program, and the design and implementation of Local Works programs should take place in the field. Washington-based Operating Units may play a supporting role.

**Can missions collaborate in the submission of a single LOI?**
Several missions within a region may team up and submit a joint LOI, which should clearly outline the roles that the various missions would play. Note that missions submitting a joint LOI cannot also submit individual LOIs or be included on a separate LOI submitted by a regional mission.

**Can a mission submit multiple LOIs? How about one LOI with multiple discrete ideas?**
Each mission may only submit one LOI. However, an LOI may contain more than one discrete idea and selected missions may use their Local Works funds for any number of mechanisms that advance locally led development. For instance, a mission may propose to improve feedback loops in one program area and also test simplified grants to local organizations in another area. That said, interested missions should avoid proposing a “laundry list” of ideas that will lead to siloed efforts within the mission. Any Local Works effort within a mission will require support from key players in the mission - the Office of Acquisition and Assistance, the Program Office, the Front Office, etc. An LOI proposing more than one discrete idea should especially include a discussion of how these efforts will be supported across the mission and lead to valuable outcomes.

**We are a current Local Works mission - can we submit another Letter of Interest?**
Local Works can be quite labor intensive. We are also looking to expand the breadth of Local Works participation. For those reasons, we are unlikely to support another new partnership with a current Local Works mission.

That said, all good ideas advancing locally led development will be considered, and the guidance from last year and this year allows for a range of Local Works activities in terms of size and scope. On page 3 of the guidance, an opportunity for smaller "discrete" programs is described. For this opportunity, missions may choose to address a very specific operational or development challenge. In fact, it could be used (just as an example) to tackle the challenges of supporting locally led development in areas where USAID capacity is limited.
If an existing Local Works mission chooses to submit a letter of interest for this round, please pay close attention to the selection criteria (section 5 of the guidance), making sure there is a strong justification for multi-round support, including feasibility.

**My mission has applied to Local Works during past rounds and was not successful. Does this affect our chances for this year? How can we increase our chances this time?**

Each Local Works round has been highly competitive. Total requests for our Round 3 competition exceeded $170 million, far more than the available funding. Past submissions have no bearing on the current round selection process, and we encourage missions who were not successful in previous rounds to apply again. A mission should take a critical look at its LOI to ensure it is forward leaning and advances new learning that will benefit the Agency’s understanding and practice of locally led development. Missions should also ensure that their submission for this round is focused on the specific criteria for successful LOIs in Round 4 (described in Section 5 of the Round 4 Guidance).

Missions with any specific questions about this year’s competition are encouraged to reach out to localworks@usaid.gov and call into our Q&A webinars on February 26 and March 26.

**Who should submit a Local Works LOI?**
The Mission Director often submits the LOI on behalf of a mission. However, it can be submitted by anyone at the mission. We ask that you include the mission leadership on your submission for their awareness.

**My country is a conflict/post-conflict country. Are we eligible for Local Works funding?**
Local Works is open to all ideas that meet our evaluation criteria and advance locally led development in all geographic regions that USAID operates in. Please do keep in mind that we look to missions and regional bureaus to ensure that there aren’t any caps or other restrictions against receiving extra-budgetary funds like those from Local Works, if and when a mission is chosen for Local Works.

**LOCAL WORKS BASICS AND FOCUS**

**To what extent does a mission’s Local Works program need to be linked to a sector or strategy? Is it ok for a mission to anchor programming to a specific theme?**
Local Works is very flexible and can support activities in any sector, including activities that are outside of a mission’s CDCS. Missions may approach this flexibility in whichever way is appropriate for their context.

Missions are not required to propose a fully designed program or even a specific challenge for Local Works - an approach that suggests a process to identify and then act on solutions from the local context is fully within the intent. For example, a mission could suggest a period of listening to local constituents to surface local priorities. Missions may also identify a specific topic/challenge and approach that they’d like to undertake based on existing evidence of local priorities.
Can a mission propose a Local Works activity with gender as the primary focus, rather than just incorporating gender in an integrated way?
Yes, if it is responsive to local priorities.

In previous rounds there was much emphasis on using a dedicated constituent listening process and other analyses to identify local priorities. To what extent has this expectation changed?
While we continue to encourage missions to engage in listening exercises with local constituents, we are no longer requiring this as a part of the process. The purpose of requiring listening in the past was to ensure that Local Works programming was based on local priorities, and that local voices were engaged throughout the program cycle. However, we recognize that missions are approaching this opportunity from a wide range of backgrounds and with varying degrees of information about local priorities. It is still critical that Local Works activities reflect local priorities, but how missions wish to establish and validate that is up to individual missions. If a mission wishes to engage in listening exercises, systems mapping, and other analyses as part of their Local Works program design, we are quite supportive of this and can provide funding for those activities as part of the Mission’s program after selection.

How long can a Local Works program be?
Local Works funds do not expire for five years after the appropriation year. The five-year funds allow Local Works missions to engage in design consultations and analysis without the normal pressure to obligate funds, and to pursue programming that more closely matches local needs rather than US Government funding cycles. E3/LS holds the funds in DC and transfers funding in tranches to selected missions based on actual need at any given time. Missions may also obligate funds into bilateral agreements, if available. We do expect a bias towards action, however, and wish to avoid situations where the funds are sitting unused without a clear plan.

