

USAID West Bank and Gaza APS 294-15-000002
Conflict Management and Mitigation Program
Questions and Answers I
May 22, 2015

Q1: Is it possible to have a Palestinian Prime from Gaza?

Answer: Yes, there are no restrictions.

Q2: What is the difference between a sub-award and a consultant?

Answer: *Sub award* – A contract or contractual action issued by a prime awardee for the purpose of obtaining supplies, materials, equipment, or services under a prime award.

Consultant - A consultant is an individual which is recruited in order to fulfill a specific task that is requested by an organization for the successful implementation of a program.

Q3: How should the requested rate for consultants be justified?

Answer: In order for a rate to be considered fair and reasonable, justifications should address the scope of work to be carried out; the level of effort (number of days) allocated for this position and provide a comparison of the proposed rate to the local market rates of consultancy services undergoing similar efforts.

Q4: Are all Primes and partners required to be registered in the System for Award Management (SAM)?

Answer: All prime awardees must be registered in SAM prior to the issuance of the award.

Q5: May short-listed organizations waiting for feedback regarding their applications under the 2014 APS, apply for funding under the 2015 APS?

Answer: Yes.

Q6: The cover letter has a date but no time, what is the exact deadline?

Answer: Applications submitted until 23:59 on June 21, 2015 will be accepted.

Q7: Is there a possibility to get an overview of the personnel who are part of the Technical Evaluation committee?

Answer: Due to Agency procurement regulations, USAID may not reveal this information.

Q8: When preparing the budget, do organizations need to add the sub-award personnel? Or just the prime personnel?

Answer: Detailed budgets for sub-awards that are implementing a portion of the activities on behalf of the prime should be included under a separate budget sheet. However, the prime applicant's budget must reflect that total amount within its own budget as well. When referring to the budget template included as attachment XX to the APS the prime applicant will include the total amount to be granted to the sub-award under the "Contractual" cost category.

Q9: Is the evaluation timeline similar for Standard Assistance Award (SAA) and Fixed Award Amount (FAA)?

Answer: Yes. Notification letters will be sent out to applicants applying for a SAA and FAA at the same time.

Q10: How many USAID-funded projects is one organization allowed to have?

Answer: There is no limit on the number of USAID-funded activities that an organization may implement as long as it has the capability and resources to implement several programs.

Q11: After submitting the 5 pages summary when will we know who are the finalists? What does USAID mean by the "negotiating" stage?

Answer: USAID anticipates notifying applicants the initial outcome of the evaluation within six months. This process entails various clearances and approvals and as such exact dates cannot be provided. During the negotiation stage, USAID and the applicant work together and discuss various aspects of the application. The end goal is to reach an agreement which results with a program that best meets both parties' objectives.

Q12: Mandatory Provision on assistance to the Palestinian Broadcasting Corporation: my organization works with (individual) journalists, what is USAID's definition of assistance to the Palestinian Broadcasting Corporation?

Answer: The provision you are referring to is included in Attachment B to the APS. As long as the journalists are independent and no Technical Assistance, funding or other benefits are provided to the Palestinian Broadcasting Corporation, working with these journalists may be considered acceptable.

Q13: Does USAID have a set number of FAAs versus SAAs every year?

Answer: No. The decision on how many different types of awards are issued is based on the quality of the applications submitted for both SAAs and FAAs. However, as stated in the APS under section A.1.b, USAID anticipates awarding up to ten FAAs.

Q14: Can employees of sub-partners be considered Key Personnel?

Answer: Yes.

Q15: Is there a set maximum for proposed sub partners? How many sub partners is an organization allowed to have?

Answer: There are no limitations on the number of sub partners. However, numerous sub partners require more oversight and therefore increased liability will rest with the prime awardee.

Q16: Please define the term “construction”. Is it physical construction? Is renovation considered construction?

Answer: The term “Construction” refers to new construction or structural alteration of buildings, structures, or other real property including, without limitation, roads, schools, clinics, water and sanitation facilities and other infrastructure. The term does not include work that does not affect structural elements of existing structures including, but not limited to, painting, floor covering, wall coverings, window replacement, or replacement of plumbing or conduit.

Q17: What should be included under Context and conflict analysis?

