



Date: February 14, 2012

Subject: Amendment 3 to APS-OAA-12-00001 USAID/DCHA/CMM Annual Program Statement (APS)—CMM Washington Bidders’ Conference Transcript and Additional Questions and Answers

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Teleconference Introduction

The teleconference opened with instructions for participants from the teleconference operator.

Rebekah Krimmel CMM APS Manager, welcomed participants and introduced conference attendees: Ousmane Faye and Chandra Johnson-Thornton from the Office of Acquisition and Assistance, CMM Office Director Neil Levine, and other colleagues from the CMM Washington office. Ms. Krimmel reviewed instructions and the agenda noting that Mr. Levine would give an overview of the APS and how it works with CMM’s mission, that she would review a presentation on this year’s APS, and then Questions and Answers (Q and As) would be reviewed. Ms. Krimmel reminded participants that everything we cover is published in the APS.

Neil Levine: Welcome and thank you for coming. This is the first time we have done this type of teleconference. Thank you for making yourselves available. We are happy to re-welcome previous applicants and welcome new applicants. It is in our mutual interest to ensure the strongest applications resulting in the best programs; to do that we will focus today on getting a mutual understanding of what we are looking for. Looking back at the history of this program—the CMM office in DC interfaces with both the field and Capitol Hill from whence this program comes. In discussions with Congress, they view it as there are ongoing and latent conflicts around the world yet governments are not always providing resources to address them. Foreign aid needs a dedicated spigot for what they call people to people (P2P) reconciliation programs. Since 2004, the appropriation is written so that USAID should undertake this program in a targeted way.

The program has evolved since 2004 to a competitive program that we in DC organize with the participation of field missions and implementing partners. In DC we devise global criteria and handle actual collection of proposals and evaluation is done first by USAID field missions. Criteria are broad principles in what we believe to be best practice in this field. There have been 183 awards for about \$116 million since 2004 in 35 countries, though countries change each year in terms of who participates and where winning proposals come from.

On evaluation, two years ago we approached Congress to say that with about \$100M in funding to date, we don't have a full understanding of what approaches work best. We asked them to set aside money for a meta evaluation that tries to collect higher level themes and experiences learned throughout the history of the APS. That research effort is underway. It began with an exhaustive document review—we solicited historical reporting from grantees to build a database of information. Then we will design a second phase of fieldwork, looking more deeply in programs in at least 2 missions. I'll now turn it back to Rebekah. Thank you for joining.

Rebekah Krimmel: Neil framed for you why we do this APS and how it fits with CMM's mission and USAID's mission. Everything I'll discuss now is in the powerpoint but I'll highlight a few items. We anticipate about \$26M for the entire program, with about \$15M for this global solicitation, which is the subject of today's call. We anticipate multiple awards will be made and each award can be for multiple years. There are 2 award ranges within the total range of \$100,000 to \$1.2M. A competition for local organizations only between \$100,000 to \$500,000. All organizations can apply for grants from \$500,000 to \$1.2M. **There is no limit to the number of applications any organization can submit.**

Slide 3 has a list of the participating countries, which appear in the APS as an Attachment. First make sure the country you want to work in is listed. Then refer to the country specific guidance to make sure you know the specifics for that country.

Slide 4 presents the APS timeline. We have highlighted key points. The APS was issued on January 18. You have over one month to respond—applications are due March 9 at 5 PM local mission time. Be sure you take into account local time for the mission, in which activities will occur. Send applications to both the mission contact(s) and the CMM APS inbox (cmmaps@usaid.gov). Send to BOTH of those key contacts.

The first review will happen in field missions. They have approximately one month to evaluate and write reports to CMM centrally. Then the CMM office evaluates the highest ranked field proposals and conducts a global competition. CMM recommends winners for awards—this process can be long. After Congress is notified and the applicants are notified, then the negotiation processes start. This can take up to 6 months so please be patient. After CMM's process is complete, awards are negotiated in country.

Slide 5 reviews technical highlights. These are all in the APS. The six points to highlight are:

1. People to people approach. This is the main intent to this APS. There are many approaches to peacebuilding and reconciliation but you MUST provide a P2P concept here. The APS hyperlinks to our P2P programming guide. Cross reference that information.
2. Context and conflict analysis. All applicants must express that they understand the dynamics of the conflict-both opportunities and spoilers, who are the players, and that you thought through the full context.
3. Theory of change and program hypothesis. Be explicit in explaining your theory of change. The ToC document is referenced in the APS and gives examples of theories of change.
4. Gender integration. You'll see it throughout the solicitation.
5. Do no harm
6. Local engagement of sustainability

We relisted the evaluation criteria from page 27 of the APS. This is one of most critical pieces of this application. If you have questions, refer back to the technical narrative instructions with links to relevant reference guides.