LEARNING PRIORITIES

The guidance describes the list of learning priorities as neither an exhaustive nor definitive list - what does that mean? Can our mission choose to focus on something else?
While we believe that this list of learning priorities captures the broad range of challenges and opportunities USAID faces in successfully supporting locally led programming, there are certainly other issues we haven’t anticipated. We welcome you to explore other challenges and opportunities that missions may face. We just ask that your Letter of Interest clearly articulates why your area(s) of focus should be a priority, and how programming in those areas will advance the Agency’s ability to support locally led development (as described in the criteria for all LOIs).

Where can I find the E3/LS Research and Learning Agenda for Locally Led Development mentioned in the Local Works Round 4 Agency Notice?
E3/LS is developing a Research and Learning Agenda for Locally Led Development that will be launched in the coming months. We look forward to sharing those materials widely when they become available. In the meantime, learning priorities for Local Works can be found on pages 5-6 of the Round 4 Application Guidance - missions should focus on how their work can contribute toward USAID’s learning around these priorities in their Letters of Interest.
**LOI GUIDELINES AND EXPECTATIONS**

**Should missions conduct studies or consultations before drafting the letter of interest? Should we submit a detailed budget, a performance monitoring and evaluation plan, staff costs, partner commitment letters, and so on?**

No, there will be ample opportunity to do this work after a mission is selected. However, if the Mission already has done research that is relevant to potential Local Works programming, it may certainly be referenced and become part of the program. That said, we are interested in good ideas, not whether certain work has already been done prior to selection.

Detailed budgets, MEL plans, and partner commitment letters are not required nor expected for the LOI. We ask for a very notional budget to help us with the assessment of the LOI relative to the overall global budget and requests. This can be at a very high level - a ballpark total amount. This is included as part of the feasibility criterium.

After selection, participating missions will work with E3/LS to add more detail to the budget, which will become part of the mission’s Local Works work plan. Missions will also receive support from E3/LS to develop global and local-level learning questions and performance indicators.

**You say “missions are not expected to propose a fully designed activity or set of activities for Local Works” in the LOI - what does that really mean?**

This means that we do not expect missions to have conducted all of the necessary design, analysis, consultation, and listening necessary for a “shovel ready” program. We don’t expect missions to have all of the answers. In fact, we think it’s unlikely that a mission will have something that meets the Local Works guidance criteria ready to go. But if your mission does, that’s great!

The flexible five-year discretionary funds removes some of the pressures of normal funding and reporting cycles, allowing missions to take the time needed to do the consultations, engagement with local actors, collaboration, analysis, etc. in order to design a locally-owned program. Therefore, an LOI might outline an area of interest, a potential approach, and a list of issues/analyses that’ll be addressed after selection (and which may draw on Local Works funds). The LOI should address the criteria in the guidance, and in areas where there is less clarity, the mission should identify ways in which it plans to address those issues. This will look different for each mission, but we want to be clear that we are open to a full range of ideas and don’t expect everyone to have all of the answers up front.

**Does the Local Works team encourage missions to set up opportunities to discuss the proposed concept prior to April submission?**

We encourage missions to reach out anytime with any questions ([localworks@usaid.gov](mailto:localworks@usaid.gov)), and we are also happy to set up calls with individual missions for more in-depth conversations about Local Works. We are also happy to discuss ideas; however, we need to make sure that we don’t give an unfair advantage to any particular mission. This means we won’t be doing one-on-one coaching on how to submit a winning letter of interest, but we can certainly discuss your ideas and provide general...
feedback. We will regularly update this FAQ to ensure that all missions have access to the same
information shared by E3/LS.

**Should the Letter of Interest come from the mission or can it also come from local partners?**
LOIs must come from the mission. E3/LS selects participating missions, and selected missions are the
lead for Local Works programming in their respective countries.

**Is there a set format or template for LOI submissions?**
No. There is no set template besides the 5-page limit and the criteria in the Round 4 Guidance.

**How long can the LOI be? Can we add appendices? What size font can we use? Margins?**
Please keep LOIs to five pages. Appendices above this limit are allowed, but we recommend keeping
them limited to the most necessary compelling content. Be reasonable with margins and font (nothing
smaller than 11 size font, please).

**What would a good LOI for Local Works look like? Where can we find some examples?**
Local Works does not currently share examples from past applications. We encourage missions to focus
LOIs on the specific challenges and priorities in their local context.

However, we do have five criteria in the [guidance](#) that we look for as we are reviewing LOIs. As you are
planning for your LOI submission, consider especially how the mission will use Local Works as an
opportunity to advance locally led development, and how the agency can learn from this work to
improve its practice of locally led development. LOIs are 5 pages max and can articulate anything from a
preliminary concept articulating a challenge or opportunity a mission wants to address to a more fully
fleshed-out proposal. All good ideas that advance locally-led development will be considered.

**My mission is interested in X. How can I get additional support in developing my LOI?**
We recommend reaching out to USAID offices with expertise in the specific sector and/or technical area
you’d like to focus on. A non-exhaustive list of E3/LS recommended contacts is below.

