



**Preparedness, Planning and Economic Security Grants Program**  
ANNUAL PROGRAM STATEMENT AND INVITATION FOR APPLICATIONS  
***APS-ECONOMIC SECURITY PROGRAM COMPONENT-2009***

**PURPOSE**

The purpose of the Annual Program Statement (APS) is to disseminate information about the Economic Security program's goals and objectives throughout the end of the 2009 fiscal year to all interested organizations and companies in order to provide a fair opportunity to developing and submitting proposal applications to be considered for funding.

This is an open Annual Program Statement (APS), meaning that applications will be accepted on a rolling basis throughout the whole period until August 31, 2009.

The grants program is designed to encourage and support innovative practices in the target areas of the program. Aside from inviting companies that operate in the targeted region and sectors, and that are fully compliant with the below stated eligibility rules, the purpose of this document is to invite training companies and organizations to offer their proposals that are in line with the overall project strategy and that will support achieving the program's goals and help to accomplish stated results. It is anticipated that all grants/awards given as a result of applications received through the APS will be made through either an in-kind, fixed obligation, standard and/or simplified [reimbursement] grant agreement, or a combination of those grant agreements. The maximum value of a grant can be 150,000 USD.

**Development Alternatives, Inc. (DAI)**, the primary implementer of the Preparedness, Planning and Economic Security program, a project funded by the United States Agency for International Development (USAID)/Serbia. This APS invites applications from private sector companies, associations, cooperatives, non-governmental organizations, universities, and/or other entities to implement activities in support of the overall goal to enhance security, governance, and capacity for sustainable economic growth and development. The proposed activities will not to exceed one year and able to produce a high impact/measurable results for the immediate community/beneficiaries.

The APS document provides additional details necessary for prospective applicants to determine whether their respective project/proposal ideas qualify for financial support through the grant program, as well as to provide guidance and instruction on how to prepare the application.

**Note:** Although the basic idea of this document is to provide applicants with enough information about the program and the rules, and set the eligibility and evaluation criteria through which the submitted application will be judged and evaluated, all with the goal to disperse the grant fund in the best cost/effect ratio, **DAI ultimately reserves the right to fund any or none of the applications submitted.**

## I. DESCRIPTION OF THE PREPAREDNESS, PLANNING AND ECONOMIC SECURITY PROGRAM

The Preparedness, Planning and Economic Security Program is a multi-year, \$19 million project that promotes a stable and prosperous Serbia. This program is part of a larger USAID strategy to promote the development of a strong and stable market democracy in Serbia and support the reform needed for Euro-Atlantic integration.

### A. GENERAL SCOPE OF WORK

The Preparedness, Planning and Economic Security Program core objective statement is to reduce the risk of instability in Serbia through the implementation of two distinct program areas:

- **Preparedness and Planning:** Supporting the municipalities' abilities to deal with and prepare for disasters at the local and national level; and,
- **Economic Security:** Increasing economic security for vulnerable populations and regions through two primary workstreams:
  - *Workstream 1:* Raising the capacities and improving the products and services of businesses.
  - *Workstream 2:* Youth entrepreneurship and workforce development.

**Note: This Annual Program Statement is related only to the Economic Security programming area, and provides precise guidelines for potential applicants who recognize opportunities for grants under this component.**

### B. GOALS AND ACTIVITIES FOR THE ECONOMIC SECURITY PROGRAM FOR THE PERIOD: NOVEMBER 2008 – SEPTEMBER 2009

During FY 2008, the Economic Security (ES) team refined its strategy in supporting private sector economic activities in its targeted regions. The team incorporated lessons learned during FY 2007 and FY 2008, particularly the need to evolve away from grant-supported capital expenditure investments and towards a demand-driven, market focused methodology.

In FY 2009 (October 2008 – September 2009), the Economic Security team will build on its past successes raising the capacities and improving the products and services of businesses in selected municipalities. In 2009, the program will focus its assistance to businesses, from a geographic standpoint, on two regions, Sandzak and southern Serbia (which we define as the territory in Serbia south of Nis). At the same time, we will expand our efforts in youth entrepreneurship and workforce development wherever the PPES' Preparedness and Planning team is active (currently 50 municipalities throughout Serbia).

