



REQUEST FOR APPLICATIONS

Program: *USAID Open Doors* project

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1. PURPOSE STATEMENT

The purpose of this Request for Applications (RFA) is to solicit applications for funding from prospective grantees to support FHI 360's implementation of the *USAID Open Doors* project (ODP) funded by the United States Agency for International Development (USAID) through the President's Emergency Plan for AIDS Relief (PEPFAR), Cooperative Agreement No. AID-611-A-16-00005. The *USAID Open Doors* project is implemented in selected districts of Central, Copperbelt, Lusaka, North-Western and Southern provinces. The project aims to increase access to and use of comprehensive HIV prevention, care and treatment services by key populations (KPs) in targeted districts: Lusaka, Kabwe, Kitwe, Livingstone, Kapiri Mposhi, Chirundu, Chililabombwe, and Solwezi.

FHI 360's *USAID Open Doors* project is issuing this Request for Applications (RFA) to all interested, qualified, and eligible local organizations to contribute to PEPFAR 3.0 focusing on sustainable control of the HIV/AIDS epidemic to reach the UNAIDS '90-90-90' goal. The development of project strategy has been directly informed by representatives from key populations (KPs) in line with the UNAIDS principle "*Nothing for us without us*" and to ensure that relevant context-specific activities and services are included in this RFA.

This RFA is issued on a secure but accessible platform to ensure that all interested and eligible organizations have a fair and safe opportunity to submit applications for funding. For the purposes of this RFA, "*organizations*" are defined as non-governmental organizations (NGOs).

To be considered for funding, grant applicants must meet the eligibility requirements and submit a proposal answering the questions set out in Section 4.7, Application Contents, which can be found below.

2. OBJECTIVE

The *USAID Open Doors* project's grants program aims to fund eligible and qualified local partners to contribute to the implementation of a comprehensive HIV prevention, care and treatment package for KPs. The local partners role will be to complement the *USAID Open Doors* project at community mobilization level as well as other HIV prevention activities. In this regard, the *USAID Open Doors* Project is seeking applications from potential grantees in Livingstone, Solwezi, Kitwe, Chililabombwe and Lusaka, who champion the rights and well-being of KPs. The role of these local partners will be to provide holistic prevention services that will include social behavior change communication (SBCC) and referral for clients with both negative and unknown HIV status to HIV Testing Services (HTS). The local partners are further expected to link KPs to innovative and holistic peer care management approaches spanning from HTS, treatment, care and support interventions to alcohol and drug use/misuse counselling, social and economic empowerment, sexual gender based violence (SGBV) / intimate partner violence (IPV) counselling, mental health services, stigma and discrimination awareness, reproductive health (RH)/family planning (FP) and advocacy for access to health services.



3. PROGRAM DESCRIPTION

This RFA is designed to solicit applications to award Fixed Amount Awards (FAAs) to provide support to eligible and qualified implementing partners that will support *USAID Open Doors* project. *USAID Open Doors* project is a five-year project funded by the United States Agency for International Development (USAID) through the President's Emergency Plan for AIDS Relief (PEPFAR). FHI360 is the prime organisation that provides overall project management and technical oversight while the Zambia Health Education and Communications Trust (ZHECT) is the implementing partner in Lusaka, Kabwe, Kitwe, Livingstone, Chililabombwe, and Solwezi districts.

The *USAID Open Doors* project aims to achieve these objectives:

1. to identify and address the key determinants of risky behavior among KPs in Zambia, particularly in the targeted areas;
2. to increase the availability of high-impact HIV and other health services for KPs; and
3. to strengthen the capacity of local stakeholders to plan, monitor, evaluate and assure the quality of interventions for key populations.

The project will be implementing a continuum of services among KPs that are at higher risk of HIV exposure. These locally driven interventions will constitute the sub-grantee program.