**Systems Analysis and Practice**

**Tjip Walker**  
Senior Policy Analyst, Office of Policy, USAID Bureau for Policy, Planning and Learning & Lead, USAID  
Local Systems Community  
Phone: 202.712.4842 / 202.251.8493  
Email: stwalker@usaid.gov

**Systems Analysis and Practice, Stakeholder Engagement, Co-Creation, and Human-Centered Design**  
USAID Innovation Design and Advisory (iDesign) Team, Global Development Lab  
Email: idesign@usaid.gov

**Political Economy Analyses (PEAs) & Thinking and Working Politically (TWP)**

**David Jacobstein**
FUNDING AND PROCUREMENT

Can missions use Local Works funds for research, analysis, studies, consultations, or other similar activities?
Absolutely! This is strongly encouraged. Many Local Works missions have undertaken listening exercises, network analyses, political economy analyses, and other studies to inform program design. Local Works missions are encouraged to take the time to do the analysis necessary - this is part of the reason we have five year funds.
Can a mission put in its own funding for a split-funded activity with Local Works?
Typically yes. However, Local Works funds can only be used for awards that meet the legislative criteria (awards of up to $2M to entities that have received less than $5M from USAID over the past five years). Therefore, Local Works funds can’t be used to incrementally fund an award to an entity otherwise ineligible for a Local Works award. However, it’s not a problem if missions use other non-Local Works funds for entities ineligible for Local Works that are contributing to Local Works funded activities.

We can imagine scenarios where the answer to this question may not be immediately clear and could require clarification from General Counsel. We encourage missions considering these arrangements to contact us to discuss specific scenarios.

What does "first-in-first-out" mean? Don't Local Works missions have five years to obligate funds?
For missions selected to participate in round 4 of Local Works, E3/LS will transfer FY 2018 funds (which expire at the end of FY 2022). However, in situations where a mission is ready to obligate funds earlier than FY 2022, E3/LS may choose to transfer funds from prior years. This will help ensure that older funds do not expire unused. Otherwise, round 4 missions will have until the end of FY 2022 to obligate funds.

Are eligible organizations who receive Local Works awards subject to any financial audit or controls verification?
Yes. All standard ADS requirements for awards management apply to awards made with Local Works funding. Local Works funds have special dispensation regarding openness to all sectors/regions and the 5-year nature of the funds, but beyond that all typical regulations apply. Local Works funding may be awarded through any means that is allowable under the ADS, FAR, and CFR. We encourage missions to explore approaches to minimize burdens for nontraditional partners, such as fixed amount awards (FAAs).

Is there any limitation to the types of contracting mechanisms that can be used under Local Works?
The unique nature of Local Works provides many opportunities for the use of innovative A&A mechanisms. Participating Missions will have a substantial amount of flexibility in determining the most appropriate mechanisms to implement their own localworks strategies, though Contracting/Agreement Officers should be aware of the parameters established in the legislation. The only limitation on the program funds are that they be used for awards of up to $2M to entities that have received less than $5M from USAID over the past five years. Other than that, any type of acquisition or assistance award allowed (or, not specifically disallowed) by the ADS, CFR, and FAR may be used.

Up to 20% of Local Works funds may be used for “administrative and oversight expenses associated with managing relationships under SGP.” Unlike the Local Works program funds, there are no specific eligibility restrictions or limits on award size with these funds. However, these funds are limited, so please work closely with E3/LS prior to using funds for these purposes.

Can Local Works funds be used to support a local government?
It may be possible to use Local Works funds to support local government, however this has not yet been done. ADS 220 requirements, including the PFMRAF, would still apply. ADS 220 does include a provision
for an exception to the use of a PFMRAF assessment for awards less than $750,000 (see section 220.3.3.1b on policy waivers and deviations). If you are interested in using Local Works funds to support a local government, please consult with your RLO. Supporting the government indirectly through NGOs is also a possibility.

**Can a mission use Local Works funds to support an organization from another developing country, to promote south-south cooperation?**
Yes, as long as the entity to be funded meets the eligibility requirements (not having received more than $5M from USAID over the last five years, and individual awards capped at $2M). However, in order to strengthen the local system and to draw on local resources, we encourage missions to look for capable entities within the country first.

**Our Mission has had funding cut in sector X. Can Local Works funds be used to fill these shortfalls?**
Only if the proposed use of the Local Works funds fits the five criteria outlined in section 5 of the guidance.

**Can Local Works funds be used for existing mechanisms?**
It depends. It may be done if the existing mechanism meets the eligibility criteria (recipient organization has received less than $5M from USAID over the last five years, and the award does not exceed $2M) and the proposed use of the Local Works funds fits the five criteria outlined in section 5 of the guidance.

**Can a mission contract with a local firm to do X under Local Works?**
Yes.

**Can the 20% cover travel for program-funded staff?**
Yes. The 20% can be used for program-funded and OE-funded staff. We have consulted with GC and gotten support for using the funds for all travel related to implementing Local Works.

**Would an assistance instrument be more suitable for Local Works?**
Awards under Local Works may be acquisition or assistance, but most so far have been assistance awards. When appropriate, Missions may choose acquisition with local partners. Several Local Works missions have effectively used purchase orders and indefinite quantity contracts (IQC), for example, to fund research activities and hire staff.

**SELECTION PROCESS**

**What are the regions most and least likely to receive funding? Will E3/LS select more than one mission from the same region?**
Local Works is open to all missions. There is no preference for any particular region, although we will strive for an even distribution across regions if possible.
How many missions will be selected?
The Congressional conference report accompanying the legislation states that “...not less than three USAID missions shall be competitively selected to run a multi-year SGP\(^1\) for their respective countries.” In the first round, four missions were selected; in the second round, three missions were selected; in the third round, nine missions were selected. In the fourth round, we anticipate selecting less than nine missions, but the total number will depend on the distribution of missions proposing smaller discrete activities versus larger, whole-of-mission efforts.

Are you able to extend the deadline for the mission competition?
We are unable to extend the deadline for the Local Works mission competition. If you are unable to meet the deadline, please consider applying for future rounds.