Now let us turn to OAA and Q and As.

Ousmane Faye. Welcome. We received a lot of questions, which shows your interest in the program. I am here with Chandra Johnson-Thornton who will go through questions—this will be posted at grants.gov.

Chandra Johnson-Thornton : First, let me make a quick note on grants.gov. We have received questions about access. If you get errors it is not your computer it is a problem on grants.gov. Because of the volume of data held there, their site goes down. My advice is to close your browser and start again. We have the same problem. I will now go over questions we answered to date but are not yet posted. This transcript as well as additional questions we received and any Q and As from the group will all be posted.

Question #1: Should personnel, fringe benefit or travel costs reflect just one year or the project duration?

Answer: All budgets should reflect costs for the duration of the project.

Question #2: As far as the BUDGET INFORMATION - Non-Construction Programs, we are under the assumption that the section (column) "Estimated Unobligated Funds" stays empty since our submission is new. Please correct if I am wrong

Answer: That is correct.

Question #3: In reference to USAID/DCHA/CMM, Annual Program Statement, FY 12 Conflict Mitigation and Reconciliation Programs and Activities, APS-OAA-12-0000, for Kyrgyzstan the APS states: "Special consideration will be paid to programs which will align with and leverage the work of the current OTI

program in Kyrgyzstan, which will end in July 2012." Could you provide information on "...the work of the current OTI program in Kyrgyzstan, which will end in July 2012."

Answer: The current OTI program in Kyrgyzstan will end in December 2012. Information about OTI's current work can be found on the following website.

http://www.usaid.gov/our_work/cross-cutting_programs/transition_initiatives/country/kyrgyzstan/index.html

Question #4: I am writing with regard to funding opportunity APS-OAA-12-00001 concerning a submission for Russia. Page 43 of the initial request for proposals specifies a call for Russian NGOs to carry out activities in the North Caucasus. However, subsequent modifications mention the possibility of awards for international NGOs who work with local organizations as sub-prime partners. Is this scenario—an international NGO applicant working with a sub-prime Russian organization(s)—acceptable for programs in the North Caucasus?

The question is in reference to International Medical Corps, a US-based international NGO that has been working in the North Caucasus with communities, local authorities, healthcare providers, and civil society organizations since 2000. Through its gender-based violence (GBV) prevention and response initiatives, International Medical Corps provides services to assist vulnerable women and survivors of violence in the North Caucasus, while engaging community groups, local religious leaders, school children, teachers and parents, men and boys, law enforcement officers, and other key civil society actors in preventing and responding to incidents of GBV. Through established partnerships with two Russian organizations, one based in Grozny and one in Moscow, International Medical Corps would like to expand its current work in line with USAID's FY12 Conflict Mitigation & Reconciliation Program.

Answer: Please see page 43 for Russia specific guidance. The mission is seeking applications from Russian NGOs to carry out activities in the North Caucasus. Other missions do accept applications from international NGO applicants working with local organizations as sub-prime partners; however applications for activities in Russia must adhere to the country-specific guidance on page 43.

Question #5: Reference: *RFP Section 5.3.1, Evaluation of Past Performance References, Page 22*. The RFP states: "When past performance information is present, applicants shall furnish award numbers and other details with contact information for no more than three similar projects funded over the past three years by USAID, or any other government entity or third party source." Please confirm if additional past performance reports will be accepted for projects implemented by sub-partners, or if the limit of three reports applies to the team as a whole.

Answer: Only three past performance reports will be accepted per application team as a whole. It is up to the applicant to determine the mix between prime and sub-partner submissions.

Question #6: The major area of cross-border Uganda-Kenya conflict is the Karamoja Cluster, and this cluster has three closely related primary foci: Turkana in Kenya, Karamoja in Uganda, and Toposa in South Sudan. Is the South Sudan/Uganda/Kenya border an area where funding for conflict mitigation activities would be considered?