The holistic care management activities to be supported and driven by the grant recipient (*USAID Open Doors* Project) will include the following:

a) HIV/AIDS Prevention, Treatment, Care and Support Interventions for KPs

Activities under this intervention will require promotion and distribution of male and female condoms and water-based lubricants. Interventions which promote the uptake of Pre and Post Exposure prophylaxis (PrEP & PEP) and STI prevention services including semi-annual syphilis screening and Periodic Presumptive Treatment (PPT) for KPs, HTS, family planning; enrollment and retention on antiretroviral therapy (ART). Innovative treatment literacy and adherence, Viral Load monitoring as well as care and support for HIV positive (HIV+) KPs

b) Alcohol and other Drug Use/Misuse

Activities will require referral sensitization interventions among KPs as well as the development of a sustainable support network for KPs who inject drugs and to delay and reduce alcohol consumption among KPs through risk reduction counselling. Activities under this intervention will include identification of KPs in need of these services and refer to specialized partners through ODP for further management

c) Social and Economic Empowerment

Applicants may propose innovative economic strengthening activities that will promote HIV prevention and uptake of health services and reduce the risk of infection. These activities may include: supporting the formation of self-help savings and credit groups; promoting growth-oriented linkages (e.g. support formation of cluster associations, link self-help economic empowerment groups to other credit mechanisms and markets); establish youth-oriented on-the-job training schemes for vocational skills development and employment with private sector and increase KPs' access to economic strengthening through livelihoods and financial skills.



d) Sexual Gender Based Violence (SGBV)/Intimate Partner Violence (IPV)

Activities should also address cultural understanding of what it is to be a man and a woman in Zambia, and, to address norms and behaviors that contribute to gender-based violence, sexual exploitation and sexual relationships, explore the links between gender, sexuality diversity and HIV. Raising awareness of the links between violence and HIV, conducting vulnerability assessments among each KP typology and implementing interventions to prevent violence.

e) Mental health

Mental health care and support being one of the components of the health care continuum of services will also be an integral approach. Specific activities may include the provision of mental health counseling services, psychosocial counselling and working with the *USAID Open Doors* project to create safe space group therapy.

f) Social and Behavior Change Communication

Activities should address the social, cultural and economic factors that put KPs at risk to HIV such as multiple concurrent partnerships; irregular condom use; lack of awareness about risks of unprotected vaginal/anal sex; limited education on effective HIV prevention methods including appropriate lubricants; harmful gender norms inhibiting health-seeking behaviors, unease accessing STI, HIV and other health services due to stigma and discrimination. Dissemination of tailored messages and materials promoting high self-risk assessment, knowledge of HIV status, correct and consistent use of condoms and lubricants and uptake of other prevention services such as PrEP, PEP, Voluntary Medical Male Circumcision (VMMC), will constitute Behavior Change Communication activities aimed at promoting positive health seeking behavior

g) Community Mobilization and Engagement

This is a key component of the KP program to ensure the right target groups are mobilized and effectively engaged in the program. Activities include; identification and recruitment of a team of community volunteers (peer promoters, lay counselors, peer leaders) from the KP community, zoning of the operational area and hotspot mapping to identify volume, KP typology and timing of social events, training of SBCC team in effective outreach strategies such as Enhanced Peer Outreach Approach/Social Networking Strategy (EPOA/SNS) and targeted peer outreach in hotspots to increase HIV case finding.

h) Advocacy for uptake of Health Services

Advocacy activities will include sensitization of KPs on their rights to safety, respect and dignity in accessing health care services. Intervention can include establishment of KP protected networks, participation in existing *USAID Open Doors* project KP protection network, training of paralegals, policy makers, health providers, social workers and police officers as KP advocates in cases of violence, harassment and crisis management. Other activities will include training KPs in their rights to access health care and protection from Police, promoting awareness among health care service providers regarding KP rights to access health services.

