Key Populations Investment Fund (KPIF)  
Notice of Funding Opportunity (NOFO)  
Frequently Asked Questions (FAQs)  
Date: 29 September 2016


Please find the audio recordings from the informational conference calls at: [https://www.dropbox.com/sh/rc9iquf850dpo5f/AABc8bFJF1ovpsT0DTqF1V1a?dl=0](https://www.dropbox.com/sh/rc9iquf850dpo5f/AABc8bFJF1ovpsT0DTqF1V1a?dl=0)

This Frequently Asked Questions (FAQs) sheet is offering answers to questions that have arisen from many potential applicants. It does not seek to offer any guidance beyond what is already in the NOFO on S/GAC preferences for applications.

**PLEASE NOTE THE FOLLOWING CHANGES IN THE REVISED NOFO:**

Does the application have a page limit?  
Yes; 12 single-sided, SINGLE-spaced pages in 12-point, Times New Roman font with 1-inch margins, which does not include appendices. See p. 6 of the NOFO.

How much funding will be made available to sub-awardees?  
Sub-awardee awards may be up to $150,000 per year for up to three years. See p. 5 of the NOFO.

**FREQUENTLY ASKED QUESTIONS (FAQs)**  
(the following are questions S/GAC has received since posting the NOFO):

**What are Prime Recipients?**  
Prime Recipients are organizations that will be responsible to the U.S. government for all aspects of the award. They will have the experience and capacity to manage, oversee the use of, and report on U.S. government funding. See pp. 3-6 of the NOFO.

**What are sub-awardees?**  
Sub-awardee applications will be solicited in a separate Request for Proposal process following the award of Prime Recipients. Sub-awardees are organizations to which Prime Recipients re-grant funds in order to carry out the work described in the Prime Recipients’ applications. It is anticipated that sub-awardees will be community-based organizations, preferably Key Population (KP)-led, to address focus areas at the community level.

**Are Prime Recipient organizations required to re-grant KPIF funds?**  
It is anticipated that most Prime Recipients will re-grant most of their awards to community-based sub-awardees to address the focus areas outlined in the NOFO related to specific key populations and geographic areas they serve. However, applications may be awarded to Prime Recipients that implement programming on their own to address the focus areas related to social and structural barriers at the
regional level. This could include: addressing supportive legislation, policies, and judiciary and law enforcement personnel; sensitizing and training media professionals, local journalists, health care workers, law enforcement officials, community leaders, and religious leaders on health and human rights for key populations.

**How many institutions will be funded through KPIF?**
This will depend on the number of qualifying and highly scored applications that are submitted. The estimated number of awards is 10-25. See p. 1 of the NOFO.

**May one organization be part of multiple consortia applications?**
Yes.

**May one organization be listed as the Prime Recipient on more than one application?**
No, an organization may only be the Prime Recipient on one application. However, that same organization can be included as a sub-awardee on multiple applications.

**What key populations will be addressed through this NOFO?**
Gay men and other men who have sex with men (MSM); transgender persons (TG); sex workers (SW); people who inject drugs (PWID); and people in prisons and other closed settings. See p. 1 of the NOFO.

**How are prisons and other closed settings defined?**
In the NOFO, the term “prisons and other closed settings” refers to all places of detention within a country, and “prisoner” refers to all those detained in criminal justice and prison facilities, including adult and juvenile males and females, during the investigation of a crime, while awaiting trial, after conviction, before sentencing, and after sentencing. This term does not include people detained for reasons relating to immigration or refugee status, and those detained without charge. More details on these guidelines can be found at: [http://www.who.int/hiv/pub/guidelines/keypopulations/en/](http://www.who.int/hiv/pub/guidelines/keypopulations/en/).

**Are organizations that serve people with disabilities eligible to apply for funding through KPIF?**
To be eligible for KPIF funding, organizations must propose programming that serves at least one of the five key populations defined within the NOFO (men who have sex with men, transgender persons, sex workers, people who inject drugs, and people in prisons and other closed settings). Organizations that serve people with disabilities within at least one of these five populations are encouraged to apply.

**Should a gender perspective be integrated into the design of programming?**
Yes. Applicants are encouraged to consider the “structural drivers of the epidemic,” or the social factors that increase vulnerability to HIV, such as socio-cultural gender norms and gender inequalities. These factors place people at increased risk for acquiring or transmitting HIV, their ability to access HIV services, and efforts to achieve epidemic control. Consistent with existing PEPFAR data collection, M&E plans will account for disaggregated data collection by gender.

