

CMM APS 2012/ Questions and Answers

1. Are applicants required to submit/upload their application through Grants.gov?

Answer: Applicants may upload applications to <http://www.grants.gov>; however, USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. **Additionally, USAID/West Bank and Gaza requires that all applications be submitted electronically (e-mailed) to WBG-APS-CMM2012@usaid.gov by April 9, 2012. Applicants are required to request a receipt confirmation to ensure that the application was received.**

2. We are a newly established organization. May we still apply? How will past experience be examined?

Answer: Please refer to question number 13 in the Frequently Asked Question document. New organizations are highly encouraged to submit applications. If your organization is a new one, please describe the past experience and efforts that resulted in its formation. Please also provide a concise summary of the positive impact that resulted from past experience.

3. What is meant by Cost Share?

Answer: Please refer to section A.4 of the APS. Cost share refers to the resources a recipient contributes towards the activities for which they seek USAID funding. USAID does not require cost share under this APS. Nonetheless, USAID recognizes that cost share may be an important element of the USAID-recipient relationship. Cost share will not be a factor in evaluating proposals.

4. Can you clarify whether funding will be available for activities taking place exclusively within Israel?

Answer: Yes, as long as the proposed program is in line with and addressing the objectives as stated in section A of the APS.

5. Can the term "Palestinian" in the APS refer to Palestinian citizens of Israel?

Answer: The term "Palestinian" in the APS refers to Palestinian citizens in West Bank and Gaza.

6. USAID states in the objective that there are three desired characteristics: 1) people-to-people approach, 2) problem-solving approach, and 3) focus on women, youth and/or disabled. Considering that the Programmatic and People-To-People Approach section is given nearly 60 points, can there be further guidance on how these three characteristics are to be weighted?

Answer: The objective of this APS is to make significant strides toward the overall goal of conflict mitigation, peace and reconciliation in Israel, the West Bank and Gaza, and contribute to USAID's developmental objectives in the region.

This solicitation is intended to fund conflict mitigation programs with a people-to-people approach addressing conflict mitigation that will preferably focus on women, youth and/or disabled.

This APS does not specify the weight of each characteristic and the evaluation of applications will be in accordance with the evaluation criteria as outlined in section D of the APS.

7. Will USAID consider programs working on conflict mitigation between Palestinian communities, Muslims and Christians, students and communities or intra Palestinian tension, for funding under this APS?

Answer: USAID is seeking applications from applicants to carry out activities that mitigate conflict and promote reconciliation by bringing together individuals of different ethnic, religious or political backgrounds from areas of national conflict, civil conflict and war. Successful technical applications are applications that meet the objectives of the APS as described in section A.

This APS does not limit the areas of conflict that should be mitigated however; applicants should make significant strides towards the overall goal of conflict mitigation, peace and reconciliation in Israel, the West Bank and Gaza, and contribute to USAID's developmental objectives in the region.

In addition to the people to people approach, USAID would like applicants to focus on issues of common interest to Israelis and Palestinians.

8. Will USAID consider two applications one for a FOG and one for a Standard Assistance Award submitted by the same Organization?

Answer: Yes. Please note that each application will be evaluated separately as a stand-alone activity.

9. Why are applicants given a short turnaround time for submitting an application? Why does the entire process, mainly notifications to applicants as to whether they are successful or unsuccessful so long?

Answer: The CMM program involves a lot of stakeholders and as such require various approvals and clearances on different levels.

10. What is the maximum period of performance for the Standard Assistance Awards and the FOGs?

Answer: The maximum period of performance for Standard Assistance Awards is three years. The maximum period of performance for FOGs is eighteen months.

11. What is meant by PCA and what is the specified amount in the APS?

Answer: PCA stands for 'Partner Contracted Audit'.

Congress has mandated that all contractors and grantees and sub-contractors and significant sub-contractors and sub-grantees be audited annually. Therefore, USAID is requesting applicants to include a budget line item to cover these costs.

USAID estimates the amount to be:

- i. \$12,000 for the standard assistance awards on an annual basis;
- ii. \$7,000 for the FOGs for the entire program.