**AS stated above,** The Economic Security team has two primary workstreams:

- Workstream 1: Support to Businesses
- Workstream 2: Youth Employment Activities

## **DESCRIPTION -- WORKSTREAM ONE: SUPPORT TO BUSINESSES**

The Economic Security (ES) team recognizes private sector development as a crucial driver in improving living standards. To achieve sustainable economic development, active participation and buy-in of all stakeholders from public, private and civil sectors is necessary.

In the past two years, the Economic Security program has worked with representatives of local self government and the business community in south and southwest Serbia to determine necessary subsector-level interventions, secure buy-in of all stakeholders, and identify firms for assistance based on their growth potential that is consistent with the ES program strategy. As a result of these activities, the ES team has produced a *list of subsector-level interventions and a list of firms eligible for assistance*.

The program's business development strategy involves sector specific technical assistance to promising businesses with the capacity to expand into new markets and gain market share. The program takes a sectoral approach to business-level assistance and focuses geographically on south and southwest Serbia. Businesses operating in the following sectors are considered for assistance: **Dairy and Light Manufacturing (southern Serbia); Apparel and Food Processing (Sandzak/Southern Serbia)**. Businesses located within the program's targeted geographic area which operate in these specific sectors (as outlined below) can receive firm-level technical assistance. Other firms will be considered for participation in trade shows and other broader efforts.

The program will have a differentiated approach in supporting business in its two targeted regions, South Serbia and Sandzak:

1. In South Serbia, the Economic Security team will focus its efforts on the dairy and light manufacturing sectors. We will not restrict activity to particular municipalities, and the possible technical assistance might be individual or might target multiple firms all over the region, especially if they are working in the same sector/industry/business.
2. Assistance to firms in Sandzak will focus its efforts on apparel and food processing. Additionally, the ES program will continue to help promote and track results accrued from past investments in tourism, particularly in Prijepolje. The assistance to Sandzak companies will be more focused than to companies from southern Serbia and will support Sandzak-based firms to take advantage of events such as trade fairs. As such, the team will continue to assist firms to realize more sales and enter new markets by identifying specific trade fairs to help them achieve this goal.

A table of planned assistance to businesses under Workstream 1 is presented on the next page.

**A summary table of planned assistance to businesses under the Workstream One:**

<b>Regions:</b>	<b>Targeted sectors</b>	<b>Types of ES Program assistance to businesses:</b>	<b>Expected results:</b>
Southern Serbia	- Dairy - Light manufacturing	<b>PROCESS IMPROVEMENT</b>	
		2.1.1. <b>Leverage Trade Fairs</b> – Provide TA to help prepare promotional material and create a target list of contacts to talk with at the fair	Increased sales by finding new buyers
		2.1.2. <b>Increase Business to Business (B2B) Linkages</b> – Organize a buyer trip by arranging a meeting with a potential client	Increased sales by promoting deals and enabling new contracts to be signed
		2.1.3. <b>Create Supply Chain Strategy</b> – Help businesses find multiple suppliers from different regions to help mitigate risk of input supply and price fluctuations	More consistent sales throughout the year
		2.1.4. <b>Enhance Financing Options</b> – Find funds available to eligible companies and provide assistance on the application process	Increased operating capital for Serbian SMEs
		2.1.5. <b>Improve Marketing</b> – Provide TA to develop a marketing strategy geared towards new markets	Increased sales to new buyers with more competitive products
		2.1.6. <b>Develop Management</b> – Show management how the effective use of IT (i.e. email) can help expedite new orders with new clients	Increased sales through faster processing of orders
		<b>PRODUCT IMPROVEMENT</b>	
		2.1.7. <b>Improve Production Standards</b> – Provide information of government regulations and potential funds available to help meet those standards	Ability to access new markets requiring such standards
		2.1.8. <b>Differentiate Products</b> – Help businesses identify new products (i.e. low fat yogurt, higher quality cheese) that are not available on the market and change production accordingly	Increased sales by making minor modifications to existing products
		2.1.9. <b>Enhance Packaging and Labeling</b> – Educate processors about the benefits and savings of producing products in-line with customers’ needs	Increased revenue by reducing operating costs and better promotion of companies
Sandzak	- Apparel - Food processing - Tourism	2.1.1. <b>Leverage Trade Fairs</b> – Provide TA to help prepare promotional material and create a target list of contacts to talk with at the fair	Increased sales by finding new buyers