4. INSTRUCTION TO APPLICANTS

4.1 GRANTEE ELIGIBILITY



This competition is open to any non-governmental, non-US organization, non-profit or for-profit entity. To be minimally eligible for funding, applicants must comply with the following conditions:

- Organizations must be legally registered or otherwise authorized by the relevant local authority to conduct business in Zambia.
- Organizations must have a DUNS number (nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B). to uniquely identify business entities). This may be obtained from D&B by telephone (currently 866-705-5711) or the internet (currently at <http://fedgov.dnb.com/webform>).
- Organizations must submit their application in English.
- We encourage applications from KP organizations.
- Organizations must be able to complete implementation within the stated timeframe of up to 10 (ten) months.
- Must be willing to undergo a process of merit review which will cover the following:
 - The technical merits of the application;
 - Cost effectiveness and cost realism of the application; and
 - Past performance of the prospective grantee.
- Must provide the name, address, and other contact information of at least three references that can be contacted by FHI 360 to verify the grant applicant's past performance.
- Must have the capacity to adequately perform in accordance with the terms and conditions laid out in the award document as well as donor requirements and regulations.
- Must have organizational integrity that does not have an exclusion in the Systems of Awards Management (SAM) <https://www.sam.gov/index.html> Does not appear in the Specially Designated Nationals (SDN) and *Blocked Persons List* maintained by the US Treasury for the Office of Foreign Assets Control sometimes referred to as the "OFAC List" . <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx> Is not in the United Nations Security designation list: <https://scsanctions.un.org/consolidated/>
- Must be willing to undergo a Pre-Award assessment to evaluate Managerial, and Administrative capacity with respect to the following standards of responsibility:
 - Financial Management
 - Property standards
 - Procurement standards
 - Reports and records

4.2 FUNDING

The mechanism for funding will be Fixed Amount Awards (FAAs). The most recent USAID provisions relating to FAAs may be found at <http://www.usaid.gov/ads/policy/300/303mat>. The *USAID Open Doors* project anticipates awarding up to 7 (seven) to 10 (ten) FAAs to successful grantees under this RFA subject to availability of funds.



A proposed funding range of USD 25,000 to USD50,000 per grant shall be disbursed. The initial grant period will be for a period not exceeding ten (10) months starting April 2020. Grant funding will be provided in tranches disbursed upon satisfactory completion and acceptance of milestones outlined in the grant agreement.

4.3 APPLICATION SUBMISSION DEADLINE

Applications may be submitted at any time before 17:00 pm CAT on the date specified on page 1 of this RFA. Submissions received after the deadline will NOT be considered. Additional opportunities for applying, however, may be made available in the future.

4.4 SUBMISSION METHOD FOR APPLICATIONS

Submit Questions and Applications electronically to: Grants.OpenDoors@fhi360.org. USAID Open Doors project is not receiving paper applications for this RFA. All questions will be responded to within two working days. All questions and answers will be shared with all interested applicants via email.

The RFA submission email subject line should read “*Application for Grants to Support KPs HIV/AIDS Interventions in Zambia – [Name of Organization submitting application]*”.

Question submission email subject line should read “*Questions to KP HIV/AIDS Interventions RFA – [Name of Organization submitting question]*”

Technical applications and attachments may be submitted in Microsoft Word or Adobe PDF. Budgets must be submitted in Microsoft Excel with clear formulae.

Technical Applications and Cost/Budget Applications must be submitted separately IN SEPARATE EMAILS and clearly marked as such.

4.5 REVIEW PROCESS

Grant applications will be reviewed, and grants awarded by an evaluation panel. The USAID Open Doors project will lead and coordinate the evaluation panel. A technical evaluation committee will review all technical applications on their Technical Approach, M&E Capacity, Scalability, Cost Application, Personnel, and Organization Board/Trustee structure, using the Evaluation Criteria detailed below.

It is anticipated that awards will be made within two months after the submission deadline, as stated on the cover of this RFA. Final negotiations and award will be managed by USAID Open Doors project. FHI 360 reserves the right to make any number of awards or none. FHI 360 is not responsible for any costs associated with the development of applications.

4.6 APPLICATION CONTENTS

Applicants will develop their applications based on their understanding of needs, their prior institutional experience and their determination of the approaches that would be feasible and successful. In all cases, applicants shall clearly explain the rationale for the proposed approaches chosen.