Missions may wish to encourage local partners to submit an unsolicited proposal/application for Local Works funding. In addition to our annual mission competition, Local Works funding may be used to support meritorious unsolicited proposals/applications directly from eligible organizations, defined as those that have received less than $5 million from USAID in the past five years. These entities may submit an unsolicited proposal or application to be considered for a Local Works-funded award issued and managed by a USAID mission. Missions conduct the review of those submissions, and with Local Works concurrence and subject to the availability of funds, E3/LS will transfer the funds for award (up to $500,000 per award) to the mission. More information on this option is available [here](#). Unsolicited proposals and applications may be considered on a rolling basis and do not follow the timeline of our Round 4 competition for USAID missions.

POST-SELECTION

Would we need to develop a new Project Appraisal Document (PAD)?
Ideally Local Works funds will support a Mission's strategy, and as such could be incorporated into a relevant Mission PAD through a PAD amendment. However that is not required. A Local Works activity could stand alone, outside of a PAD, if it supports a sector that is not currently embraced by the CDCS. This could be to target a hot topic, a window of opportunity, to test or pilot a new approach, or any other reason. The ADS supports this, as does the legislation. It is also possible to treat multiple Local Works activities as a coherent project themselves, and articulate how they work together to achieve a higher level result through a separate "Local Works" PAD. This "Local Works PAD" might fall naturally under one DO in a strategy, across DOs, or it may fall outside of the strategy, as the Mission determines. If the Local Works activities are not planned through a PAD then we ask that the Mission create some kind of Local Works Program Plan, which would describe the overall approach for analysis, design, implementation and learning for Local Works funds, and would be updated periodically with a work plan.

---

\(^1\) Local Works is sometimes referred to in legislation as the Small Grants Program, or SGP
What kind of support will E3/LS provide selected missions?
Missions run each Local Works program, but E3/LS will provide support when possible and as appropriate. Each Local Works mission will have an E3/LS point of contact assigned to them, who can help with program design activities, MEL planning, contributing to TECs, TDY support, identifying resources and expertise, etc.

Will there be any guidance for developing an M&E framework to gauge the success of the program in a particular mission?
Yes, MEL (monitoring, evaluation, and learning) guidance for Local Works was developed in Round 3 and will be required the missions selected for Round 4. The MEL expectations for Local Works focus on the priorities of local partner organizations, emphasizing data and reporting that is useful for them to manage well and be accountable to local audiences. We recognize that missions will need to report on whichever indicators are required at a mission level - we want to avoid adding to that reporting burden. For this reason, there are only three reporting requirements for Local Works: (1) documented use of the Locally Led Development Checklist, a CLA ‘pause and reflect’ tool, once each quarter; (2) reporting against one or more of the three Local Works global indicators, applicable as relevant to the mission’s Local Works programming; and (3) completion of the Sustainability and Local Ownership Key Issue Narrative in the PPR. There are no required Standard Framework indicators for Local Works, however, missions are welcome to report against any Standard indicators that the mission deems to be relevant and valid measures of their work. E3/LS will be in regular contact with participating missions to identify positive deviants, potential case studies of interest, and lessons learned, which we will share with other missions and contribute to broader Agency dialogues on strengthening local ownership.

What is the timeframe for obligating funds?
Round 4 Local Works missions will be given access to FY2018 funds, which expire at the end of FY2022. Missions will have until the end of FY2022 to obligate their funds. However, if a participating mission is able to obligate some or all funds sooner, E3/LS may substitute FY2018 funds with FY2017 or FY2016 funds, so long as it wouldn’t have any adverse impact on programming. This ‘first-in-first-out’ approach will help E3/LS ensure that expiring funds are depleted first.

Funds are transferred to missions through OYB transfers on basis of need - E3/LS will work with selected missions to develop a transfer plan that is appropriate.

Note that if you are planning to use a portion of your Local Works funding for staffing to manage the activities, please keep in mind that normal USAID regulations do apply. In particular, if you design activities that extend beyond the expiration date of the funds, be aware of forward funding and other restrictions that might affect your ability to hire local staff to support them.

Does Local Works have any special requirements for gender analysis or integration?
Local Works does not have additional standard gender guidance. Missions must apply the same ADS-required gender analysis to the design of Local Works activities that they do for other activities.

Gender considerations are important to locally led development, and we encourage Local Works...
missions to include local voices in the development of their gender strategy and to work with local partners if they are considering external support. Local Works may be used to support the integration of gender into activities, as is relevant to locally led development. We are also able to connect Local Works missions with gender experts in the Office of Gender Equality and Women’s Empowerment (GenDev) as the interest or need arises.

**UNSOLICITED PROPOSALS AND APPLICATIONS**

The guidance mentions unsolicited proposals and applications. Can you provide more detail?