## **DESCRIPTION –WORKSTREAM TWO: YOUTH EMPLOYMENT ACTIVITIES**

To improve possibilities for youth employment, the Economic Security program has included the following activities in the FY 2009 workplan:

### **A. Junior Achievement** (task 2.2.1)

The program intends to continue its support for the Junior Achievement activity in 2009. The Economic Security program seeks to develop entrepreneurial skills and instill an entrepreneurial spirit among students while they are still in high-school, through the support of appropriate training programs in a large number of schools in targeted municipalities. To do this, last year, the program supported implementation of the Junior Achievement Programs in 20 high schools in 7 targeted municipalities. This year the program would like to see JA expanded to 40 schools.

### **B. Youth Entrepreneurship Centers** (task 2.2.2)

*Provide TA to work in collaboration with the Ministry of Youth and Sport to scale-up operations of Youth Entrepreneurship centers*

PPES will continue to cooperate with the Ministry of Youth and Sport to support the expansion of the Youth Entrepreneurship activities. Additional focus on the quality of training and the capabilities of the staff and career development centers' service offerings will enhance the project's impact and reach into new communities. This activity will include trainings on entrepreneurship and increasing of knowledge on self-employment.

The training will be held in the municipalities with the greatest possibilities to have long-term sustainability of programs for youth [which will be determined through the regular analyses performed by the ES Team] and where the need and interest for such training exists.

*RESULT: Youth Entrepreneurship Centers serving needs of youth in municipalities*

### **C. School Capacity Building** (task 2.2.3)

*Provide TA to work in collaboration with schools to enhance curriculum and services*

Through coordination with the businesses and assessment of what specific work skills they need from new employees, the Economic Security Team will work with chosen schools in Serbia on updating curricula, upgrading training equipment, and improving career counseling to address workforce development issues. The goal of the activity is to support schools intention to better prepare youth to enter the workforce. Vocational training courses will be designed and implemented to create marketable skills and employee profiles necessary to support local industries.

*RESULT: Curriculum and facilities enhanced in schools*

### **D. Internship Program** (task 2.2.4)

*Provide TA (and possible funding for new internship program) to increase the number of companies hiring interns*

One of the biggest problems for graduates entering a job market is a lack of practical experience. This problem equally affects employers, as they have to spend a lot of time in training new workers. The ES Team will work directly with companies and schools to develop and support the best model for improving internships and apprenticeships. Students, new graduates, and unemployed workers will be targeted for these programs in cooperation with local institutions. ES Team will also identify companies that are ready

and willing to implement or upgrade internship programs, that offer opportunities for students to gain competitive skills and thus improve and secure future skilled labor.

*RESULT: Increased number of companies and students involved in internship program*

**E. Educational Exchange** – *Develop a program for educational exchange and organize thematic study trips (task 2.2.5)*

The current Community Connections Program in Serbia offers practical training opportunities in the U.S. for professionals that demonstrate aptitude and leadership potential in youth and sports. Economic Security Program will partner with Community Connections to promote the current program and provide additional services in Europe and industry-specific projects based on the identified needs. PPES will also work with participants upon return to Serbia to ensure adequate knowledge transfer to their communities.

*RESULT: PPES supported youth placed in Community Connection programs and youth reporting back to their communities on gained knowledge and experience during their trip.*

<b>II. TYPES AND OBJECTIVES OF ACTIVITIES ELIGIBLE FOR THE ES GRANTS PROGRAM</b>
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Through this APS, the Economic Security program seeks qualified organizations to implement complementary projects to planned activities for the December 2008 - September 2009 period. During this period applicants are encouraged to submit ideas in proposal format that will address either of the two program workstreams. The Economic Security program is looking for proposals that are in line with the overall project strategy and that will support achieving the project's goals and help to accomplish stated results.

