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

**Q1: The Guidelines state that applications from partnerships are encouraged. Can an application be submitted as a joint application of several organizations, or in any case does there have to be one lead applicant? Can an organization be a co-applicant in more than one application submitted for this APS? Is there a limit on the number of applications an organization can participate in?**

A1: USAID encourages applications from partnerships or consortia directed by or including local organizations. Partnerships are defined as a negotiated arrangement among organizations that provides 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 providing the information stated under P.9 of the APS. It is important to note that at the award stage, USAID enters into a contractual relationship with one organization.

An organization may apply as partner or lead organization for multiple applications. Each application will be reviewed separately per stated criteria outlined in the APS.

**Q2: Can an organization apply for funding for the same program that it requested support from MEPI? If so, will MEPI and USAID be considered as cost share?**

A2: While not encouraged, an organization may submit the same program requested for funding from another U.S Government. However, Funds provided by a U.S Federal government may not be proposed as cost share under another award funded by another U.S Federal government.

**Q3: What is the difference between the detailed budget and budget narrative, and how is this different at the concept stage as opposed to the full application stage? On page 28 of APS, it is stated that budgets will not be scored but will be evaluated?**

A3: Budgets and budget narratives will not be scored but will go through a cost realism exercise i.e. a review will be conducted to ensure that the proposed costs are aligned and reasonable when compared to the proposed program. The budget narrative is requested to assist this review and therefore applicants are requested to explain how the costs and estimates were reached. To assist with this exercise, templates have been provided in Attachment G- Budget Template and Attachment H- Sample Budget Narrative. Additional details and clarifications related to these documents will be requested from applicants during the full application stage.

**Q4: How do you determine if an organization has the capacity to implement a certain program? Is it acceptable to propose programs that generate income?**

A4: Prior to the issuance of an award, USAID needs to make a positive responsibility determination of applicants. A positive responsibility determination means that the applicant possesses or has the ability to obtain the necessary management competence to plan and carry out the assistance program to be funded, and that the applicant will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID. The standards differ based on the type of award and proposed program. Applicants that are applying for a FOG will be assessed against the specific requirements for a FOG. (Please refer to Attachment D of the APS).

There are specific rules and guidelines on income generation and USAID will work closely with final applicants as stated under Section A.5 of the APS.

**Q5: For a FOG, the notification is within 6 months, what is the timeframe for standard assistance grants?**

A5: The notifications for both standard grants and FOGs are issued simultaneously within 6 months of the receipt of applications.

**Q6: Can we list key personnel from our sub-partners in the application?**

A6: Yes. Key Personnel are those positions that are essential to the successful implementation of an award.

**Q7: What types of entities are eligible under Public Private Partnerships? Can Public Private Partnerships include governments? or foundations?**

A7: The proposed partnership must involve at least one of the following types of private sector partners as a critical and core partner under the alliance:

a) Private for-profit entities such as a business, corporation, or private firm;

b) Private equity or private financial institutions, including private investment firms, mutual funds, or insurance companies;

c) Private investors (individuals or groups);

d) Private business or industry associations, including but not limited to chambers of commerce and related types of entities;

e) Private grant-making foundations or philanthropic entities; or

f) Private individuals and philanthropists.

For the purpose of this APS, the U.S government is considered the “public” partner. While applicants may propose involvement of governments or quasi-governmental organization in a program, involvement by another government or quasi-governmental organization does not constitute a Public Private Partnership under the APS.

As stated above, foundations are eligible to be part of a Public Private Partnerships. USAID defines "foundation" for purposes of a Public Private Partnership as a private grant making foundation or philanthropic organization that is formally chartered as such. If an NGO receives awards and funding from external sources and then makes subgrants as part of the implementation of such awards, that does not qualify the organization as a foundation. Note that most NGO implementing partners do not fall within the category of "foundation."

**Q8: Is there any preference for people to people programs as opposed to working with a certain population?**

A8: No.

**Q9: What are some of the tools to measure positive attitudes and changes in perceptions?**

A9: Applicants are encouraged to visit USAID's website to review toolkits clarifying how to measure changes in perception. Furthermore, indicators will be developed after award to measure success of activities. When measuring positive change of perceptions, there should be a baseline. Applicants are encouraged to present to USAID new methods. It is important to note that it is difficult to present one common indicator on how to measure these as some grantees measure joint programs while others do not.

**Q10: Do sub-partners need to be organizations, or could they be individuals?**

A10: A collaboration agreement should be presented to clarify the relationship between the prime and the sub-partner. The prime must be clearly stated under the program. It is not possible to partner with individuals. If applicable, individuals may be considered consultants.

**Q11: Sometimes the DUNS system is stuck, can USAID help with this matter?**

A11: For the purpose of submitting summary applications, it is not mandatory to complete the DUNs registration. However, the registration is mandatory prior to the issuance of the award.

**Q12: In case of a partnership where a project is managed equally by two organizations with different people involved, should we choose one and indicate the second as partner?**

A12: Applicants must state who their partners are under the proposed program. It should be clear who the prime is as the agreement is a mechanism signed with only one entity. Other organizations proposed under the program may be reflected as sub-awardees.

**Q13: What are the differences between reporting requirements for standard assistance grants as opposed to FOG?**

A13: There is no set standard monthly program reporting associated with FOGs. Reporting is based on milestones. Upon completion of a deliverable under a specific milestone, a verifiable measurable will need to be submitted to USAID's review and upon acceptance, the amount associated with that specific milestone will be paid. For example, if one of the milestones is a workshop, USAID and the applicant will work together to determine what documentation is required to confirm that this deliverable was achieved.

**Q14: Does being a finalist mean that you are guaranteed for funding?**

A14: No. Additional requirements will need to be addressed prior to the issuance of the award.

**Q15: How do you define disability, which is not necessarily physical? How specific is that term?**

A15: A disability is defined as a physical or cognitive impairment that affects a major life function.

**Q16: Should we include the performance management plan (PMP) in the summary application?**

A16: No.

**Q17: Does USAID have any preference in whether an applicant is an international organization or a local one? In case a Palestinian organization has not implemented USAID programs in the past, could it apply for a standard assistance grant or should they apply for a FOG?**

A17: There is no preference.

**Q18: After submitting a proposal, can we discuss it with you?**

A18: No. After receiving a notification letter, applicants are encouraged to ask for USAID's feedback related to their application.

**Q19. Do we need to have a partner before we apply, or could we submit the application first and then identify our partner?**

A19: Yes.

**Q20: Is there a requirement to have a separated bank account and finance admin system from the general accounting?**

A20: As part of the pre-award assessment that will be assessing the responsibility determination of the Applicants, USAID will be examining successful applicants' financial systems and providing recommendations. The requirement for a separate bank account depends on the payment method that is determined by USAID. However, regardless of the payment method, each applicant must have a separate cost center within the accounting system in order to manage the program accounting and to be able to separate the recording of revenues and expenses from other sources.