Local Works is a program designed to support locally led development and enhance USAID’s ability to empower local actors to take the lead in solving their development challenges. Sustainable, locally led development starts with good ideas that reflect the priorities of local people. Creative, locally-driven ideas come from many sources, and from organizations of all types and sizes in the US and around the world. Often, the best solutions come directly from local communities themselves. To ensure these good ideas have the opportunity to be realized, a portion of Local Works funding may be used to support meritorious "unsolicited proposals." Unsolicited proposal applications must meet the following criteria:

- Contribute to the Local Works goals to advance locally led development and empower local actors to take the lead in addressing development challenges.
- Prioritize local leadership, local ownership, and self-reliance; creatively tap into existing in-country resources (including local expertise, universities, think tanks, associations, private sector, philanthropy, etc.); and have as their ultimate goal the sustainability of development results.
- Describe novel approaches to enabling local actors to lead the development process, going beyond and/or building upon traditional development practices.
- Clearly and thoughtfully articulate why the proposed approach is expected to yield more locally led and sustainable development outcomes compared to existing practices.
- Describe how learning generated through proposed activities, including through failure and iteration, will contribute toward better locally led development practices.
- Provide a realistic assessment of the resources needed to carry out the proposed approach in the given country context.
- Be submitted by one or more eligible entities, including small local, international, and U.S.-based non-governmental organizations (NGOs), educational institutions, and other small entities that have received less than a total of $5,000,000 in direct USAID funding over the previous five years.

All unsolicited proposals or applications must first be reviewed and approved by the relevant USAID mission - and the award must be issued and managed by a USAID mission. Please submit all unsolicited proposals or applications using the instructions [here](UnsolicitedProposals@usaid.gov). (Note: Unsolicited Local Works-geared proposals and applications submitted to UnsolicitedProposals@usaid.gov will be forwarded to the Local Works Coordinator for review with the appropriate Mission.)
What is an unsolicited proposal or application?
An unsolicited proposal is for a contract, under acquisition. It is a written proposal for a new or innovative idea that is submitted on the initiative of the offeror for the purpose of obtaining a contract with the Government, and is not in response to a request for proposals or any other Government-initiated solicitation or program. The USAID policy for Unsolicited Proposals for contracts can be found in ADS Chapter 302, USAID Direct Contracting, section 302.3.4.2. Consult Guidelines for Submitting Unsolicited Contract Proposals for further information.

An unsolicited application is for a grant or cooperative agreement, under assistance. It is a written request for a grant that represents an appropriate use of Agency funds to support or stimulate a public purpose. Guidance on unsolicited grants and cooperative agreements is provided in ADS Chapter 303, Grants and Cooperative Agreements to Non-Governmental Organizations, section 303.3.5.5, “Unsolicited Concept Papers and Applications.” See Guide to USAID’s Assistance Application Process and to Submitting Unsolicited Assistance Applications for further information.

What is the difference between the Local Works Application Guidance and the Guidance for Unsolicited Proposals and Applications?
The Local Works Application Guidance articulates the overall objectives of the Local Works program for all interested audiences - and provides USAID missions with detailed information on how to submit a letter of interest for a mission-managed portfolio of activities. Competitively selected missions are the lead for Local Works programming in their respective countries. The due date for mission submission is April 10, 2019.

Local Works also considers unsolicited proposals/application directly from eligible organizations, defined as those that have received less than $5 million from USAID in the past five years. These entities may submit an unsolicited proposal or application to be considered for a Local Works-funded award issued and managed by a USAID mission. More information on this option is available here. Unsolicited proposals and applications may be considered on a rolling basis and do not follow the timeline of our Round 4 competition for USAID missions.

What is the evaluation criteria for Local Works unsolicited proposals and applications?
In order to be considered for Local Works funding, unsolicited proposals and applications must meet the following evaluation criteria:

- Contribute to the Local Works goals to advance locally led development and empower local actors to take the lead in addressing development challenges.
- Prioritize local leadership, local ownership, and self-reliance; creatively tap into existing in-country resources (including local expertise, universities, think tanks, associations, private sector, philanthropy, etc.); and have as their ultimate goal the sustainability of development results.
- Describe novel approaches to enabling local actors to lead the development process, going beyond and/or building upon traditional development practices.
- Clearly and thoughtfully articulate why the proposed approach is expected to yield more locally led and sustainable development outcomes compared to existing practices.
- Describe how learning generated through proposed activities, including through failure and iteration, will contribute toward better locally led development practices.
- Provide a realistic assessment of the resources needed to carry out the proposed approach in the given country context.

Can my organization submit a Letter of Interest to the Round 4 Local Works mission competition?
No. USAID missions submit letters of interest to the Office of Local Sustainability. Eligible organizations may submit unsolicited proposals or applications per the guidance above.

I would like to send you an unsolicited application or proposal for Local Works funding. Who will review my idea? What does the unsolicited proposal/application process look like?
You are welcome to send your application or proposal, following the instructions on USAID’s Unsolicited Proposals & Grant Applications page. Please note that unsolicited proposals and applications have stringent requirements. To ensure that your idea is given due consideration, please make sure that all requested information is included that your submission meets these criteria, and that you have followed the guidelines for submission. As the guidance explains, we strongly encourage the submission of a concept paper first rather than a full application or proposal.

Properly submitted unsolicited Local Works-geared proposals and applications seeking Local Works funding will first be reviewed by the relevant USAID mission, then by Local Works DC.

All awards resulting from unsolicited proposals and applications are managed by relevant USAID missions, not USAID Washington; therefore, the relevant USAID mission must conduct the initial review and determine if there are sufficient human resources to manage the award. If the mission decides to move forward and requires Local Works funding to support the award, the mission will share the unsolicited proposal/application with Local Works DC for review. If both the Office of Local Sustainability and the mission determine that the submission aligns with the criteria, a full application or proposal will be requested. The mission will review and negotiate with the applicant directly. If successful, the Office of Local Sustainability will transfer funds to the mission for award. Please click here for the full, detailed process.

