

USAID/West Bank and Gaza CMM APS-294-13-000001
Questions and Answers

Q1: What are the possible geographic locations under both Standard Assistance Awards and Fixed Obligation Grants (FOGs)?

A1: The eligible categories of participants and geographic locations are:

i. The eligible categories of participants under Standard Assistance Awards are:

1. Israelis and Palestinians (Israel and the West Bank)
2. Israeli Arab and Jewish citizens (Israel Only)
3. Israelis, Palestinians and citizens of other Middle Eastern countries (Israel + Palestinians + Middle East countries)
4. Israelis and citizens of other Middle Eastern countries (Israel + citizens of other Middle Eastern countries).

ii. As stated in Section C.1 of the APS, regional applications are not eligible to apply for a FOG. Therefore, the eligible categories of participants under FOGs are:

1. Israelis and Palestinians (Israel and the West Bank);
2. Israeli Arab and Jewish citizens (Israel Only).

Q2: Are there cost limitations for evaluation of the program?

A2: Organizations are not requested to allocate funds for program evaluation. USAID will be working with partners on methodologies to assess the impact of their programs.

Q3: What cost limitations if any are allowed for budgeting for the USAID audit and financial procedures?

A3: As stated in Attachment H of the APS, the costs associated with the Partner Contracted Audit (PCA) must not exceed the amount of \$12,000 per year for Standard Assistance Awards and a total of \$7,000 for FOGs.

Q4: I would like to review samples of recent applications that were awarded grants. Can you please point me to a website or send them as an attachment?

A4: Applications may contain proprietary information and therefore cannot be disseminated. The USAID/West Bank and Gaza Internet homepage provides a summary of programs that are currently funded by USAID under the Conflict Management and Mitigation program. Please refer to the link below for further information.

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

Q5: Can you please provide an example (you don't need to include text) of what the full five pages initial summary and attachments should be? In some places it is not clear what is for the full application (for the second stage) or what is for FOG. I am interested in only what exactly needs to be submitted for a Standard Assistance Award; i.e. what needs to be included by the June deadline, and how to reproduce any of the required forms, etc.

A5: Organizations that are interested in submitting summary applications for standard assistance award must refer to Section B "Standard Assistance Award", specifically B.3 "Technical Summary Application Format". The information in this section must be submitted by the closing date of the APS.

Organizations that are interested in submitting applications for a FOG must refer to Section C "Fixed Obligation Grants" (FOGs), specifically C.2 "Technical Summary Application Format".

Q6: What information is needed for question 8 in the APS 294 form:

Employer/Taxpayer Identification Number (EIN/TIN).

A6: The information that is requested under this line item is requested for American organizations only.

Q7: Can you please let me know whether our application has to be for a new program that begins after the grant is approved? Or can we also ask for funding for an ongoing program that is already operating?

A7: Both new programs and ongoing programs may be considered under the APS as long as the application meets the objectives of the APS. For ongoing program, the application needs to clearly state the budget and what exactly USAID will fund and what deliverables are expected to be achieved.

Q8: Can an organization apply for both grants - the Standard Assistance Award and the Fixed Obligation Grant at the same time? Or can we only apply for one? Is an NGO allowed to submit 2 different applications for a Standard Assistance Award? And if so are we "penalized" in any way for submitting 2 different applications?

A8: Yes, organizations may apply for both Standard Assistance Award and Fixed Obligation Grant. There is no limit on the number of applications that may be submitted by an applicant.

Q9: For a “FOG” application the maximum is \$100,000. Is that for the request or the actual program? i.e. if the program is \$150,000 and we have \$50,000 cost share, can this be in the budget?

A9: The maximum US federal share under a FOG is \$100,000.

Q10: Can an organization whose grant with USAID ends this year apply for funding for the same program of the current grant (given that appropriate changes will be made in the program's activities based on lessons learned and the new approach)?

A10: Yes, if the program is in line with the requirements under the current APS.

Q11: To what extent should description of the project in the summary application be based on theoretical approach to conflict resolution – Conflict Assessment Framework and Theories of Change?

A11: Applications under this APS have a page limit. It is up to the applicant to present the various required sections of the proposed program to meet the criteria.