Resultant awardees will be provided with training and further instructions as to how they will need to comply with this requirement.

12. Is there a preference for developing cross border programs?

Answer: Geographic considerations are not a factor of consideration under this APS.

13. What does the term "Key Personnel" mean and who can be designated as key personnel?

Answer: USAID may designate as key personnel only those positions that are essential to the successful implementation of an award.

The applicant shall provide experienced, qualified personnel in relevant disciplines and areas for project management and staff. The applicant shall provide sufficient information on the technical and managerial experience of the proposed project director as well as any other key personnel.

14. Can key personnel be determined after submission?

Answer: Up to three key personnel must be identified in the application. Their CV's may be included as attachments to the Summary Application and should not exceed one page limit for each.

15. Are key personnel allowed to be under a contract and not employees of the organization?

Answer: Yes, Key personnel may be contractors and not necessarily employees of the organization.

16. What is a sub-awardee?

Answer: Sub-award means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower tier sub-recipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract.

17. Where can we find information on past projects funded by USAID?

Answer: Fact sheets and information on the CMM portfolio may be found in USAID/WBG website under the Democracy and Governance portfolio. See the following link:

<http://www.usaid.gov/wbg/dgo.html>

18. May the winning applicant charge USAID retroactively for all incurred costs in the period from the submission of application to the award date?

Answer: No. Issuance of this APS does not constitute an award or commitment on the part of the US Government to make any awards, nor does it commit the US Government to pay for costs incurred in the preparation and submission of an application. Note that funds are not currently available for this APS. The issuance of this APS, or the submission of any application, does not assure any award(s).

19. Will USAID be notifying applicants if successful or unsuccessful at the same timeframe for both FOGs and Standard Assistance Awards?

Answer: Applicants for both types of awards will be notified if successful or unsuccessful within six months from the closing date of submission.

Please note that applicants applying for a FOG will not be requested to submit a full application and will be notified successful or unsuccessful based on their summary application only.

In addition, applicants applying for a Standard Assistance Award will be notified as to whether they will be requested to submit a full application for further considerations in the same timeframe.

20. Will USAID consider applications proposing programs that are continuation to current programs?

Answer: USAID does not automatically fund expansions to ongoing programs. Applicants applying to programs that are a continuation of current successful programs may build their new program on the previous one but should take into consideration the objectives of this APS as describes in section A. The application will be evaluated as a standalone activity.

21. What is the percentage of the applications that USAID anticipates to fund under this APS?

Answer: As specified in the APS, USAID anticipates awarding grants and cooperative agreements up to \$9 million total.

22. Can a sub-partner apply for a FOG?

Answer: Yes.

23. Do I have to partner with another organization to be able to apply?

Answer: No. Partnership with other organizations is not a requirement.

24. What is the acceptable percentage of overhead or indirect cost?

Answer: If the organization has a Negotiated Indirect Cost Rate Agreement (NICRA) with the US Government, indirect costs may be included in the budget in accordance with the approved rates.

For organizations that don't have a NICRA all costs should be quantified, justified and directly charged to the program. (See Attachment H, Section D.4.2).

25. If the application includes a people to people component and involves lawyers, could litigation be allowed when it is human rights related?

Answer: Yes, as long as the proposed program is in line with and address the objectives as stated in section A of the APS.

26. Will USAID consider a link to a trailer in the summary application?

Answer: No, USAID will only consider information included in the five pages summary for the summary applications.

27. Has the Mission funded programs that are arts related? Will this kind of programs be considered?

Answer: Art related programs may be considered as long as the proposed program is in line with and addressing the objectives as stated in section A of the APS.

Fact sheets on previous programs can be found in USAID/WBG website. New approaches and ideas to mitigate the conflict that meet the objectives of the APS will be considered.

28. Is there flexibility with regards to the start date of the program?

Answer: Yes. The start date of the program may be discussed and agreed upon during negotiations.