Below is a list of activities and possible applicants that may be supported by the program's grant mechanism:

- Companies that are in the Economic Security targeted municipalities and whose business ideas have potential to create employment, increase sales, expand supply base locally, increase value added to locally produced products and/or have a specific market opportunity.
- Companies in targeted municipalities who want to attend domestic or international trade fairs and want Economic Security assistance to cover costs of entrance fees, rental and outfitting of booths, preparation of marketing and promotional materials or travel. Preference will be given to groups of companies working together to jointly take part in a trade fair as participants or exhibitors.
- Associations from targeted municipalities who want to organize trade fairs (for example, "entrepreneurship fairs across sectors, job fairs or industry-specific fairs) or organize joint exhibition of companies from targeted region at specialized fairs and request Economic Security program assistance for organization, promotion and marketing (A preliminary list of fairs to be supported during 2009 is presented in the section ANNEX I below.
- Cooperatives, associations and organized groups of suppliers in Economic Security targeted regions that want to respond to specific marketing opportunities and need program support, for example: staff training, development of new marketing and promotional materials.
- Cooperatives and associations in targeted municipalities who want to improve and/or expand member services/benefits with program support, for example, offering training and technical assistance to members, study tours.
- Educational institutions that want to improve or expand their vocational/technical programs in response to market needs for qualified personnel and need Economic Security support, for example, development of curriculum and teaching materials, purchase of necessary goods and services to establish the training program, staff development.

- NGOs, civic associations, training companies or consulting companies from all over Serbia that can deliver needed training courses in both workstreams: support to businesses in the South Serbia and Sandzak and Youth Employment Activities and request program support to implement the project.

The Economic Security team will provide support to activities offering the greatest opportunity for realization of the stated results. Specifically, applicants should propose activities within the framework outlined above and address how the applicant’s project helps to meet one or more of the objectives stated in this APS. The Economic Security program expects that grantees will provide cost share of approximately 40% of the project cost. Depending on the nature of activities to be conducted, amongst other factors, a lower level of cost share may be considered. All worthy potential grantees are encouraged to apply regardless of their level of cost share.

The proposed project must start before September 15, 2009, and may not continue for more than 12 months.

<b>III. ELIGIBILITY REQUIREMENTS FOR GRANTS UNDER THIS APS</b>
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Consideration shall be given to those applications coming from companies, associations and organizations with activities benefiting communities in the targeted regions of Economic Security and the targeted groups of beneficiaries: companies, associations, cooperatives and youth. Organizations eligible for funding include individual small and medium enterprises, associations & cooperatives of micro-enterprises, business associations, training providers (for profit & non-profit), village NGOs, regional NGOs, professional NGOs, foundations, private sector organizations and educational institutions.

Eligibility requirements for grants under this APS are different depending on whether the requirements are related to companies/organization that receives our assistance or to companies/organization which will be engaged through grants to help us provide assistance to the final beneficiaries:

1) For the companies that will receive our assistance under Workstream 1 (either through direct grants, engagement of our staff or our engagement of other organizations/companies to provide them with Technical Assistance):

Selection Criteria	
1	A business must be from one of the chosen sectors
2	No start-up firms will be considered
3	Companies must have existed longer than 1.5 years
4	Companies must be registered with the State and must have at least one income statement publicly filed with the State Tax Authority
5	Companies must possess the potential for strong growth and increased employment

2) For the organizations/companies that will be engaged through grants to help us provide assistance to the final beneficiaries, the minimum eligibility criteria for the submission of a grant application under this APS are as follows:

1. Be officially registered in Serbia and working in compliance with all applicable civil and fiscal regulations, including but not limited to the pertinent Serbian laws and statutes. In lieu of official registration, Grantees should show proof of effort to secure registration, exemption from registration, or show cause why such registration is either not optional or practicable;
2. The proposed projects should meet at least one of the Economic Security program objectives and principles noted above in Section II;
3. Contain expected outcomes and results consistent with and linked to Economic Security program objectives;

4. Be submitted by Serbia-registered nongovernmental organizations, companies, cooperatives or associations that are registered [or located] in targeted municipalities or majority of their project actions / business activities are conducted in Economic Security program targeted area. Proposals from individual citizens will not be reviewed.
5. Contain evidence of a cost share commitment.

Additionally, grants under this APS may NOT be awarded to:

- Any entity whose name appears on the “List of Parties Excluded from Federal Procurement and Non-Procurement Programs;”<sup>1</sup>
- Any governmental agency <sup>2</sup>;
- Any entity affiliated with the Contractor or any of its directors, officers, or employees;
- Farms that do not operate as a business or want to purchase livestock with grant funds; and/or,
- Any eligible applicant who wants to use grant fund for ineligible activities stated in the section VI of this APS.