Submissions must clearly state the objectives and the expected results of the program within the life of the funding period and define an implementation plan with a proposed time frame and budget. On-going monitoring and reporting of the funded activities will be the responsibility of the applicant.

Technical applications should not exceed six (6) pages and should be written in English. Applications should include submission of a technical application with attachments and a cost/budget application. Applications must remain valid for at least six (6) months.

Applicants responding to this request should adhere to the following guidelines:

1. Written in English
2. Formatting requirements:
 - a. A4 paper
 - b. 1 inch (2.54 cm) margins on all sides
 - c. Single-spaced
 - d. Times New Roman Font – 12 point
3. Include all of the components listed in the table below, in the order specified
4. Maximum of **6 pages** for the technical proposal (*cover page and annexes do not count towards the page limit*)

Part A: Technical Application

Any application that does not follow the guidelines above and include all of the following components below may be deemed incomplete and disqualified from the competition.

<p>A. Cover Page</p> <p>Include all of the following information:</p> <ol style="list-style-type: none"> i. Organization Name: ii. Organization address and location: iii. Organization Incorporation Number and date: iv. Organization phone/fax number/e-mail address: v. Organization contact Person and position: vi. Contact person mobile, telephone and email address: vii. Title of proposed project: viii. Proposed Total Project cost: ix. Name of contact person who will liaise with the <i>USAID Open Doors</i> project: x. Duration of project: xi. Date submitted:
<p>B. Technical Proposal (6 pages maximum)</p> <p>Sections of the proposal should use the headings italicized below, in order.</p> <p><i>1. Statement of Need/ Innovation</i> Describe the context of the situation in which the project will be implemented. Explain the need for the project, and why the project is innovative using evidence and data to support your justification.</p> <p><i>2. Project Goal, Objectives, and Geographic Focus</i></p>

Describe the project goal and objectives. Be sure that objectives are SMART (specific, measurable, achievable, time-bound, and realistic) and are in line with the USAID *Open Doors* Project objectives and goals. Indicate the performance targets and other results that will be reached over the life of the project. Specify KP communities within the eight districts of the USAID Open Doors Project where the proposed project activities will take place. The organization must demonstrate its ability to effectively implement services in the target area (e.g. it is already working in that area or has strong relationships, presence and can quickly expand services to that area). Applicant must be able to demonstrate “additionality” of the proposed program. ***Additionality is defined as a rapid scale-up or expansion of an existing program that will require minimal overhead and operational costs.***

3. Technical Strategies

Describe technical and strategic approaches that the project will use to implement the project interventions. This should include evidence-informed behavior change approaches and Best Practices as well as the application of technical skills and approaches where required.

4. Project Activities and Target groups

Describe the specific activities that will be implemented in order to achieve project objectives, providing details on activities to be implemented by target population. Please summarize the extent and nature of your organization’s interaction with KPs. This should describe the current level of engagement with the KPs, identifying specific KP types and nature of services provided

Include a project work-plan (*as an Annex*) to indicate when activities will be implemented and target numbers to be reached providing a timeline of key activities. The time you will take to implement, monitor and evaluate your organization’s KP interventions.

Provide an overview of the types of KPs you plan to reach with the expanded service packages (. e.g.: *Percent of existing members, targeted new members, percent male and female, etc.*) and how this will be done. In the event that specific information is not available, applicants should provide a best-faith effort to provide realistic estimates.

6. Coordination & Collaboration

Indicate how the project will be coordinated with existing KP HIV prevention, care, and treatment projects in the target area. List other organizations/government agencies, and other stakeholder groups that your organization will work with to implement the project. Describe how the project will be integrated into other programs/services your organization already offers.

6. Monitoring & Evaluation Plan

Describe how the project will be monitored and evaluated. Describe how the organization will use monitoring data to guide programming decisions and interventions. Include a Performance Monitoring and Evaluation Plan (*as an Annex*) with clear performance targets and indicators to measure progress and specific targets/outputs for each action step, including relevant assumptions. A schedule of deliverables should also be included (*as an Annex*) to correspond with the expected outcomes in the M&E plan.