Q12: Should detailed specification of anticipated cost sharing be included in the summary application?

A12: If cost share is anticipated under a program it should be reflected under the budget. Proposed cost share committed under the program will be audited. Therefore, applicants must include only the cost share that is secured under the program.

Q13: Should the application be submitted exclusively in electronic format (only via email and optionally via Grants.gov)?

A13: All applications must be submitted through the e-mail address that was provided under the APS. Submission through grants.gov is optional but is encouraged.

Q14: We intend to submit a Summary Application in response to the Conflict Management and Mitigation Program: APS# 294-13-000001, we cannot find guidance in the APS as to the anticipated project duration range that may be proposed; what timeline range may be proposed?

A14: The period of performance is a maximum 36 months for Standard Assistance Award and maximum 18 months for FOGs.

Q15: We are considering a proposal focused on Arab and Jewish Israeli young women and men. Will USAID consider a proposed focused predominantly on young people?

A15: Please see section A.1 “APS Objectives” of the APS which states, “USAID will encourage proposals that involve women, youth and/or the disabled and demonstrate understanding of their role in conflict mitigation.”

Q16: We assume based on our interpretation of the APS and of the language found in Attachment E, that we may propose project activities that will be implemented only in Israel.

A16: Yes. Please refer to Question 1 of this document.

Q17: P. 17: In the section focused on Gender: a reference is made to questions that applicants will need to answer...”prior to award”. Should applicants answer these questions in the Summary Application?

A17: There is no need to answer these three questions in the 5-page summary applications. However, the 5-page summary applications must include a clear gender approach. Only if the applicant is deemed to be a successful awardee, then it will be required to submit a full application with a more detailed gender analysis that addresses these three questions.

Q18: P. 19: In the section focused on ORGANIZATION QUALIFICATIONS; PAST EXPERIENCE, the solicitation asks applicants to provide detailed information on “assistance awards or contracts for similar activities over the past three years”. Shall we provide this detailed information, as requested, in the Summary Application, 5 pages?

A18: Under B.3.c “Organization Qualifications; Past experience”, P. 18 of the APS, applicants must provide a concise summary of their organization qualifications and past experience. Yes, the information is included in the 5 pages limit of the summary application.

Q19: The cover letter states that applications are due on June 24, 2013. Is there a specific time on this day by which we need to submit? If so, which time zone?

A19: Applications must be submitted no later than June 24, 2013 (Midnight Tel Aviv Time).

Q20: P. 15, B.2 Preparation Guidelines - states that "the title page must be marked with the following legend:" QUESTION: where on the title page (Attachment E) should this statement be included?

A20: The legend must be stated on the top of the cover page only if the applicant wishes to restrict the data in the application.

Q21: Under B.4 “Budget and Budget Narrative” P. 19, it is stated that "The budget and budget narrative are to be submitted under a separate cover from the technical application." Please specify if we are to use a different cover page than that provided in Attachment E, or if Attachment E should be duplicated as a cover page for the cost proposal.

A21: The Cost Proposal should be submitted as a separate document. This is no specific format or template in terms of the cover page for the cost proposal.

Q22: P. 30, Attachment A “The Standard Assistance Award Full Application Format” specifies that the program summary will be limited to 5 pages, and the management plan and organizational qualifications will be limited to one page. Page 16 of the Technical Summary Application Format states that both of these sections are not to exceed 5 pages. Please confirm that for the initial application submission that B.3.a. Programmatic Approach, B.3.b Management Plan and Key Personnel, and B.3.c Organizational Qualifications; Past Experience, must all be within 5 pages, or if it is to follow the format for the full application (6 total pages).

A22: Summary applications with the limit of five pages, must follow the format reflected under Section B, in particular B.3 “Technical Application Format”. Only successful applicants will be requested to follow the format under Attachment A “Standard Assistance Award-Full Application Format”.

Q23: P. 44, Attachment E, Geographic location of proposed project - The four options are Israel and West Bank, Israel Only, Israel, Palestinians, and Middle East Countries, and Israel and citizens of other Middle East countries. Are we restricted to checking one of these locations, or may we check more than one?