Is there a page limit to what can be submitted?
Initial unsolicited materials must be no more than five pages and contain the following minimum information: 1) cover letter that contains the principal contact information, signature, type of organization, and submission date; 2) program description including title and outline of program objectives, the unsolicited proposal/application objective, proposed activities, country(ies), duration of proposed work, and how the anticipated activities and results support of Local Works objectives; and 3) an estimated budget and proposed funding match (10% encouraged). Please review the Concept Paper Stage & Contents section of the Guide to USAID’s Assistance Application Process and to Submitting Unsolicited Assistance Applications for more guidance. We ask that all submissions be cohesive,
strategic, and brief. Please do not submit superfluous or unnecessary information or material. They will not be considered.

**What is the deadline for submission of unsolicited proposals/applications? Can I still apply even though the April 10 deadline for the mission competition has passed?**

There is no deadline for submitting unsolicited materials. These are reviewed on a rolling basis as they are received. The April 10 deadline was for the USAID mission-only competition, for mission managed portfolios of activities in support of locally led development. The unsolicited proposal/application opportunity is a separate track, and is open to all eligible entities, and has no deadline. This process follows the same set of guidelines for all unsolicited materials sent to USAID, and Local Works funding may be used for submissions that meet program-specific criteria. These awards are capped at $500k each. Please submit all unsolicited materials to unsolicitedproposals@usaid.gov and localworks-unsolicited@usaid.gov.

Because a comprehensive review is required before a proposal or application can be acted upon, new proposals should be submitted as early as possible, usually 12 months in advance of the desired beginning of program. Receipt of proposals will be acknowledged, and the applicant will be notified once a decision is made. If an applicant/offeror wishes to have a proposal/application withdrawn from consideration, please promptly notify USAID in writing.

It is the policy of USAID to evaluate each proposals and applications fairly and objectively - and to process unsolicited materials expeditiously and, where practicable, transparently.

**Does the 5-page limit include the cover page or is it in addition to the five pages? (In the unsolicited guidelines a cover page is separate from the technical and supporting information.)**

Initial unsolicited materials must be no more than five pages and contain the following minimum information: 1) cover letter that contains the principal contact information, signature, type of organization, and submission date; 2) program description including title and outline of program objectives, the unsolicited proposal/application objective, proposed activities, country(ies), duration of proposed work, and how the anticipated activities and results support of Local Works objectives; and 3) an estimated budget and proposed funding match (10% encouraged).

**Along with the unsolicited concept paper must a letter from the NGO applying be included? If not necessary, can the NGO still submit a brief letter in addition to the concept paper?**

There is no need to submit a letter from the NGO. Please review the Concept Paper Stage & Contents section of the Guide to USAID’s Assistance Application Process and to Submitting Unsolicited Assistance Applications for more guidance. We ask that all submissions be cohesive, strategic, and brief. Please do not submit superfluous or unnecessary information or material. They will not be considered.

**Is there a particular format (font, margins, page numbers) that must be used?**

No, but please include page numbers and be reasonable with margins and font (nothing smaller than 11 size font).
Can I resubmit previously rejected unsolicited materials?
Previously rejected materials may be resubmitted, but only after the proposal/application has undergone all necessary revisions to ensure alignment with Local Works evaluation criteria and mission feedback (if any). Any submissions that are exactly the same, or substantially similar to, a previous submission will be returned without review. Revised unsolicited materials may be resubmitted to the same or different country/program.

Do unsolicited materials have to be in English?
At minimum, the initial concept note must be written in English, accompanied by a budget converted to USD. If you are invited to submit a full application or proposal, the Mission may -- at its discretion -- allow full applications or proposals in a local language.

Is there a limit to how many unsolicited submissions I can have pending at the same time?
Yes. To be considered for Local Works funding, please only submit one concept note at a time and wait until it has been reviewed and the decision has been shared. Only after you receive the results of your submission may you make another submission. The new submission must be revised to ensure alignment with Local Works evaluation criteria and mission feedback (if any) in order to be considered for review. Any submissions that are exactly the same, or substantially similar to, a previous submission will be returned without review.

If my unsolicited proposal is declined, what are the chances my project will be accepted if I reapply?
We do not encourage the re-submission of materials that have previously been declined, particularly if the materials did not meet Local Works evaluation criteria.

How much overall funding is available for unsolicited proposals and application? Are there any budget limits?
Local Works anticipates making available $5 million for unsolicited submissions each fiscal year. Awards may not exceed $500,000 each. Individual budgets for proposed projects should be appropriate to the scope and scale of the proposed activities. Applications will be reviewed to determine appropriate funding based on the competitiveness of the proposals/applications.

Can applicant request funding for multiple countries?
All applicants must target their submission to a specific USAID regional or country mission, and the materials will be reviewed by that mission. USAID generally does not accept Local Works unsolicited materials for cross-regional work, or for work across multiple countries not under the jurisdiction of a single USAID mission.

Can I receive more than one grant from USAID/Local Works?
Yes, but only if each activity is closely aligned with local priorities. Please also keep in mind that Local Works funding is limited.
Can a mission request funding for multiple unsolicited proposals/applications?
Each mission may support more than one Local Works unsolicited proposal/application. All awards resulting from unsolicited proposals/applications are managed by missions. Missions must thus consider their management capacity when considering managing multiple awards.

Should unsolicited proposals/applications focus on a specific sector?
Local Works funding is very flexible. Eligible organizations may propose activities in one specific sector, multiple sectors, and/or cross-sector approaches that are responsive to local priorities.