#### IV. GRANT APPLICATION FORMAT & CONTENTS

**The Grant Application consists of six parts:**

1. Narrative Proposal
2. Budget and Budget Narrative
3. Grantee Questionnaire
4. Required Certifications and Forms
5. Additional Information for Applicant
6. Companies and business oriented activities will have to submit a business plan to support their proposal

**\*\*Applicants must submit all forms for the application to be considered complete\*\***

In order to facilitate the application process, an applicant will utilize the template application form and budget attached to this document. An electronic version of these templates may also be requested.

Applicants recommended for award will be required to submit additional documentation in support of their financial and administrative capacity to manage an award. This documentation may include any or all of the following:

1. Audited Financial Reports: Copies of the applicant's financial reports for the previous 2-year period [2006 and 2007], which have been audited by a certified public accountant or other auditor satisfactory to DAI. In the event audited financial reports are not available, other documentation regarding the applicant's financial viability and capability shall be provided, for example, income statements and balance sheets.
2. Completed Financial Capability Questionnaire;
3. Cash flow statements for both years;
4. Organizational chart;
5. A copy of the applicant entity's accounting manual;
6. Documentation that the applicant has a satisfactory record of integrity and business ethics. Past performance evaluations or references would be acceptable;
7. Required Certifications and Representations to be submitted before an award is made.

<sup>1</sup> [ <http://epls.arnet.gov> ]

<sup>2</sup> Unless during the APS duration period, such awards are deemed allowable by USAID

## V. SPECIAL GRANT REQUIREMENTS

The Applicant shall bear in mind the following special requirements for any awards in response to this APS:

- **Separate account:** The applicant must be willing and able to open a separate account for funds provided under the grant, as well as any interest income, if requested to do so.
- **Permitted Uses of Program Income:** Program Income is defined as income earned by the Grantee that is directly generated by a supported grant activity or earned as a result of the grant award. Program income may be earned both from supported activities and from services provided by an individual performing a role in the grant activity. The time-frame for earning program income is only during the grant period. “During the grant period” means between the effective date of the Grant Agreement and the end date of the grant as reflected in the final financial report.

Examples of Program Income include:

1. Fees for services performed and for the sales of services, e.g., sale of computer time
2. Use or rental of real or personal property acquired with grant funds
3. Sale of commodities or items fabricated under the grant, e.g. publications
4. Payments of principal and interest on loans made with grant funds
5. Any donations that are solicited by the Grantee during a grant activity

Should program income be generated, the Grantee will report this to Economic Security Grant Manager of the amount earned under the grant and agrees to the disposition of such program income in accordance with 22 CFR 226.24<sup>3</sup>. Program income earned under grant agreements shall be applied and used in the following descending order:

1. Added to funds committed by USAID and the recipient to the project or program, and used to further eligible project or program objectives;
2. Used to finance the non-Federal share of the project or program; and,
3. Deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

If the terms and conditions of the award do not specify how program income is to be used, then number 2) shall apply automatically. This use of income will support the Economic Security program objectives and will be considered financial resources of the grantee. Recipients shall have no obligation to the US government regarding program income earned after the end of the project/grant period. Costs incident to the generation of program income may be deducted from gross income to determine program income, provided that these costs have been charged to the award and they comply with the applicable rules for allowable costs under grants.

Unless terms and conditions of the award provide otherwise, recipients shall have no obligation to the US government with respect to program income earned from license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions produced under an award.

- **Use of Funds:** Funds provided under any award shall be used exclusively to finance the activities which were approved in the application. Diversion of grant funds to other activities, or other uses, will result in cancellation of award and retrieval of funds disbursed to the organization, if any, that have not been used for approved purpose.