Answer: Please see page 36 for the East Africa Regional mission-specific language for details. While the Karamoja cluster does extend into South Sudan, as well as into Ethiopia, for the purposes of this APS under the regional platform, only the Kenya-Uganda border is included. The East Africa Regional Mission will not be considering any activities on the South Sudan border area.

Question #7: On page 21 and 22 under **Institutional Capabilities and Past Performance**, there are specifics that the application must briefly describe the applicant's organizational history and experience. Along with this institutional capacity statement, applicant should describe composition and organizational structure of the proposed team and technical and managerial experience of key project management staff. **HOWEVER**, on page 15 this institutional capabilities/organogram/personnel section is NOT referenced as attachment. So please clarify if this section is to be included in the 12 page limit under the technical proposal or if can be submitted as attachment as part of the PPRs section.

Answer: All discussion about the applicant's and proposed partners' organizational history and experience and the text outlining the composition and organizational structure of the project team must be included in the 12 page limit for the technical proposal. However, the organogram of project staffing will NOT count against the 12 page limit.

Question #8: Would you welcome an application from UNDP or would that somehow defeat the purpose of supporting and enabling local NGOs to become more involved in such activities? Do you know what sort of contract this would involve? As you may know, we have rigid regulations that are not always in conformity with your requirements, and I would really hate to waste our (and everyone else's) time only to find that our respective organizations are unable to agree on the technical details of the contract.

Answer: Page 13 section 4.5 outlines the rules regarding Public International Organizations (PIOs). PIOs are eligible to apply for funding under this APS. Please see Automated Directives Series (ADS) 308 for USAID policy on defining PIOs: <http://www.usaid.gov/policy/ads/300/308.pdf> Please see page 8, section 3.5 for a description of the type of awards that will result from this APS. USAID anticipates that a grant(s), cooperative agreement(s), will be awarded as a result of this APS, not contracts. Please also see page 9 – 11 for other pertinent cost information regarding PIOs.

Question #9: Would you, please, provide me with the list of or the URL for 2004-2011 grantees for the Conflict Mitigation and Reconciliation Program?

Answer: CMM does not currently have a list of previous awards, organizations, and program titles available for release.

Question #10: Could you please let me know if you will be responding directly to questions, or posting an amendment to the APS with a Q&A. Thank you so much.

Answer: All questions and answers received by the deadline will be posted via amendments on <http://www.grants.gov>

Question #11: There is no mention in the APS of an attachment containing letters of intent/support from local partners, other than the reference to joint venture and partnership agreements attached to the cost application. Can we attach letters of intent/support for the program from local partners interested in collaborating on the program? If so, how many pages are we limited to?

Answer: Brief letters of intent/support will be accepted as attachments for implementing local partners. Please limit these to one or two pages.

Question #12: Can the organogram referenced on pg. 22 and 29 of the APS be included as an attachment, or does it count towards the 10 page limit in the technical narrative?

Answer: Please see the answer to question 7. The organogram referenced on page 22 and 29 can be submitted as an attachment and will not count against the 12 page limit.

Question #13: The solicitation states that local organizations may submit more than one application and makes no mention of a submission cap for U.S. and Non-U.S. Non-Profit organizations—how many proposals can an organization submit?

Answer: There is NO limit to the number of applications any one organization may submit under the current Global Reconciliation APS.

Question #14: For some time now we have been discussing with US Department of State and several USAID officers on how we could move forward with this proposal. I would be grateful to know if it could be eligible for funding under the call for applications given in APS-OAA-12-00001

Answer: This APS is a global competition. Thus, we are unable to read individual proposals at this stage and give advice. Please read the entire APS as it outlines detailed instructions about eligibility for funding and/or the types of programs funded under this solicitation.

Question #15: As a local NGO, do we have a maximum percentage for indirect costs, which is recognizes by the APS?

Answer: There is no maximum percentage for indirect costs for any NGOs.

Question #16: Are Overheads and indirect costs the same?

Answer: Yes, in many cases overhead and indirect cost can be used interchangeably. However, the applicants must be clear how they are using the terms and what costs are included in overhead and/or indirect cost via the budget narrative.

Question #17: In the annex USAID submitted a few days ago, USAID mentioned in Question 15 on those local organizations with local legal representation but also have a presence in USA such as ADRA and ADRA PERU. This is not clear to me, so I ask you again if it affects our application if we are part of the network of ADRA International but decide to go as Local NGO?