A23: Applicants are requested to check the applicable geographic area(s) related to their proposed program.

Q24: P. 49, D.4.2 #1 - states, “All costs should be directly charged to the program unless the applicant has a Negotiated Indirect Cost Rate Agreement (NICRA).” If the applicant does not have a NICRA, can the applicant utilize established indirect rates if the rates can be substantiated through audited financial statements, year-to-date profit and loss statements and balance sheets or other information as requested by USAID?

A24: No. All costs under the proposed programs should be charged directly to the program unless applicants have a Negotiated Indirect Cost Rate Agreement with a US federal agency.

Q25: By when can applicants for the Standard Assistance Award expect to receive feedback on their summary application if approved for full proposal submission? What is the expected award period for successful proposals?

A25: Feedback regarding proposed applications shall be provided within six months of submission. Awards will be issued upon successful negotiations and completion of the pre-award requirements.

Q26: The technical process for signing in for the application is lengthy and complicated and system tend to get stuck. What happens if the technical signing in is not yet finalized by the deadline 24.06.?

A26: All applications must be submitted by June 24, 2013. When sending applications in response to this APS, applicants must take into account system challenges and errors. Please note that while applicants are encouraged to submit their application through Grants.gov they are not required to. The only requirement as stated in the APS, is that all applications must be submitted to the following email address by the closing date: WBG-APS-CMM2013@usaid.gov

Q27: We intend to partner with a US institution. Do the same criteria for the applicant apply also to the partners?

A27: All applications will be evaluated against the selection criteria set in Section D of the APS.

Q28: In our country, we follow the legal rules and regulations for employees in vacation, insurance, pension, etc. Do we have to elaborate on that anyway, or would it be sufficient to shortly describe the law and say how we work according to it?

A28: Applicants are expected to follow all applicable local laws. There is no need to further elaborate.

Q29: Following the preparation meeting last week, I would like to apply to the USAID – Fixed Obligation Grant – for one of our projects. In the meeting I was sure that everything in your explanations and instructions was clear, however only now when starting to work on the application I realized, that couldn't find out if you have any official form for narrative and budget, or should I submit them in standard Word and Excel formats?

A29: In order to assist applicants with preparing the budget and budget narrative for their respective applications Attachment G “Budget template” and Attachment H “Sample Budget Narrative” were incorporated under the APS. Applicants are encouraged to follow these samples.

Q30: Are any or all of the 424 forms required now or only pre-award? If not, then am I correct that all is required for 24 June is 3 CVs, the 5 page narrative, the cover page (is there a page limit using your form) and budget?

A30: Applicants must submit The SF424 forms with the summary applications. For all the required documents please refer to section B.3 for Standard Assistance Awards and C.2 for FOGs.

Q31: What about projects that work with single identities group within different segments of the Israeli public, will these be considered people to people activities?

A31: Please refer to question no. one of this document.

Q32: Is it acceptable for an organization to have funding from a foreign government for one aspect of the proposed program?

A33: It is acceptable, these funds will be considered cost share.

Q34: Could we request less than \$50,000?

A34: No.

Q35: Would a people to people program that focuses on education but not on an issue of common concern be eligible?

A35: Education is an issue of common concern and applicants could link education to conflict management and mitigation.

Q36: Could we target 30% US students who are Muslims and Jews under a FOG?

A36: Other citizens may participate in your programs but USAID will fund only the four categories stated under the APS (see question No. 1 above). Applicants must ensure proposing components that are fixed in specific milestones that are associated with specific costs. Throughout negotiations, these matters will be reviewed and agreed on before award.

Q37: Our organization is largely funded by another organization in New York, so would it be better for us to apply through our local organization or the one in the US?

A37: Both organizations may apply if they are responsive to Section A.1.d "Eligibility Information".

Q38: What is the expected start date for projects? Is it 6 months from the date of receiving the first notice and when should we expect the project to start receiving funding?

A38: Within 6 months of receipt of applications, USAID will notify applicants whether they are finalists. In some cases programs may start a year after the submission of the application. However, applicants will have the chance to revalidate their applications.