

**Questions and Answers – UPDATED 6/6/2014**  
**Funding Opportunity Announcement CDC-RFA-GH14-1414**  
***Local Nongovernmental Partnerships for Sustained Country Leadership in***  
***Rwanda (PEPFAR)***

**Note: This 6/6/2014 Q&A replaces the previously posted Q&A from 5/30/2014.**

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**1. Questions and Answers by e mail**

**Q:**

I am from Nepal working for HIV and AIDS prevention program for MSM and TG who are considered as most at risk population. I am keen to apply for the stated funding. Please let me know the process.

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**R:**

Thank you for your interest in CDC-RFA-GH14-1414. Instructions on how to apply for the stated funding are contained in the FOA, specifically in section IV, Application and Submission Information. Please let me know if you have any specific questions regarding the application and submission instructions.

Please note that eligibility for this award is limited to non-governmental indigenous registered entities located in Rwanda (see page 16 of the FOA). Only entities that meet this definition can apply for this announcement.

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**Q:**

We are requesting an appointment for guidance related to the yesterday Boston Press Release about Funding from PEPFAR to Rwanda NGO's. We will appreciate if you can have time at your earliest convenience.

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**R:**

Thank you for your e-mail. Because this is a competitive FOA, I cannot meet with you regarding this FOA, as this would give an unfair advantage to your organization. In accordance with page 67 of the posted FOA, questions must be submitted to me no later than 15 days after the publication date of this FOA (May 22). All answers will be posted to the website listed in the FOA. All questions must be submitted in writing to me via e-mail. I welcome your questions and look forward to hearing from you.

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## **2. Pre-application workshop questions and Answers**

The Procurement and Grants Office in Atlanta will be responding to business related questions while the CDC Rwanda Grants team will be responding to technical related questions. This presentation was given in English/ Kinyarwanda highlighting the important information. No additional questions can be received after Thursday May 22, 2014.

### **General advice:**

- Read the FOA carefully
- The final submission deadline is June 27, 2014 at 11:59 pm EST, which is June 28, 2014 at 5:59 am Kigali Time.
- All applicants are encouraged to upload the completed application **at least 3 days in advance** to ensure a successful submission and to allow time to address technical difficulties which may occur
- Write your application very clearly, as if you would writing it to somebody who has no idea of your organization, the country or the purpose; presenting the truth

### **Questions and answers**

#### **Q 1: Regarding the validation process, when is a proposal considered not successful?**

A proposal may not be validated because of a bad connection, transmission error and error in uploading.

Once your application has been received. you will immediately get an email which will inform you that your application has been received. After 2 days, you will get another email with a validation number for tracking purposes. Please track receipt of these 2 emails.

If you are unsuccessful in submitting the application, please follow the instructions in the FOA and contact the help desk for assistance. They will issue you a ticket number for the follow-up.

You can find instruction for technical difficulties on p.43 of the FOA as well as phone numbers and email addresses of the customer service and help desk who will assist you when you are experiencing technical difficulties.

If you miss your submission deadline, you are disqualified immediately. P.16 of the FOA refers to disqualification.

Your application will not be reviewed if you do not respond to the FOA requirements, if you request more funds than the year 01 ceiling, if your application or budget are incomplete, etc. Grants.gov will not inform you that you forgot something once submitted, but you will be informed after review if your application is determined to be non-responsive.

Please remember that there is a DUNS registration, SAM registration, and Grants.gov registration. The entire registration requirements take about 2 week and the order of the registrations is listed in the FOA.

In addition, please be aware that the narrative cannot exceed 25 pages. Please follow the format guidance on page 67. It is recommended that you download the application package 2 weeks in advance and read carefully all the requirements.

**Q 2: Can an individual organization supply 2 proposals if it is targeting different groups or is located in different geographical areas?**

Only 1 award will be granted which means only 1 organization will get the award.

The scope of work of the FOA is already defined in the logic model. The logic model of the FOA defines the activities and outcome. If you have partners in other areas of country which you will partner with, you are allowed to sub-award.

**Q 3: Can a consortium come together and submit one application?**

Please note that eligibility for this award is limited to non-governmental indigenous registered entities located in Rwanda. The PEPFAR local partner definition will be used to determine eligibility. PEPFAR's definition of local partner is explained on p.16. Please ensure you submit documentation that clearly shows how your organization meets the local partner definition. Otherwise, your application will be determined as ineligible.