Answer: Please see page 11 for detailed instructions *“A local organization applicant must be a local non-governmental organization (NGO) recognized under the laws of the country in which it is domiciled. For specific purposes of this APS, a local NGO does not include subsidiaries, affiliates, or member entities of organizations located outside of, or organized outside of, the host country or region. Local organizations by this definition are not international organizations. When applying to the APS, local NGOs are required to attach official documentation of their formal status as an NGO in the host country. Local NGOs are not required to register with USAID.*

A local organization which is a subsidiary, member entity or affiliate of organizations located outside of the host country is eligible to apply as a qualified non-U.S. not for profit organization for grants in the amount of over \$500,000 to \$1,200,000. ADRA/Peru will need to determine its status and relationship with ADRA/USA. If ADRA/Peru is a subsidiary, member entity or affiliate of ADRA/USA then you will need to apply for grants larger than \$500,000.

Question #18: On page 22 the APS states the following about past performance, “Despite the presence of this evaluation criterion, newer organizations and applicants with little or no prior related grant awards are highly encouraged to apply for DCHA/CMM awards and are eligible for consideration, notwithstanding a lack of past performance references.” If no past performance information is available how will the applicant be evaluated?

Answer: In accordance with the APS directions, those organizations with past performance information for projects funded by any donor(s), not only USAID, need to submit those references as a part of the application. On page 22 it states, “When past performance information is present, applicants shall furnish award numbers and other details with contact information for no more than three similar projects funded over the past three years by USAID, or any other government entity or third party source.” If an organization does not have past performance information it should include a statement to that fact and explain why and submit it with their application. This shall be no more than one page and will not count against the page limit for the technical narrative.

Question #19: My only question is regarding eligibility. Tearfund is a UK registered charity with previous experience of managing and implementing USAID programmes in various countries, although not in Zimbabwe. In Zimbabwe, we are currently registered as a Trust whilst we await registration as a PVO. In Zimbabwe, we work exclusively through national partners who themselves are either registered as

Trusts or as PVOs. Our proposal will therefore be based on working through a number of our longstanding partners. Could you please confirm that we are eligible to submit a proposal under this call?

Answer: Please see page 11 of the APS under applicant eligibility. It states “qualified U.S. and non-U.S. private non-profit organizations may apply for funding under this APS.” In regard to registration status, generally there is no requirement under US law that partners register with the government. But, any applicant should be compliant with local laws and capable of establishing operations in Zimbabwe that are necessary to carry out the activities set forth in the application.

Chandra Johnson-Thornton: I would also like to add additional clarification for questions on specific proposals. We are not allowed to answer phone calls that come in regarding your company to see if we think you are a good fit. What you can do is read the APS and decide whether you choose to apply to those countries that are included in the APS. Now we will move to questions from participants in today’s teleconference.

Question #20: Zimbabwe is still going through a conflict. If an applicant is successful, and after 6 months of implementation, the on the ground dynamics change can you get a modification? In the event someone has been awarded a grant, is their room to modify activities or modify budgets if the scenario on the ground changes. For example, elections which might make activities irrelevant.

Answer (Ousmane Faye): If the dynamics change, we will collaborate with you and sit down and discuss. As a Contracting Officer, we would not have a problem to sit down and discuss how we can change or amend the program. **Rebekah Krimmel:** We also remind everyone all those negotiations would happen in country—in the case of this question with USAID Zimbabwe and their contracting officer in South Africa.

Question #21: In country specific information for Zimbabwe, it identifies a “swing constituency.” What is the definition of a swing constituency.

Answer: A swing constituency is one that in the past or possibly in pending elections, is closely contested by the principal rivaling political parties.

Question #22: As local NGO, some of us are not national in scope. In the evaluation will we be evaluated more strictly with subnational coverage rather than a local NGO that is national?

Answer: That would neither hurt nor benefit you. The APS is not specifically for national coverage. Each project is evaluated on its own merits. Since the scope of your organization is not in the evaluation criteria, there are no points provided either for or against it.

Question #23: Youth are more on the forefront of the conflict here and being exploited. Would there be an opportunity to apply for a project with a focus on youth? Would you give extra points?

Answer: Please refer to the evaluation criteria, which outline what you will be evaluated on. Under each country specific section, we do lay out strategy and needs but again the evaluation criteria factors are the only things against which you will be evaluated.

Question #24: You indicated you would not provide information on the 183 grants given by CMM since 2004. Are you able to provide information on awards in Zimbabwe in the last 3 years?