**Must applications propose activities that address all key populations?**
No. See p. 4 of the NOFO.

**In which country or countries may KPIF programming be carried out?**
Asia Pacific: Burma, Cambodia, China, India, Indonesia, Laos, Nepal, Papua New Guinea, Thailand, Vietnam
Caribbean: Bahamas, Barbados, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Suriname, Trinidad and Tobago
Latin America: Brazil, El Salvador, Guatemala, Honduras, Nicaragua, Panama
East and Southern Africa (Sub-Saharan): Botswana, Burundi, Djibouti, Ethiopia, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, South Africa, South Sudan, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe
Eastern Europe/Central Asia: Kazakhstan, Kyrgyz Republic, Tajikistan, Ukraine
West and Central Africa (Sub-Saharan): Angola, Cameroon, Cote d’Ivoire, Democratic Republic of Congo, Ghana, Nigeria, Mali, Senegal, Sierra Leone
See p. 1 of the NOFO

May Prime Recipients and/or sub-awardees use KPIF funds for programming in a country not listed in the NOFO?
No.

May a Prime Recipient’s business office be located outside of the countries listed in the NOFO?
Yes. However, all program work funded through KPIF must take place in one or more of the countries listed in the NOFO.

Are regional (multi-country) and cross-regional Prime Recipient and sub-awards eligible for funding under KPIF?
Yes. Prime Recipients and sub-awardees may work in more than one country or region.

Will applications for projects at the sub-national level be considered?
Yes. Applications with foci on specific geographical regions within countries will be considered.

What are the eligibility requirements for applicants?
S/GAC welcomes applications from U.S.-based and foreign-based non-profit organizations; non-governmental organizations (NGOs); faith-based organizations; community-based organizations; private, public or state institutions of higher education; and for-profit organizations or businesses. S/GAC encourages organizations led by individuals representing KP communities or with a substantial track record of promoting KP leadership to apply. Applications will not be accepted from individuals. Additionally, applications will not be accepted from foreign governments or affiliated organizations (i.e., parastatals). See p. 10 of the NOFO.

Are United Nations agencies and The Global Fund for Fight AIDS, Tuberculosis and Malaria eligible to apply for KPIF Funding either as Prime Recipients or Sub-awardees?
No.

Are other supranational and intergovernmental organizations eligible to apply for KPIF funding either as Prime Recipients or Sub-awardees?
Yes.
What will the relationship be between Prime Recipients and sub-awardees?
Prime Recipients will be expected to provide funding to sub-awardees to address the needs of at least one of the key population groups in one or more PEPFAR partner countries (see list above). The Prime Recipients may apply to support more than one key population group. The Prime Recipients, in consultation with S/GAC, will determine sub-awardees through their own solicitation processes and are encouraged to explore creative ways to fund small, KP-led community based organizations (e.g., Fixed Assistance Awards).
See pp. 4-6 of the NOFO.

What will the relationship be between Prime Recipients and S/GAC?
In a cooperative agreement, S/GAC is substantially involved in program activities above and beyond routine monitoring. See p. 9 of the NOFO.

Will PEPFAR country teams or other U.S. government staff support organizations in submitting an application?
PEPFAR country teams and U.S. government staff cannot give preferential advice or assistance to one applicant or groups of applicants over others. They may not write applications on behalf of any applicants, or review them prior to submission. PEPFAR and USG staff may provide information to applicants in a way in which all interested applicants would have access to the information – e.g., using the Mission or PEPFAR country website. For example, PEPFAR country teams may provide information related to what programs are already receiving funding in the country or region to assist in the identification of funding needs and possible gaps in services and to generate new ideas for possible partnerships/alliances across various organizations.

How much funding will be made available to Prime Recipients?
Prime Recipients may request a total of $500,000 to $10,000,000 over a four-year period. See p. 4 of the NOFO.

Are non-Prime Recipient consortium organizations limited to $150,000 in funding as sub-awardees are?
No. Prime Recipients may propose funding other organizations within their consortia at any level provided adherence to the ceiling of $10,000,000 in total funding over four years for each consortium.

The budget guidelines appear to be written for U.S.-based organizations. What if we do not have all of these costs?
We encourage Prime Recipient applicants to accurately capture the full costs of their proposed programs and interventions, including the full costs of sub-awardees. Applicants should present budgets to support and build stronger personnel, management, and resource development systems to sustain their and their sub-awardees’ efforts beyond the KPIF (e.g., fundraising skills, advocacy skills, management skills, financial management, strategic planning, etc.)