Can an eligible entity submit multiple concept papers for different themes it might be interested in or one concept paper consolidating multiple themes?
We encourage eligible entities to thoughtfully consolidate the relevant themes into a single concept paper.

What is the average duration of an award?
Existing awards funded through unsolicited proposals/applications have an average duration of three years, but we recommend that eligible entities include a proposed duration for the award in their concept paper submissions.

Can formal and informal Self Help Groups (SHGs), Community Based Organisations (CBOs), and Producer Collectives be considered local actors?
Likely yes, but please note that Local Works does not have a specific definition for "local actors." Organizations eligible to submit an unsolicited proposal/application for Local Works are those that have not received more than $5 million from USAID in the past five years.

Are the expected results from the Round 4 interventions proposed by the applicant supposed to be aligned with/contribute towards SDGs?
No. Unsolicited proposals/applications should meet the criteria outlined here.

Are there any country- or region-specific restrictions to funding?
While Local Works is open to all ideas that meet our evaluation criteria and advance locally led development, there sometimes are other restrictions and regulations on U.S. foreign assistance that Local Works must abide by. These can include (but are not limited to) "caps" on the amount of funding that can be allocated to certain regions of the world, Congressional notification requirements, and restrictions that prevent USAID work in certain countries. These situations must be assessed on a case by case basis, and sometimes change from year to year. After the submission of a concept note, the relevant USAID Mission and/or Regional Bureau will be able to advise on the applicable restrictions or regulations, if any.
Should an eligible organization submit an unsolicited proposal/application for an existing Local Works mission?

Unsolicited submissions may target any (single) USAID regional or country mission, not just current Local Works missions. The submission will be reviewed by that mission.

What is the timeline for approval or non approval of an unsolicited application/proposal?

After receipt of a properly submitted unsolicited concept paper, USAID will notify the submitter in 60 calendar days of its decision of whether or not to request a full application or proposal. Following the submission of a full application or proposal, there are several stages of review and - if selected - award negotiation. This entire process (outlined in brief in the next paragraph) - from concept paper to award - may take 12 months.

All awards resulting from unsolicited proposals and applications are managed by relevant USAID missions, not USAID Washington; therefore, the relevant USAID mission must conduct the initial review and determine if there are sufficient human resources to manage the award. If the mission decides to move forward and requires Local Works funding to support the award, the mission will share the unsolicited proposal/application with Local Works DC for review. If both the Office of Local Sustainability and the mission determine that the submission aligns with the criteria, a full application or proposal will be requested. The mission will review and negotiate with the applicant directly. If successful, the Office of Local Sustainability will transfer funds to the mission for award. Please click here for the full, detailed process.

MISCELLANEOUS QUESTIONS

What is the difference between “Local Solutions,” “Local Systems,” “Local Sustainability,” “Local Works,” and the “Small Grants Program?”

“Local Solutions” refers to an agency-wide effort focused on implementation and procurement reform, formerly a part of USAID Forward.

“Local Systems” is an analytical approach that is described in the Local Systems Framework.

“Local Sustainability” (“E3/LS”) is the name of the E3 office responsible for Local Works.

“Local Works” is the E3/LS program described in this guidance.

Finally, the “Small Grants Program” is the title that Congress gave to this program, which USAID subsequently renamed “Local Works.” In rounds one and two, the program was referred to as “localworks.”

Who cleared on the guidance?

The round three guidance was written by E3/LS staff and was cleared by the Senior Deputy Assistant Administrator Michelle Bekkering and Deputy Assistant Administrator Julie Cram for E3, followed by review and input from Congress (specifically, the Senate Appropriations Committee for Foreign Operations) through their oversight role, per the program legislation.
Can you provide a brief overview of what the round one, two, and three Local Works missions are doing?
Yes!

**Local Works Round One (FY 2015)**

**Malawi:** To break the cycle of donor dependency and low levels of citizen engagement, USAID has conducted extensive listening sessions and partnered with Malawian research firms to study the roles of traditional authorities/chieftains and religious community leaders. USAID also issued a Broad Agency Announcement (BAA) for local awards focused on innovative and locally driven approaches to strengthen local leadership, capacity, and self-reliance to sustain development over time - and is co-creating several potential solutions to the country’s most complex development challenges exclusively with local partners.

**Morocco:** USAID is supporting five civil society organizations (CSO) to build the capacity of 150 local NGOs and 10 elected women officials, to effectively engage with government in public policy and advocacy regarding women’s rights, youth, and disabilities, as well as helping 80 associations to make and monitor territorial (state-level) policies.

**Serbia:** USAID is working to increase the positive role of local organizations in Serbia. Activities include increasing productive policy dialogue between the government and the private sector, improving community philanthropy, supporting citizen-led judicial reform, and promoting community initiatives to tackle development problems.

**Vietnam:** In collaboration with the Vietnamese government, USAID is helping to increase the ability of local organizations to sustainably resolve environmental health challenges of reducing air and water pollution, and serves as a model to increase the role of civil society to work with the government to solve development challenges.

**Local Works Round 2 (FY 2016)**

**Bosnia and Herzegovina:** USAID is investing in the ability of local organizations to mobilize resources and address development challenges over time, without the need for international donor support. USAID is piloting efforts to support local youth initiatives through a youth-focused local resource organization with chapters across the country.