Answer: In 2009 there were 3 grants awarded in Zimbabwe. For FY 2011, there are two grants pending award.

Question #25: I have a question on the language for Uganda. As a women's rights organization which would be focusing primarily on women beneficiaries, men and youth would be secondary beneficiaries. Is this an acceptable approach or do we need to make sure men and youth are equal beneficiaries?

Answer: In the APS you will notice there are references to conflict analysis and to the ADS guidelines on gender analysis and conflict analysis. The gender analysis doesn't presume equality or that the exact number of beneficiaries from different gender groups needs to match. It just means in an application you need to show how the program will affect men and women differently and in the conflict analysis explain why you are making choices you are making.

Question #26: As a follow-up, will you be penalized for focusing on one group.

Answer: You have to focus clearly on the evaluation criteria but we can not give more response to any specific situation.

Question #27: I just want to clarify something about key personnel. Is it up to 3 people and CV's can be up to 3 pages per person?

Answer: This is correct.

Question #28: Follow-up question on letters of support. I understand that we can include letters of support from sub partners. Is it 2 pages per letter or for all letters of support? Is there a maximum that we can submit?

Answer. That page limit is per letter not total of support. There is no cap but letters of support are only acceptable per local **implementing** organization.

Question #29: For the cost application, it says it must not exceed 5 pages plus attachments. Can the excel spreadsheet contain more than one schedule? Will additional sub-schedules be counted as additional pages against the limit? Do sub-schedules within an excel spreadsheet count as part of the total or as attachments.

Answer: You can include the sub-sheets as attachments. They will not count against the page limit.

Rebekah Krimmel: This is a reminder that the question and answer period for this solicitation has closed. So please ask questions now if you have anything else to ask.

Question #30: Thank you for hosting this conference call. Last year there were some MENA countries included and this year not. Will they be added or issued as a separate call for proposals?

Answer: For this APS the only countries involved are those listed. There will not be additional - countries added to this solicitation. Each year the participating countries change based on factors in country, mission priorities, and staffing.

Question #31: Where can I find the gender document you referenced?

Answer: We will post the link in the transcript posted on grants.gov.

The following are links explaining USAID guidance on gender analysis.

- ADS 201.3.9.3 “Gender Considerations” (<http://www.usaid.gov/policy/ads/200/201.pdf>)
- ADS 201.3.11.6 “Project/Activity Planning Step 2: Conduct Project-level Analysis as Needed” (<http://www.usaid.gov/policy/ads/200/201.pdf>)
- Applicants are strongly encouraged to consider the guidance contained in UN Security Council Resolution 1325 on Women, Peace and Security. For additional information, please see http://www.peacewomen.org/security_council_monitor/ and http://www.usaid.gov/our_work/cross-cutting_programs/conflict/in_the_spotlight.html

Rebekah Krimmel: It looks like we answered all the questions—we look forward to reading applications and seeing what you proposed. Thank you.

Additional Questions and Answers

The following are additional questions received via email by OAA Washington. As a reminder, the question period for this solicitation has now closed, except for mission-hosted bidder’s conferences. Please refer to Amendments One and Two for details on those events and subsequent information.

Question #32: Is there room to collaborate with an international NGO based outside Zimbabwe in monitoring and evaluation of the proposed intervention?

Answer: Yes, organizations applying for the local organization pool may collaborate with an international NGO for monitoring and evaluation of the proposed intervention. Applicants may propose any combination among prime applicant and sub-partners that they believe best supports the work in a cost-effective and manageable way but should ensure they remain consistent with the APS’ guidelines on local engagement as detailed on pages and 19-20 and 28.

Question #33: We are extremely interested in Funding Opportunity No. APS-OAA-12-000001. However, we have been in the process of registering on grants.gov for the past week in order to download the application, and we are still awaiting confirmation from CCR regarding our CAGE number. We have been notified this can take up to another week. If the confirmation comes through next week, that would leave us only three weeks to complete the grant application. Therefore, I am writing to inquire if it might be possible to receive a copy of the application via email prior to the finalization of our registration process.