7. Management Plan

Describe how the project will be managed, including the staff positions that will implement the project and the staff person responsible for managing the project on a day-to-day basis. Describe systems that exist or will be put in place to enable the organization to effectively manage the project.

Include an organogram and a separate table of positions and responsibilities (*as an Annex*) Please note that the use of existing staff for scale up is encouraged and all proposed staff need to be based in the proposed project area. A person cannot be proposed to be a full-time staff if they are currently employed full time by the Government of Zambia or any other organization. Note: provide the CV of the staff person who will oversee the implementation of this grant (*maximum 3 pages*) and include bio data of all proposed staff with level of effort towards the program.

8. Organizational Capacity

Describe the organization's experience implementing KP HIV programs, particularly continuum of HIV prevention, care and treatment programs. Describe the organization's relationships with the target populations it serves and demonstrated commitment to working closely with the target population to implement project activities. Include also a list of Organization Board of Directors/Board of Trustees and their respective roles, as well as key project staff who will manage this project and any other support staff such as finance and administration. These roles should be presented in an organogram format with corresponding functions.

Provide evidence of corporate governance such as internal financial audits, Constitution, Policy documents, communication/information systems or any internal systems and processes used by the Organization. This could include corporate governance Board training, system documentation, Performance Management/Appraisal reports, and general record management, etc.

9. Annexes

Include the following items as Annexes to the technical proposal:

- (A) Activity work-plan
- (B) Monitoring and Evaluation plan
- (C) Schedule of deliverables
- (D) Table of Staff positions and responsibilities
- (E) CV's of key project staff

(cover page and annexes do not count towards the page limit)

C. Detailed Budget (see attached template)

Include a detailed budget using the template provided. The budgets must be prepared in Zambian Kwacha and should be based on activities described in the application.

D. Detailed Budget Notes (see attached template)

Include detailed budget notes following the format of the template provided. *

**Supporting documentation to support cost data will be required prior to award of grants. However, these documents will not be required at the time of application submission.*

Part B: Cost Application

1. Please submit a summary and detailed budget with budget notes in Microsoft Excel identifying how you will allocate the grant funds during the grant term, including proposed level of effort of any staff who will be working on this grant. Applicants can include any costs associated with supporting their KP member groups as long as they are adequately justified in the budget narrative, with the exception of ongoing transaction costs (i.e. bank fees), which will not be covered by this grant. See *Attachment A* for budget template.
2. Please include a signed biodata form for any proposed staff or consultants who have a daily rate greater than ZMW500. See *Attachment B* for *USAID Open Doors* template.



4.7 EVALUATION CRITERIA

The criteria presented below have been tailored to the requirements of this RFA. A total of 100 points are possible for the complete application. The relative importance of each criterion is indicated by approximate weight by points.

In evaluating the applications *USAID Open Doors* will examine overall merit and feasibility, as well as specific criteria relevant to each component as elaborated below. Up to seven (7) awards will be made to the overall highest scores to the responsible applicant. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters which applicants should address in their applications.

All applications will be evaluated by an objective review panel based on the criteria below.

Application Evaluation Criteria	Points
Statement of Need	5
Project Goal, Objectives, and Geographic Focus	10
Technical Strategies/Innovation	20
Project Activities	15
Coordination and Collaboration	5
Monitoring and Evaluation Plan	10
Management Plan	10
Organizational Capacity	10
Budget, Budget Notes and Cost Reasonableness	15
Total points	100

FHI 360 reserves the right to reject any and all applications, to fund partial applications, and to make an award to other than the lowest bidder. FHI 360 further reserves the right to accept the lowest cost application without written or oral negotiations with other applicants.

4.8 GRANT DELIVERABLES

Under a Fixed Amount Award, payment is made against established milestones. Upon selection, *USAID Open Doors* project will work with the recipient to establish an appropriate milestone table that reflects the activities and timeframes to be completed in the program description.