**Macedonia:** USAID is supporting local resource organizations to establish paths to self-reliance, including promoting community mobilization and planning, facilitating local philanthropy, and assessing the impacts of these activities on community organization and mobilization. In partnership with a local research firm, USAID supported an organizational network analysis of the country in order to identify local partners with the greatest likelihood of having positive systemic impact.
**Philippines**: USAID organized a nation-wide listening tour with more than 500 stakeholders to inform its Country Development Cooperation Strategy and define local priorities, including livelihood challenges and insufficient access to basic services. The mission is now designing activities to address these problems, including an approach to understand and improve community access to safe drinking water.

**Local Works Round 3 (FY 2017)**

**Bangladesh**: USAID is co-designing activities with local actors in the areas impacted by the Rohingya humanitarian crisis to conserve and rehabilitate deforested areas and generate alternative livelihoods through interventions such as cash grants; training and support for small business development; and fish, crops, agriculture, and livestock support.

**Burma**: USAID/Burma will implement a systems-based approach to understanding and addressing the drug and HIV epidemic in Kachin State, a rural conflict zone. The Mission will engage local stakeholders to map the system and identify leverage points for introducing change. Interventions are likely to be cross-cutting and may link at-risk individuals and displaced persons with agriculture and economic livelihoods and enhance their employment potential to reduce susceptibility to drug use and addiction.

**Dominican Republic**: The Local Works program aims to improve livelihoods along the Dominican border through local engagement, cooperation, and building on community assets; thereby reducing the attraction to crime and illicit activities that may drive violence, instability, transnational crime, and other security threats that impact both the Dominican Republic and the United States.

**El Salvador**: USAID is supporting local leaders to expand a successful, locally led economic empowerment pilot program in El Salvador. This activity was recognized by the USAID Global Development Lab as an example of best practices in combating urban crime by working with local private sector partners. By empowering local partners and harmonizing USG and other donor activities, this project builds the capacity of Salvadoran actors to respond collectively to their own development challenges.

**Guatemala**: USAID/Guatemala’s Local Works program will increase collaboration among government actors, indigenous authorities, and development partners while strengthening the capacity of youth and indigenous organizations to address and advance locally led development priorities that emerge through advisory councils.

**Honduras**: USAID is identifying approaches to reduce solid waste pollution through local waste collection organizations in areas of high crime and poor governance through systems mapping with local communities.

**Uganda**: USAID is strengthening the voices of local civil society, citizens, and academia to shape development decision-making and local governance. By supporting local leaders through Regional Steering Committees, building community partnerships, and linking actors to evidence through universities, USAID is putting local voices first. This initiative helps to ensure that Uganda’s development
reflects the priorities, challenges, and opportunities identified by its people.

**West Africa:** USAID is investing in the development of locally-owned, self-reliant, and effective business associations in the region. This activity will support a wide range of associations across different sectors and will work not only to build a community of practice among associations and donors but also develop a body of knowledge and information on how to effectively develop locally-owned, effective, and financially viable associations.

**Can Local Works funding be applied towards PEPFAR’s local partners targets?**
Local Works funds are non-sector specific and can be used for health programming but cannot be applied towards PEPFAR’s new local partners targets.

However, we understand that many missions are looking for support in meeting the targets, and we do see options for providing some support through Local Works. Letters of interest to Local Works that propose ways to enable a mission to better work directly with local partners under PEPFAR and/or investigate potential solutions to the challenges posed by this shift will be considered. We recommend looking closely at the learning priorities articulated within the guidance and considering how a Local Works program could both support PEPFAR and meet the broader learning objectives.

**Can USAID missions share the Local Works Round 4 Guidance and other information with local partners?**
Yes, please feel free to share the Local Works Round 4 Guidance and other information with local partners. However, please keep in mind that there are two separate opportunities available under Local Works: the Local Works application guidance and the guidance for unsolicited proposals and applications.

The Local Works application guidance is designed for USAID Missions, and provides detailed information on how to submit a letter of interest (LOI) for a mission-managed portfolio of activities. E3/LS selects participating missions, and selected missions are the lead for Local Works programming in their respective countries. The due date for this is April 10.

Local Works also considers unsolicited proposals/application directly from eligible organizations, defined as those that have received less than $5 million from USAID in the past five years. These entities may submit an unsolicited proposal or application to be considered for a Local Works funded award issued and managed by a USAID mission. More information on this option is available [here](#). Unsolicited proposals and applications may be considered on a rolling basis and do not follow the timeline of our Round 4 competition for USAID missions.

**I am not available to attend a scheduled Q&A webinar. Will it be shown again or made available?**
Webinars will not be repeated, but all public webinar materials (PowerPoint slides and Q&As) will be posted on the Office of Local Sustainability website for viewing at your convenience. Please also feel free to reach out to localworks@usaid.gov to request materials from any specific webinars.
As this is the fourth round of Localworks, how has your thinking on the program evolved over the years? Are there any aspects of the program this year which are different than in previous rounds? The program has evolved a bit over the years and expanded its scope in Rounds 3 and 4. Now we are focused more broadly on supporting approaches that strengthen the agency’s ability to advance locally led development. This can include approaches that incorporate a wide range of methodologies, learning priorities, development hypotheses, and more targeted efforts to address specific challenges, all tailored to the local context. Overall, the program is more open and flexible than it was in the past.

My mission is planning to submit a Letter of Interest to the Round 4 competition. Can we set up a call with E3/LS to discuss our idea in greater detail and hear any initial feedback you may have? E3/LS is happy to hold calls with missions to overview the Round 4 Local Works criteria and answer any questions you may have about the application process and post-selection considerations. However, we are unable to provide specific feedback on LOI ideas while the competition is ongoing.