Answer: Applicants may upload applications to www.grants.gov. However, electronic submissions are required to be e-mailed to CMMAPS@usaid.gov and to the USAID Mission or Regional Mission point of contact as stated in Attachment 3.” Therefore, availability of grants.gov during the proposal writing process should not interfere with production of the technical narrative as required by the terms of the APS on pages 16 to 21—there is no standard form for this information for the technical proposal. Standard forms for the cost application can be downloaded irrespective of registration at http://grants.gov/agencies/forms_instruction_information.jsp

Question #34: We are extremely interested in Funding Opportunity No. APS-OAA-12-000001. However, we have been in the process of registering on grants.gov for the past week in order to download the application, and we are still awaiting confirmation from CCR regarding our CAGE number. We have been notified that this can take up to another week. If the confirmation comes through next week, that would leave us only three weeks to complete the grant application. Therefore, I am writing to inquire if it might be possible to receive a copy of the application via email prior to the finalization of our registration process.

Answer: Please see answer to question 33.

Question #35: We read the Call for Proposals for conflict mitigations and reconciliation programs in Cambodia with great interest. In particular, the following two organizations would like to cooperate in a joint project: **Youth for Peace (YFP)** and **Transcultural Psychosocial Organization (TPO)**. We would appreciate to receive your guidance and advise whether you suggest to submit individual proposals for each organization that refer to the respective others, or if we should submit one joint proposal. Building on our existing activities, they will target former Khmer Rouge and base people in order to initiate a dialogue. Do you think such a project could be considered under your call?

Answer: Thank you for the background on your organizations. This APS is a global competition. Thus, we are unable at this stage to give advice about programming approaches, target populations and the team make-up which applicants propose. The APS provides extensive guidance on what types of projects can be considered and what types of team makes ups are eligible. Please read the entire APS, in particular page 11 discusses eligibility for funding. In addition, USAID does not provide guidance on how applicants structure their teams and sub partners as long as there is a prime designated on the proposal.

Question #36: Upon further reading, we were wondering if we could also get clarification on the specific budget guidelines for Rwanda. They state the following (p. 37 of the APS): USAID/ Rwanda will consider applications that holistically: a) Focus on land disputes management; b) Have a value of at least \$450,000 for local organizations; c) Have a value of at least \$ 1 Million for International organizations; d) Have a minimum duration of 24 months. To confirm I understand and interpret this correctly, does this stipulate that an application from our university must budget for a minimum total project costs of \$1 million, and \$450,000 of those \$1 million in funds must be allocated toward the local Rwanda

organization? Do these figures of \$1 million and \$450,000 include cost sharing? Or do they only reflect the funds we would be requesting?

Answer: Applicant's applying for programs in Rwanda must adhere to the following guidance. For any local applicant applying for funding, the organization needs to propose a program and activities that request AT LEAST \$450,000 from USAID. International applicants need to propose a program and activities that request AT LEAST \$1,000,000 from USAID. Thus, the California State University will likely be applying for the international competition and thus, the University must propose a program that request at least \$1,000,000 from USAID. The figures of \$1 million and \$450,000 do not include cost sharing. Please see page 9 for instructions about cost sharing.

Question #37: Cost Application file format: Does USAID want the cost application submitted as a single PDF file consisting of the budget and signed SF-424 forms (see APS page 15 and 24)? Or should the cost application be submitted in multiple files as a Microsoft Excel document for the budget and a PDF file for the signed SF-424 forms (see APS page 23)?

Answer: USAID's intent is for applicants to submit two electronic files (the Technical and the Cost Applications) with all attachments consolidated. A single PDF consisting of the cost application: including the budget and signed SF-424 forms is ideal but other consolidated formats are also acceptable. USAID will accept an excel budget work sheet as a separate file for the cost application but ONLY if a separate file is necessary.

Question #38: Key Personnel CVs: Within the three CV limit, can we include CVs of staff critical to project implementation that are not names as Key Personnel?

Answer: Please include CVs for key personnel only, guidance is provided on page 15. Additional CVs for other program staff will not be accepted.

Question #39: Formatting: We respect the requested narrative format of 12 point with one inch margins in a portrait page orientation. Would USAID consider allowing a slightly smaller font (such as 10 point), margins of slightly less than 1 inch, and a landscape page orientation for tables, charts, and annexes? For instance, could the Performance Monitoring Plan (annex) be in landscape page orientation with 11 point font?

Answer: Please see page 15, it states the following. Applications should use single-spaced pages with each page consecutively numbered, and use a font not any smaller than Times New Roman Font 12 or a similar size typeset. Applications must have margins of not less than one inch on all sides and must be formatted in the portrait style (not landscape) for all text portions. USAID also realizes that for some (non-text portions), such as annexes or organograms that landscape submissions are more appropriate. In these very limited cases, applicants may organize charts in formats, which they deem appropriate. For example, 11 point font may make sense in the very limited case of non-text, landscape portions. However, applicants are highly encouraged to only submit documents that are in line with the guidance provided on page 15.