Answer: Please refer to section B.3 (a) (i) of the APS for SAAs and section C.2 (a) (i) of the APS for FAAs.

Q18: How many Key Personnel can an applicant propose?

Answer: Applicants may propose up to three individuals as Key Personnel.

Q19: Can International organizations be sub-partners?

Answer: Yes.

Q20: What is the ranking system for applicants reviewed under this APS?

Answer: The evaluation criteria and relevance of importance is stated in Section D of the APS.

Q21: If a sub partner does not have USAID experience but the staff has a lot of experience doing these Conflict mitigation activities, can it work with USAID?

Yes, this is possible. Applicants must note that USAID experience is not required. However, experience in implementing Conflict Management and Mitigation is required. Please refer to further guidance included under section B.3.c for SAAs and section C.2.c for FAAs of the APS.

Q22: Does USAID have preference for Israeli or Palestinian Partners?

Answer: There is no preference to any origin of partners. All applicants that are eligible in accordance with the APS may apply for funding. The evaluation of applications will be based solely on the evaluation criteria set in Section D of the APS.

Q23: How many applications will be funded?

Answer: USAID states in the APS that there is \$9 Million available for programs. The exact number of applications selected for funding will depend on availability of funds, the evaluation process and the amounts of the proposed applications identified as successful.

Q24: Can a partner and a sub partner working together on one application apply as two primes for a different program each?

Answer: Yes.

Q25: Can for profit companies be sub-applicants (not the prime applicant) and receive funds from USAID?

Answer: Yes, however no profit will be allowable under the award.

Q26: Can a multinational corporation (like, i.e. Microsoft) be a sub-applicant (not the prime applicant)?

Answer: Yes.

Q27: Can for profit companies or multinational companies provide in kind support in the form of facilities/room rental, licensing, software?

Answer: Yes. This in kind support may be considered Cost Share.

Q28. If a sub-partner is a private company or corporation, can there be an amount awarded to them by USAID? Kindly inform if private companies are able to submit a proposal and if it should be a joint project with an NGO as sub- contractor.

Answer: Yes, private companies or corporations may receive funds from USAID with the understanding that profit will not be allowable under the award. Private companies are not required to submit an application as a joint program with an NGO as sub-contractor. Please refer to the Eligibility section A.1.d of the APS.

Q29. Is a Non- Governmental Organization (NGO) run by a Palestinian, located in E. Jerusalem and registered as an Israeli NGO, considered a Palestinian Prime?

Answer: Prime Applicants registered as Israeli NGOs are considered Israeli primes.

Q30: What should be included in the FAA summary application?

Answer: Applicants that are interested in submitting a summary application under the FAA category must refer to Section C of the APS.

Q31: The evaluation's timeline is lengthy and there is more than a year to consider additional avenues of support. Should organizations indicate in the technical application what is planned to be received from other sources as cost share or should organizations only mention cost-share that has already been secured?

Answer: Organizations should include only Cost Share that has been secured at the moment the application is submitted. Additional cost share that is secured after the issuance of the award may identified during negotiations should the application be selected as a successful one.

Q32: As a nonprofit, are we required to submit the FAA or SAA application cover page?

Answer: All applicants must use the cover page applicable to the type of award they are applying for. The cover page for SAAs is in Attachment E of the APS and the cover page for FAAs is in Attachment F of the APS.

Q33: Can an organization submit two FAA applications – one as a prime applicant (Israeli), and one as a partner to a Palestinian prime applicant?

Answer: Yes, this is possible.

Q34: Must the budget and budget narrative be submitted alongside the summary application by June 21, 2015?

Answer: Yes, all documents requested under the APS must be submitted by June 21, 2015.

Q35: Do applicants have to fill out the SF 424, 424A and 424B and submit them with the summary application by June 21, 2015?

Answer: Yes, the SF 424 forms are part of the cost application and must be filled out and submitted with the summary application by June 21, 2015. Under the link provided in the APS, Applicants must click the SF424 family tab (on the left side of the screen), all the required SF424 requested series are reflected under the table. The Applicant must select the form that best suits its proposed program.

Q36: What is the maximum length of the program?

Answer: SAA programs can run for a maximum period of three years. FAA programs can run for a maximum period of eighteen months.