Must Prime Recipient applicants be registered with the U.S. government before applying?
Yes. Applicants must have a valid Unique Entity Identifier (formerly DUNS number) and a valid System for Award Management (SAM) registration. S/GAC urges potential applicants to apply immediately for a Unique Entity Identifier as well as to register immediately with www.sam.gov and www.grants.gov. Applicants are advised that it can take up to one week to complete SAM registration.
Before it is possible to start registering for www.grants.gov, and up to an additional week to register with www.grants.gov (i.e., to obtain a username and password). NB: Non-U.S. applicants must obtain a NATO Commercial and Government Entity (NCAGE) Code BEFORE acquiring a Unique Entity Identifier and registering with SAM; obtaining an NCAGE Code normally requires up to two additional weeks. Instructions can be found at https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf.

**What is a Unique Entity Identifier?**
Before you can bid on government proposals, you need to obtain a Unique Entity Identifier, a unique nine-digit identification number for each physical location of your business. Unique Entity Identifier assignment is free for all businesses required to register with the federal government for contracts or grants. Please visit http://fedgov.dnb.com/webform for more information.

**May KPIF awards be used to fund direct service delivery?**
Yes.

**May KPIF funds be used for needle and syringe programs?**
Yes. Please refer to PEPFAR IDU Guidance 122970 (http://www.pepfar.gov/documents/organization/144970.pdf)

**How many rounds of applications will there be for KPIF Prime Recipient Applicants?**
There will be one round. Sub-awardees will be awarded via a subsequent Request for Proposals processes conducted by the Prime Recipients in 2017 and beyond.

**What is the application deadline?**
All applications must be submitted by 11:59pm U.S. EDT on 21 October 2016. See p. 11 of the NOFO.

**Is technical assistance (TA) available for prospective applicants in writing their applications?**
Yes. We will update this document as organizations come forward to assist prospective applicants.

- The Human Rights Campaign, America's largest lesbian, gay, bisexual, transgender, and queer (LGBTQ) civil rights organization, is able to provide limited technical assistance on a case-by-case basis to Key Populations Fund applicants serving the LGBTQ community. For more information, please email noel.gordon@hrc.org.

**UPDATED! Organizations providing guidance and information on the KPIF application process:**
The Global Fund to Fight AIDS, Tuberculosis and Malaria Community, Rights and Gender (CRG) Special Initiative Regional Communication and Coordination Platforms can provide information and guidance that may support prospective applicants for the KPIF. The CRG Special Initiative Regional Communication and Coordination Platforms support applicants for the KPIF to:

- Determine if they meet the eligibility requirements as set out in the Notice of Funding Opportunity (NOFO), for example if their country falls under the PEPFAR country or regional operating plans
• Assist applicants by explaining the process of submitting applications through the Grants.gov portal, for example by explaining the process to acquire a valid System for Award Management (SAM) registration number (www.sam.gov)
• Discuss with applicants whether they could be eligible to apply as Prime Recipients/sub-awardees and have the necessary key capabilities and experiences as outlined in the NOFO, for example the ability to demonstrate knowledge of effective HIV prevention, care, and treatment interventions related to the key populations they serve and existing in-country or in-region;
• Link potential applicants with technical assistance in the region where possible
• Facilitate contact with relevant PEPFAR departments and stakeholders

There are six CRG Special Initiative Regional Communication and Coordination Platforms based in the regions where the Global Fund currently has grants. For more information on the Regional Platforms and contact information see:

**Anglophone Africa Platform Host:** Eastern Africa National Networks of AIDS Service Organizations (EANNASO)
Contact: www.eannaso.org/anglorccp

**Asia and the Pacific Platform Host:** APCASO
Contact: http://apcaso.org/apcrg/contact-us/

**Eastern Europe and Central Asia Platform Host:** Consortia of six regional partners and networks including the Alliance for Public Health (Alliance Ukraine Consultancy), the Eurasian Harm Reduction Network (EHRN), the East Europe and Central Asia Union Of PLWH (ECUO), the Eurasian Network of People Who Use Drugs (ENPUD), Sex Workers’ Rights Advocacy Network (SWAN), Eurasian Coalition on Male Health (ECOM), and TB Europe Coalition.
Contact: http://eecaplatform.org/zadat-vopros-o-tp/ | email: info@eecaplatform.org

**Francophone Africa Platform Host:** Réseau Accès aux Médicaments Essentiels (RAME):
Contact: http://www.prf-fondsmondial.org/fr/index.php?option=com_contact&view=contact&id=2&Itemid=2736

**Latin America and the Caribbean Platform Host:** Centro Regional de Asistencia Técnica para Latinoamérica y el Caribe (CRAT) (Via Libre)
Contact: http://plataformalac.org/2016/04/formulario-de-solicitud-de-asistencia-tecnica-crg/

A General Regional Platforms Brochure can be found here.

