

Questions and Answers – 9/30/2014

Funding Opportunity Announcement CDC-RFA-GH15-1530

Expansion and Strengthening of Clinic-Based HIV Related Services in Haiti under the President's Emergency Plan for AIDS Relief (PEPFAR)

Questions and Answers by email

Q:

On p. 31 of the RFA, it states that applicants must submit CVs for the Executive Director/Business Official, Technical Director/Principal Investigator, Financial Director, Project Administrator, and technical staff responsible for program development and implementation. However, on p.59, the RFA states that the following are required (but not limited to): Principal Investigator, Business Official, Project Manager. How many and which key personnel are required? Is there a maximum number of key personnel that can be presented?

R:

Applicants are required to submit CVs/Resumes for the Executive Director/Business Official, Technical Director/Principal Investigator, Financial Director, Project Administrator/Project Manager, and technical staff responsible for program development and implementation. There is no maximum number of key personnel that can be represented. Staffing decisions are at the discretion of the applicant. The page limit for the appendix applies.

Q:

Should letters of commitment for key personnel be presented in an annex? They were not listed on p.59.

R:

Letters of commitment are not a requirement for this FOA. Applicants wishing to include letters of commitment should do so in the appendix. The page limit for the appendix applies.

Q:

Should the organizational chart include home office or regional support, or only direct Haiti-based staff?

R:

The applicant should submit an organizational chart that shows the relationship between the home/regional office and in country office. Greater detail should be provided for direct Haiti-based staff.

Q:

Are there any page limits for the budget and budget narrative?

R:

There is no page limit for the budget and budget narrative. Applicants must follow the format on pages 31 and 32 in section Part II.D.12. Budget Narrative

Q:

On p.24 of the RFA, it notes, "Note: Applicants must only apply for the first budget period funding, taking into consideration the floor of the individual award range and the ceiling of the individual award range. The

proposed budget for the first budget period must not exceed the ceiling of the individual award range.” Should applicants also include an illustrative budget for Years 2-5 that are not included in the overall Year 1 request?

R:

Applicants must only apply for the first budget period funding as stated on page 24. Applicants are not required to provide an illustrative budget for years 2-5.

Q:

Can you please confirm that applicants only submit a budget narrative for year one?

R:

Applicants must only apply for the first budget period funding as stated on page 24.

Q:

To facilitate at a glance viewing of tables, would it be permissible to use a slightly smaller font for tables or any portion of tables included in the application (such as column headers)?

R:

As stated on page 29, the project narrative which includes and tables applicants submit is a maximum of 18 pages, single spaced, Calibri 12 point, 1-inch margins. All pages must be numbered and content beyond 18 pages will not be reviewed. Applicants are required to use Calibri 12 point font.