29. Do we have to resubmit the budget forms if they were submitted under a previous ongoing award with USAID?

Answer: Yes.

30. Can the same participants under an existing program be targeted in the application?

Answer: Although USAID encourages targeting new participants, the applicant can target participants under an existing program if it best serves the program objectives.

31. What are the constraints on international and third country trainings?

Answer: In recognition of the increased challenges of movement and access between Israel, WBG and Jordan, meetings in third-country venues are permissible if the neutrality of the meeting location or the security of participants is an issue and measures are taken to ensure the cost-effectiveness of the endeavor. Sufficient technical justification should be provided for use of a third-country venue. However, International and third country training may be approved on a case by case basis. If the applicant demonstrates that this training is essential to the implementation of the program and contributes to achieving the objectives of this APS, International and third country training will be considered.

32. What is the definition of youth in terms of age? Are university students considered youth at the BA level or MA level?

Answer: Youth are defined as having reached the stage in life where they are physically capable of assuming adult roles (i.e., have passed puberty), usually between ages 15 and 24, although different societies frame this differently. Definitions may vary for men and women. Indicators should be disaggregated by youth age groups. See the USAID's Youth in Conflict toolkit available at:

[http://www.usaid.gov/our_work/cross-cutting_programs/conflict/publications/docs/CMM Youth and Conflict Toolkit April 2005.pdf](http://www.usaid.gov/our_work/cross-cutting_programs/conflict/publications/docs/CMM_Youth_and_Conflict_Toolkit_April_2005.pdf)

33. What should be included in the management plan? Is the management plan within the five page limit?

Answer: As stated in Section B.3.b of the APS, the composition and organizational structure of the proposed program team should be well described, including the titles, roles and responsibilities of key personnel. The management plan should be structured so as to best support the project's goals and implementation.

Information on the management plan should be within the five page limit in summary applications.

34. Should regional programs including a Jordanian partner contribute to mitigating the conflict or will it be enough if it contributes to mitigating the regional conflict? Namely are you looking for the broader or narrower approach?

Answer: USAID will consider applications from Applicants applying for a Standard Assistance Award (See Section B of the APS) from organizations with an established regional presence, which will allow for Israelis, Palestinians and Jordanians to work jointly on regional issues of common interest to mitigate conflict.

35. We are a new and not yet organized group of people, should we be incorporated formally before we apply?

Answer: Yes.

36. How much detail should applicants provide on their implementing partner?

Answer: Applicants should decide on the amount of information to be included in the application. If the application was successful, USAID may request additional information on the sub-partner if needed.

It's important to note that the prime recipient will be liable for the sub-awardee both technically and financially.

37. What is the format of the Implementation plan and the monitoring and evaluation plan?

Answer: Implementation and evaluation plan format will be discussed and finalized with USAID during negotiations with successful applicants.

38. We are an Israeli organization; could we calculate the VAT into the budget since it takes time to get it back?

Answer: VAT costs which are not exempted may be included in the proposed budget.

39. Can we "Union of Municipalities" apply for a program that will include cooperation between Israeli and Palestinian municipalities regarding water issues?

Answer: In accordance with the eligibility information in section A of the APS, governmental institutions/organizations may not apply for funding under this PAS. However, if the Union of Municipalities, which is an NGO, will be the prime applicant implementing the activities/program then yes you may apply.

40. Is there an optimal number of partners?

Answer: No.

41. For organizations that apply for EU grants can they submit the same activities?

Answer: Yes.

42. We are implementing a program that brings Palestinian and Israeli journalists together in Jordan, is this considered regional program?

Answer: NO. In order for a program to be considered regional it needs to bring together, Israelis, Palestinians, and Jordanians together to work jointly on regional issues of common interest to

mitigate conflict. Only organizations with an established regional presence are encouraged to apply for regional programs.

43. I understand from the eligibility requirements that an individual affiliated with an Israeli university could not be the initiator (and formal applicant) of a grant request

Do I understand correctly?

Answer: Please refer to Section A.1.d of the APS for information on the eligibility information.