Grant Recipients will be required to submit the following deliverables:

1. Project Work Plan & GANTT Chart describing key activities, milestones and timelines
2. Stakeholder Engagement Meetings and Training reports
2. Quarterly Progress Reports to include: i) key activities performed and outcomes, ii) summary of barriers and challenges, iii) lessons learnt and iv) next steps
3. Success Stories
4. Final Report



5. TERMS AND CONDITIONS

5.1 GRANT AGREEMENT

A grant agreement will include the approved project description, approved budget, reporting requirements and relevant provisions. Once executed it is a legally binding agreement between *USAID Open Doors* project and the recipient organization. Once the grant agreement is signed, it cannot be modified without prior written approval from USAID.

5.2 GRANT PROVISIONS

USAID Open Doors project is required to respect the provisions of the United States Foreign Assistance Act and other United States laws and regulations. The Grant Program will be administered according to *USAID Open Doors* project policies and procedures as well as USAID's regulations for non-U.S. nongovernmental recipients. These include:

5.2.1 Late Submissions, Modifications, and Withdrawals of Applications

At the discretion of *USAID Open Doors* project, any application received after the exact date and time specified for the receipt may be considered ineligible for consideration.

Applications may be withdrawn by written notice via email received at any time before award. Applications may be withdrawn in person by an organization or his authorized representative, if the representative's identity is made known and the representative signs a receipt for the Application before award.

5.2.2 False Statements in Offer

Vendors must provide full, accurate and complete information as required by this solicitation and its attachments.

5.2.3 Conflict of Interest Clause

Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in *USAID Open Doors* project having to re-evaluate selection of a potential applicant.

5.2.4 Prohibited Goods and Services

Under no circumstances shall the recipient procure any of the following under this award, as these items are excluded by the Foreign Assistance Act and other legislation which govern USAID funding. Programs which are found to transact in any of these shall be disqualified:

- a. Military equipment;
- b. Surveillance equipment;
- c. Commodities and services for support of police or other law enforcement activities;
- d. Abortion equipment and services;
- e. Luxury goods and gambling equipment; and
- f. Weather modification equipment.

5.2.5 Restricted Goods

Only those goods necessary for the accomplishment of milestone goals are explicitly approved in the grant award and may be acquired and are subject to the provisions provided in the [Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#). Currently it is not anticipated that grants will fund any of the items listed herein.



The following costs are restricted by USAID and require prior written approval from USAID in order to be allowable costs:

- a. Agricultural commodities,
- b. Motor vehicles,
- c. Pharmaceuticals,
- d. Pesticides,
- e. Used equipment,
- f. U.S. Government-owned excess property, or
- g. Fertilizer.

5.2.6 Certifications for Non-US, Non-Governmental Recipients

Certifications provided in *Attachment C* are required by the *USAID Open Doors* project and must be signed by the authorized official, dated and included in the application.

Recipients will be required to comply with the content of the certifications as a part of the grant agreement when/if funding is approved.

5.2.7 Disclaimers

The issuance of this Request for Application does not commit FHI 360 to make an award to any prospective grantee responding to this solicitation. Prospective grantees will not be reimbursed for costs incurred in the preparation and submission of an application. FHI 360 reserves the right to reject any and all applications, or to make an award without further discussion or negotiations.

FHI 360:

- may cancel solicitation and not award
- may reject any or all responses received
- reserves the right to disqualify any offer based on offeror failure to follow solicitation instruction's
- will not compensate offerors for response to solicitation
- reserves the right to issue award based on initial evaluation of offers without further discussion
- may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition
- will be contacting all offerors to confirm contact person, address and that the bid was submitted for this solicitation.

5.2.8 Permission for Use and Disclosure

By way of submitting an application under this call for competitive grants, the applicant consents to the disclosure of the documents submitted by the applicant to the reviewers involved in the selection process within FHI 360. FHI 360 reserves the right to not fund any of the applications submitted.

6. ATTACHMENTS

- Attachment A - Budget Template**
- Attachment B - Staff Biodata Form**
- Attachment C - Certifications**