Question #40: Past Performance References: The CMM FY 12 APS states on page 22, “The applicant must include information on any problems encountered, and the applicant’s corrective action(s). Applicants must not provide general information on their performance.” In contrast, the CMM FY 11 APS also asked for a brief description of the project/assistance activity and key project accomplishments/results achieved to date.” Are we only to focus past performance references on problems encountered and corrective actions, without a description of the program? Also, what is considered to be “general information” on past performance”?

Answer: Applicants should refer only to the CMM FY12 APS which, in combination with amendments, is the sole source document for this application. As noted on page 22, DCHA/CMM will review past performance references to evaluate the extent to which the applicant demonstrates the successful implementation of other projects similar in magnitude, complexity, objectives and contexts. Applicants should refer to the evaluation criteria for the way in which past performance information will be scored. As a reminder, USAID reserves the right to acquire past performance information from sources other than those identified by the applicant. While applicants are to include problems encountered and corrective actions, applicants may also describe any quality awards or certificates that indicate exceptional capacity to conduct the program described in this APS.

Question #41: Budget page limitation: For a 5-page budget over \$500,000, are the SF424 forms excluded from the page limitation? (see page 23 of the APS)?

Answer: The SF 424 forms will not count against the page limit. However, the SF424 should be submitted and included as part of the consolidated Cost Application. Please see page 23, SF 424, 424A, and 424B (excluded from the three-page limit) should be signed by the applicant and submitted as an electronic file.

Question: #42 We are an organization based in Nairobi, Kenya but our project activities are going on in Somalia. Is a local ORGNIZATION FROM Somalia eligible to submit an application?

Answer: Please see page 11 for applicant eligibility guidance. The APS stipulates 21 different countries in which proposed activities can take place (page 2). The APS does not state a preference for the origination of NGOs applying for the awards. Thus, the origin or the place where an organization is based has no bearing on if they can apply for funding. However, please see page 11 – 13, the origin of an organization does affect the pool in which an organization would apply. An organization’s status such as if it is a local, in-country organization or an international organization will determine how the applicant can apply. For example, if a Somali NGO wanted to propose work in Kenya under this solicitation, then the NGO would be considered an international NGO and, thus would need to apply in the \$500,000 - \$1,200,000 range. If a local, Somali NGO proposes to do work in response to the country-specific guidance

of the East Africa regional mission to do work on the Somalia-Kenya border then the applicants might (if all requirements outline on page 11) be able to submit a proposal as a local NGO. Please see page 11 for a definition of what a local NGO is in regard to the funding under this solicitation.

Question: #43 Our University is interested in submitting a proposal for the upcoming March 9, 2012 deadline for the USAID RFP. I will attach our Program Summary and would appreciate a chance to discuss its viability given the specific requirements written for Burundi.

Answer: Please see the answer to question 14.

Question: #44 The World Federation of United Nations Associations (WFUNA) is interested in gaining more insight about the APS call to ensure that our priorities directly align.

Answer: Please see the APS for extensive detail about USAID's priorities and intent for this APS. This APS is a global competition. Thus, we are unable to provide individual advice or insights at this stage.

Question: #45 The Cambodian Building Organization (CBO) is very interested in the APS. Please kindly inform me how I can access to apply my application to this grant.

Answer: Please see page 11 of the APS for eligibility guidance and page 15-16 for directions about how to apply.

Question: #46 Our organization is very interested for this Request for Application. I would like to kindly send a full application of the APS forms via this email so we can work on this application and submit to you on time.

Answer: Due to the nature of this global competition, USAID is not able to review, discuss or engage in any type of dialogue about the specifics of potential submissions. Please submit according to the APS guidelines.

Question: #47 Under section 6 Attachments, list of eligible countries and country specific instructions for Ethiopia. The instructions state: The applicant must also be registered to operate in Ethiopia, under the Charities and Societies Act (CSA). Does this mean that the applicant must be registered to operate in Ethiopia in order to submit a proposal or can a successful applicant register upon acceptance of their proposal?

Answer: Per page 36, applicants applying to do projects in Ethiopia must ensure they are registered to operate in Ethiopia before they submit proposals.