44. Will USAID be willing to assist in the CCR registration and in obtaining an NCAGE number?

Answer: Please see the Frequently Asked Questions document that was posted on grants.gov on March 16, 2012. Please note that the CCR registration is not a pre-application requirement. However successful applicants will be requested to complete the CCR registration prior to award. USAID will assist to the extent possible.

45. Can we submit qualified key personnel on existing USAID-funded projects as key personnel for this CMM opportunity?

Answer: Yes. The level of effort for each individual combined should not exceed 100%.

46. Is there a specific reason why 'Do No Harm' is not included in this APS? Can applicants include 'Do No Harm' in their summary application?

Answer: Applicants need to propose programs addressing the objectives stated in section A of the APS.

47. Will USAID consider the security concerns and the difficulty of cross border work and thus look more favorably at people to people programs in Israel and/or in the West Bank and Gaza?

Answer: We are aware of the challenges and difficulties that face cross-border programs. We are looking for people to people programs with innovative approaches in mitigating the Israeli-Palestinian conflict while overcoming these challenges. Programs that are not cross border and meet the objectives of this APS will be considered for funding. Furthermore, geographic considerations are not a factor of consideration under this APS.

48. Are recommendations from governments, colleges, or armed forces, helpful for grant consideration?

Answer: No, submitting recommendation letters is not a requirement under this APS. However, Applicants are required to provide a concise summary of their organization's qualifications. The summary should include a description of present and on-going programs that have a direct relationship to the proposed activities under the Award that demonstrate past experience

implementing conflict management and mitigation programs in the region. See section B.3.c of the APS.

49. For the full application, do the Monitoring and evaluation plan and Implementation plans need to be part of the same document or can they be done separately? If separately, what is the page limit for each?

Answer: As stated in Attachment A of the APS, monitoring and evaluation plan and Implementation plan should be submitted in separate documents and in accordance with the following page limit:

- One page limit for the Management Plan and Organizational Qualifications.
- Two pages limit for the implementation, Monitoring and Evaluation plan.

50. For the full application, on page 28 it says applicants must provide a description of how compliance with Mission Order 21 will be monitored. Is this meant to be part of the M&E Plan?

Answer: Yes.

51. In a partnership of 3 or 4 organizations, does one organization need to be declared as a “leading partner” or a “directing partner”?

Answer: As stated in section A.1d of the APS, USAID encourages applications from partnerships or consortia directed by or including local organizations. In this context, partnerships are defined as a negotiated arrangement among organizations that provides for a substantive, collaborative role for each of the partners in the planning and implementation of the project. Applicants intending to represent a coalition of providers should be prepared to provide, if requested, a signed partnership agreement stating:

- An intent to commit or receive resources from the prospective partner(s) contingent upon receipt of funds;
- How the partnership arrangement advances the objectives of the program;
- Supporting documentation identifying the resources, experience, and expertise of the partner(s);
- Evidence that the partner(s) has been involved in the planning of the project; and
- Clarification of the role of the partner(s) in the implementation of the program, evaluation, and sustainability.

52. Our program requires an intensive planning period before implementation as it involves many stakeholders. Can we submit a FOG that includes only the planning period which in itself is a people to people activity, and a Standard Assistance Award that includes both the planning and the execution phases?

Answer: Assuming that both applications meet the objectives of the APS, each application will be evaluated separately, as a standalone activity.

53. Can you elaborate on the meaning of an organization with “an already established regional presence”? Are past activities that include Palestinians, Jordanians and Israelis considered to be a sufficient presence for example?

Answer: Organization with “an already established regional presence” are organizations that either implemented or are currently implementing regional projects with Israelis, Palestinians and Jordanians.

The applicant should demonstrate that past activities constitute an established regional presence.

54. If our project receives an award from a different agency after April 9, and gets accepted by USAID, do we have the possibility to amend our budget so it will reflect only the activities not supported by the other agency?

Answer: Yes, the budget can be amended during negotiations. However, please note that funds from other US federal agencies may not be used in cost share calculations under the same program.