**Q37: Should the amount of the request relate to the overall organizational budget?
Should the request be lower than the overall organizational budget?**

Answer: The cost application should reflect and demonstrate how the total amount requested is fair and reasonable for a program of the size and nature the applicant is proposing.

Q38: With regard to the budget template, please clarify how to reflect the number of units if the number of units under a specific line item is different from one year to another? For instance, we want to have a conference in year 1 and year 3 but not in year 2.

The budget sheet should include separate columns for the individual program years. The units per year should be recorded separately. This information should be clarified in the budget narrative.

Q39: May the costs of the grant administration be included in the budget?

Answer: Applicants may propose costs that are allocable to the program to be funded by USAID. Therefore, costs associated with the administration of the award are considered allowable.

Q40. What is a tangible result?

Answer: A tangible result is one that could be clearly measured using a well-defined indicator or set of indicators.

Q41. Could scholarships be part of the programs?

Answer: Yes, however they could not be the primary activity of a program.

Q42. How do you define youth and what is the age range?

Answer: “Youth is a life stage, one that is not finite or linear. Key multilaterals define youth as 15-24 years for statistical purposes, yet for policy and programming many countries and organizations expand this range to reflect the broader range of changes and developmental needs in the transition to adulthood, as well as the diversity among cultural and country contexts. USAID uses the term youth and young people interchangeably and while youth development programs often focus on youth in the 15-24 year range, USAID programs are also likely to engage individuals aged 10-29 as a broader youth cohort.” Youth in Development Policy, October 2011.

Q43. Should we mention in our applications sub partners who have experience with USAID?

Answer: Yes

Q44. Key personnel- should the applicant suggest names of people that they think are suitable but aren't currently working with the organizations or should they only name the current staff?

Answer: No, unless they have made a firm written commitment to join the applicant if awarded an agreement.

Q45. What about activities abroad?

Answer: Activities abroad require a strong justification with an explanation of the reasons for not holding the activities in-country and these activities should be cost effective.

Q46. What is the Level of congressional oversight of the activities?

Answer: The USAID Mission to West Bank/Gaza provides US Government oversight to the activities it funds. The Mission is in turn overseen by USAID's headquarters, its Office of Inspector General and the Government Accountability office amount other USG entities.

Q47. Elaborate on how the Legislative framework for foreign organizations- NGO bill will affect the CMM activities.

Answer: USAID will make decisions on implementation of its activities as events present themselves.

Q48. Should the list of grants from previous donors be a huge list, to include all the previous experience or shall we choose the most relevant and similar activities and add them?

Answer: This list should include grants of similar activities from previous donors over the past three years.

Q49. How egalitarian does the P2P activities should be on both sides?

Answer: Applicants should decide whether or not to target an equal number of participants from the various categories of people targeted under the APS.

Q50. Under the activities to be funded in this Aps: is council advocacy considered?

Answer: Costs for Lobbying activities are not allowable under USAID regulations.

Q51. What is the desired level of involvement of prime and other partners in terms of hours and workload?

Answer: The prime should ensure sufficient level of effort is identified for all personnel involved in program implementation including that of the proposed sub-partners, which would ensure carrying out the program successfully.

Q52. How do you define what is mitigation at the grass roots level?

Answer: Mitigation at the grass roots level include participants such as farmers, students, nurses as opposed to opinion leaders and decision makers such as mayors and other elected officials, principles and directors of organizations.

Q53. Can we do construction activities in Area C?

Answer: Yes, provided all the necessary and required permits and coordination including that with USAID are obtained prior to initiating activities. However; applicants are requested to note that construction is only allowed under SAAs and not under FAAs.

Q54. Will an environmental project in Area C be interesting to USAID?

Answer: All proposed programs will be evaluated in accordance with the criteria set in Section D of the APS.

Q55. In one project, a university and other NGO or local authority are involved so who should be the prime applicant?

Answer: This is a decision for the applicant to make.

Q56. Is artistic education considered education and does this include drama and acting?

Answer: This is a consideration for the applicant to make.

Q57. What is the higher objective of this APS? Is it just to mitigate the conflict or to help ending it?

Answer: The higher objective of the APS is stated in the first paragraph: “to carry out activities that mitigate conflict and promote reconciliation ...”