<sup>3</sup> [ <http://law.justia.com/us/cfr/title22/22-1.0.2.22.25.3.62.5.html> ]

- **Restrictions On Awards:** The grant award shall not be used to finance any of the following:
  1. Goods or services which are to be used primarily to meet military requirements or to support police work;
  2. Surveillance equipment;
  3. Sub-awards or subcontracts;
  4. Human research (as defined by 22 CFR 225) <sup>4</sup>;
  5. Family planning activities;
  6. HIV/AIDS activities;
  7. Trafficking in persons activities without written approval, in advance, from the USAID contracting Officer;
  8. Gambling equipment, supplies for gambling facilities or any hotels, casinos or accommodations in which gambling facilities are or are planned to be located;
  9. Activities which significantly degrade national parks or similar protected areas or introduce exotic plants or animals into such areas;
  10. Luxury goods (including alcoholic beverages and jewelry);
  11. Activities which would result in the loss of forest lands due to livestock rearing, road construction or maintenance, colonization of forest lands or construction of dams or other water control structures; or,
  12. Activities which are likely to have a significant adverse effect on the environment, including any of the following (to the extent such activities are likely to have a significant adverse impact on the environment):
    - Activities which may lead to degrading the quality or renewability of natural resources;
    - Activities which may lead to degrading the presence or health of threatened ecosystems or biodiversity;
    - Activities which may lead to degrading long-term viability of agricultural or forestry production (including through use of pesticides); or,
    - Activities which may lead to degrading community and social systems, including potable water supply, land administration, community health and well-being or social harmony.

The following types of items are restricted commodities by the US Government and may not be covered by an Economic Security grant:

1. Vehicles;
2. Agricultural Commodities;
3. Used Equipment;
4. Fertilizers;
5. Pharmaceuticals; and
6. Pesticides

<b>VI. SELECTION CRITERIA</b>
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<sup>4</sup> [ <http://vlex.com/source/1071/toc/02?page=10> ]

The criteria below will be used to evaluate applications received in response to the APS. Point scores will not be used in such assessments for comparison of one application to another; rather, each individual application will be assessed against these criteria, with award decisions based on the overall strength of the application in meeting these criteria.

1. **Conformity to Economic Security Program Objectives.** Is the proposed activity in line with current Economic Security activities and the Project SOW? What is the likelihood that the activity will help meet Project targets and further Project objectives?
2. **Technical Approach.** Is the technical approach feasible in the given time period with the given resources? Is the technical approach innovative? What is the likelihood for high impact/quick results?
3. **Institutional Capacity.** Does the organization present evidence that it possesses the technical, managerial, and financial capacity to accomplish the proposed task? Proven experience in project area proposed.
4. **Cost.** Efficient use of resources on the project. Is the proposed cost within the expected range? Are the costs reasonable, allocable, and allowable? Can the organization demonstrate that it adheres to basic accounting and management principles? To what extent does the proposed activity leverage other funding sources?
5. **Cross Cutting Issues.** Does the applicant incorporate other relevant development issues into the application? Such issues include, but are not limited to, the relevance of the activities/approach to gender, poverty alleviation, enterprise promotion, and natural disaster preparedness.
6. **Sustainability of Project.** What is the probability that the activities will be sustainable over the long term without continued outside support?
7. **Environmental Sustainability** – In cases when proposed activity can possibly influence the environment, the applications should provide explanation on what is the extent to which the applicant's proposed activities can be verified as non-depleting to long-term viability of the natural resource base? Are there plans to ensure that any significant environmental effects are properly monitored and mitigated?

## VII. AWARD PROCESS

This is an open Annual Program Statement (APS), meaning that applications will be accepted on a rolling basis throughout the whole period until August 31, 2009. Applications received by DAI will be evaluated for completeness, qualification of the organization and activities, and against the selection criteria. Award decisions will be made by a review panel convened monthly or more frequently should the volume of applications justify. USAID will have substantial involvement in the evaluation of all applications. Final awards must be approved by USAID before signing of an agreement with an organization.

Throughout the evaluation process, DAI shall take steps to ensure that members of the review panel do not have any conflicts of interest or the appearance of such with regard to the organizations whose applicants are under review. An individual shall be considered to have the appearance of a conflict of interest if that person, or that person's spouse, partner, child, close friend or relative works for or is negotiating to work for, or has a financial interest (including being an unpaid member of a Board of Directors) in any organization that submitted an application currently under the panel's review. Members of the panel shall neither solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

Any grant will be made under the provisions for ADS 303<sup>5</sup>.