55. Do proposals that involve Israeli and Jordanian partnership in a program that involves Palestinian experts and volunteers, without a Palestinian partner, eligible?

Answer: Yes. USAID will consider applications from Applicants applying for a Standard Assistance Award (See Section B of the APS) from organizations with an established regional presence, which will allow for Israelis, Palestinians and Jordanians to work jointly on regional issues of common interest to mitigate conflict.

56. Are there restrictions on the number of applications an organization may submit?

Answer: No.

57. Under Section B.3.c. "Organization Qualifications" The last paragraph under this section requests reference information for entities from which applicants have received assistance awards or contracts for similar activities over the past three years. Please confirm whether applicants may submit these references as an attachment not subject to the 5-page limit.

Answer: This information is subject to the 5 page limit. As stated in section B.3.c of the APS, applicants are required to provide a concise summary of their organization's qualifications. The summary should include a description present and on-going programs that have a direct relationship to the proposed activities under the Award that demonstrate past experience implementing conflict management and mitigation programs in the region.

The summary may also include a description of relevant collaborative efforts your organization has undertaken jointly or in coordination with other institutions with a focus on developing and/or transitional countries. If your organization is a new one, please describe the past experience and efforts that resulted in its formation. Please also provide a concise summary of the positive impact that resulted from past experience described above.

In addition, applicants may provide a description of any publications or reports that demonstrate any special qualification and experience that your organization has, related directly to the proposed activities.

Applicants proposing people to people programs that include Jordan should be able to demonstrate an already established regional presence.

58. I am writing to inquire about the exact requirements for the APS summary application. From my reading of the APS it only detailed the needs and attachments for a full application; can you please clearly delineate the requirements for the summary application?

Answer: Details on summary application may be found in Section B for Standard Assistance Awards and in section C for Fixed Obligation Grants.

59. We are a new organization that has 6 months of experience in series of events involving hundreds of Israelis and Palestinians. The effort has been driven by volunteers and hasn't yet been formalized.

Can we submit an application as a small existing US NGO or should we form a new NGO in Israel/Palestine? What are the pros and cons of each option? Must we be an already registered organization to be considered or can registration be deferred to some later point?

Answer: If your organization meets the eligibility criteria in section A, you will be eligible for funding. This APS does not require having a local partner or local presence. However, you need to demonstrate, in your application, your organization's capability and capacity in implementing the proposed activities on the ground.

60. We deem that a viable peace plan needs strong well-considered support for it in all the relevant constituencies. This requires that citizens evaluate alternative approaches to resolve the conflict. Our project has plans based on two sovereign states principle but also plans based on other approaches. Any participant can “sign” any number of the plans. Will this pluralistic approach disqualify us?

Answer: No. We encourage innovative people-to-people programs to mitigate the conflict. All applications will be reviewed in accordance with the evaluation criteria outlined in the APS.

61. Is it permitted to offer financial incentives for participation?

Answer: all costs will be evaluated based on their allowability, allocability and reasonableness.

62. Are there templates available that applicants may use for the technical and cost applications cost?

Answer: Applicants are requested to follow the instructions on technical and cost proposals in sections B and C and the Attachments G and H.

63. In the full application format, do CVs and Letters of Commitment count towards the three pages limit or are they to be included as attachments? Considering the CVs themselves are 3 pages (1 page each), it seem that 3 pages would be insufficient to also include descriptions and Letter of Commitment.

Answer: Full applications must conform to the page limit provided in Attachment A. Applicants are requested to submit CV's of up to three personnel (limit one page each). Therefore, all three CV's and any relevant information on the key personnel should not exceed the three pages limit.

64. Our new NGO does not have relevant past experience as an organization. The guidelines indicate that we need to describe “past experience and efforts that resulted in its formation”. Can this include the past experience and efforts of individuals, founders and board?

Answer: Yes.

65. Is the financial capacity of an organization a factor in reviewing applications for both types of wards?

Answer: In accordance with section A.9 of the APS, USAID may perform a pre-award survey to assess the applicant's management and financial capabilities.