Yes, you can collaborate with others. One organization can partner with a sister agency in the country because of its expertise. If you contract with another agency or if you would like to sub award, you need to follow the guidelines in the FOA. Your sub-awards will need a DUNS number also.

Please read the guidelines for the sub-awards very carefully, as they may be required to submit certain reports.

**Q 4: In terms of contracting, do we need to adhere to the internal procedure for non-governmental entities or do we need to adhere to the FOA guidelines or the national in country guidelines. Which policy is applied?**

This FOA is only for NGOs.

You are allowed to use your internal tender processes. You should ensure transparency, no preferential treatment and accountability.

In addition we would like to emphasize that a Cooperative Agreement is an agreement in which we work hand in hand. If you are the successful winner we will work together. CDC is there to help your project to be successful; it is not only awarding funds. CDC will work with you because of your expertise. CDC's Project Officer and Activity Manager are providing Technical Assistance, guidance and recommendation. CDC's activities are defined on p.12 of the FOA

**Q 5: Can you share your presentation?**

All the information is in the FOA.

**Q 6: Can you partner with an international NGO to do this work?**

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You may partner with an international NGO to do this work, however, they cannot be the prime partner on the award. Your application will be determined as ineligible if it does not meet the PEPFAR local partner definition. Your organization must submit supporting documentation that clearly demonstrates how your organization meets one of the three PEPFAR local partner criteria.

This FOA is designed to improve local capacities. If using an international NGO as a partner, you will to explain why you selected the organization and why there are no other local partners in the country that can do the work. Please follow the guidelines.

**Q 7: For clarity purposes, based on the title "Local Nongovernmental Partnerships for Sustained Country Leadership in Rwanda" why is the FOA limited to people living with disabilities?**

Country ownership is lofty. It is one piece of a bigger picture. CDC has broader FOAs with Governmental entities like MOH, NRL, KHI, etc.

It has been documented that there has been a need to focus on groups with disabilities and HIV for a proper care and treatment.

**Q 8: Do you need to register again for a DUNS number if your organization has already one?**

No, if you have already a DUNS number. You may wish to verify your number with DUNS to ensure its correct in advance of your submission.

**Q 9: What are the funding preferences?**

When the application is evaluated you can get 100 points. Above the 100 points, you may receive an additional 20 points if you can document work in the following two areas:

- 10 points if you can demonstrate previous work outside of Kigali, which means you have a broad reference and you are reaching more people (eligible documentation is needed),
- 10 points for organizations that focus on local indigenous partners – documentation to demonstrate that this organization focuses on indigenous partners should come from ministry of infrastructure or ministry of local government. The documentation must be labeled as “Eligibility Documentation for Focus on Local Indigenous Organizations”

Please see p.49 of the FOA for funding preferences.

**Q 10: When submitting your application do you need to submit an action plan for one year or for the three years?**

The action plan has to be detailed for one year a time, but an overview has to be provided for 3 years. You need to be able to say where you want to be in 3 years.

Depending on the availability of funding, you would need to be mindful that there may be a funding decrease. The average award is expected for the 1st year, the ceiling may be higher. For the first year the estimated average award is \$740,000 based on available fund. It won't be \$740,000 every year. The goal is not to exceed 1.5 million in 3 years. When it is time for a continuation application, the CDC PGO office will give you the amount which will be defined upon availability of funding and projection.

**Q 11: What is the FOAs assurance and certification?**

On p.50 of the FOA, you will find information on CDC award administration and a referring link to a website on assurance and certification. Please ensure that it is completed as it part of the

application process. For the delineation of budget: the work plan should match with the activities, the budget and timeline.

**Q 12: Who will be the primary applicant if you are a local organization and you would like to work with an umbrella organization?**

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You can work with other partners to get the work done. Partnerships are encouraged because of the expertise in different areas. You can work with other partners but must do the substantial work. The PEPFAR local partner definition specifies the percentage of members that must be local partners as 75%. Please ensure you submit documentation that clearly shows how your organization meets the local partner definition. Otherwise, your application will be determined as ineligible.

**Q 13: What is substantial involvement when you talk about sub awards and the percentage of efforts to provide?**

For partnerships, joint ventures, consortiums or other arrangements, please read on p. 17 of the FOA.

For sub awards, meaning of substantial involvement is when 80% or more of its annual gross revenues from Federal procurement contracts, please read on p. 57 of the FOA for clarity.