The actual number of awards under this APS is subject to the availability of funds and the viability of the applications received. Applications must be submitted in English, in electronic format or in hard copy to the Serbia Preparedness, Planning and Economic Security Program regional offices in Belgrade, Vranje and Novi Pazar according to the order stated in the following tables:

<b>Novi Pazar office</b> - Responsible for activities in Sandzak municipalities
Address: Veljka Vlahovića 22, 36200 Novi Pazar Tel/fax: 020/390-920; 390-921; 390-930; 390-931 E-mail: <a href="mailto:ppes_aps_novipazar@dai.com">ppes_aps_novipazar@dai.com</a>
<b>Vranje office</b> - Responsible for activities in South Serbia municipalities
Address: Cara Dušana 12, 17500 Vranje Tel/fax: 017/405-360; 405-361; 405-370; 405-371 E-mail: <a href="mailto:ppes_aps_vranje@dai.com">ppes_aps_vranje@dai.com</a>
<b>Belgrade Office</b> – Responsible for activities related to youth
Address: Humska 3, 11000 Belgrade Tel: 011/363 99 00 Fax: 011/363 99 50 E-mail: <a href="mailto:ppes_aps_belgrade@dai.com">ppes_aps_belgrade@dai.com</a>

Any questions regarding the APS or its contents may be addressed to afore-mentioned addresses, in writing. Phone calls will not be accepted.

Issuance of this APS does not constitute an award commitment on the part of DAI, nor does it commit DAI to pay for costs incurred in the preparation and submission of an application. Further, DAI reserves the right to reject any or all applications received. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense. Applicants who would first like to verify the suitability of their idea in meeting Economic Security program objectives in advance of preparing a full application may submit a 2-3 page executive summary letter outlining the basic elements of their proposed activities to the addresses above. Applicants should retain for their records one copy of all enclosures which accompany their application.

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<sup>5</sup> <http://www.usaid.gov/policy/ads/300/303.pdf>

**ANNEX I: SUPPORT BUSINESS PARTICIPATION AT TRADE FAIRS TO IMPROVE SALES - LIST OF POSSIBLE FAIRS**

<b>No.</b>	<b>Date of event</b>	<b>Name of the Event</b>	<b>City, Country</b>	<b>Sector</b>	<b>Internet link</b>
<b><u>FY09</u></b>					
<u>1</u>	April 2009	Bujanovac Agriculture Fair	Bujanovac, Serbia	Agriculture	<a href="http://www.pb-agency.org/">http://www.pb-agency.org/</a> - the site is currently under construction
<u>2</u>	April 2009	Belgrade Construction Fair	Belgrade Serbia	Light Manufacture	<a href="http://www.sajam.co.rs/active/en/home/details/_params/sajam_id/15553.html">http://www.sajam.co.rs/active/en/home/details/_params/sajam_id/15553.html</a>
<u>3</u>	September 2009	Agrofood Skoplje	Skoplje, Macedonia	Agriculture	<a href="http://www.skopjefair.com.mk/manifestacii/agrofood/e_agrofood_opsto.htm">http://www.skopjefair.com.mk/manifestacii/agrofood/e_agrofood_opsto.htm</a>
<u>4</u>	September 2009 [06.09 – 09.09.08]	Trade Fair CPM for Women’s wear, Menswear, Children’s wear, Lingerie, Accessories and Young Fashion	Moscow, Russia	Apparel	<a href="http://www.igedo.com/IGEDO/website/english/cpm/1_messe/profil.php">http://www.igedo.com/IGEDO/website/english/cpm/1_messe/profil.php</a>
<u>5</u>	September 2009	Zagreb Apparel [fashion] fair	Zagreb, Croatia	Apparel	<a href="http://www.zv.hr/sajmovi/015/index_en.html">http://www.zv.hr/sajmovi/015/index_en.html</a>
<u>6</u>	May – July 2009	Other relevant regional fairs	TBD	Agriculture	
<b><u>FY10</u></b>					
<u>1</u>	November 2009	Business Base	Belgrade, Serbia	All	<a href="http://www.sajam.co.rs/active/en/home/details/_params/sajam_id/5344.html">http://www.sajam.co.rs/active/en/home/details/_params/sajam_id/5344.html</a>