**NEW! Are there page limits for each section of the application?**
There are no specific page limits for sections, however, in total the application has a page limit of 12 single-sided single-spaced pages in 12-point, Times New Roman font with 1 inch margins or more. This limit does not include appendices.

**NEW! What documents and information can be included in the appendices?**
The allowable appendices are: detailed budget narrative, key staff resumes/CV (Required), similar projects that have been implemented with the U.S. government (Required), proposed logical framework
and timeline for project implementation, and a PDF file copy of your organization’s most recent financial audit. Please see p.9 of the NOFO for more details.

**NEW!** Does an application’s cover page, table of contents, list of abbreviations/acronyms, and appendices count toward the page limit?
No. The cover page, table of contents, list of abbreviations/acronyms and appendices will not count against the page limit. See pp. 8-11 of the NOFO.

**NEW!** Are the logical framework, M&E framework, and work plan required documents? May they all be submitted as appendices?
Yes, all three items are required and should be submitted as appendices. See pp. 8-9 and 16 of the NOFO.

**NEW!** Should the information requested in Sections 1(b) and (c) of the NOFO (p. 8) be included in the Proposal Narrative or should these items be separate files?
These items should be submitted as separate files.

**NEW!** Do Sections 2-5 of the NOFO (pp. 10-11) refer to the expected content and structure of the Proposal Narrative?
Yes, they do.

**NEW!** Are non-Prime Recipient consortium partner organizations considered “sub-awardees” as defined in the NOFO and FAQs?
No. These organizations will partner with the consortium’s Prime Recipient to execute the tasks required of Prime Recipients. As such, consortium partners are not subject to the $150,000 limit on funding but would be included in the $500,000 - $10,000,000 funding range for Prime Recipient consortia.

**NEW!** What are key personnel?
Key personnel include the project director and other individuals who are vital to success; those who significantly contribute to the development or execution of a project in a substantive, measurable way.

**NEW!** When applicants address prior similar experience in their applications, are they limited to projects undertaken on behalf of the U.S. government?
No. While applicants are required to list prior similar experience with the U.S. government, they are encouraged to list any similar prior experience in coordinating or providing technical and/or organizational capacity-strengthening assistance to KP-led local organizations and/or networks of consultants or other partner organizations available to provide such assistance. See pp. 9-11 of the NOFO.

**NEW!** Will the FY 16 congressional spending cap affect applications for programming in Haiti?
Applications will be accepted from Prime Recipients that propose programming in Haiti. However, awards will be reviewed and awarded subject to the foreign assistance cap.

**NEW!** Does the Office of Management and Budget’s (OMB) *Uniform Administrative
**Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”) apply to this funding announcement?**

**NEW! May any KPIF funds be used in a manner inconsistent with OMB’s Uniform Guidance?**
No. All KPIF funds must be used in manner consistent with applicable U.S. laws and regulations.

**NEW! How should indirect costs be determined?**
Organizations with a Negotiated Indirect Cost Rate Agreement (NICRA) should use the negotiated rate. Organizations that do not have a NICRA should use a 10% de minimis rate. See p. 9 of the NOFO.

**NEW! Must applications directly address improving the technical delivery of health services to key populations or may an applicant propose an innovative project design focusing solely on advocacy and human rights promotion, stigma reduction, and creating an enabling environment for policy and service delivery for key populations?**
Applicants may submit proposals that do not directly address improving delivery of health services but must address one of the focus areas listed in the NOFO.

**NEW! Must a consortium Prime Recipient possess all of the capabilities and/or experience listed at the top of p. 2 in the NOFO or is it acceptable that the consortium as a whole satisfies these requirements?**
It is acceptable that the consortium as a whole satisfies these requirements.

**NEW! Are single country applications encouraged or would the funder prefer a regional or multi-regional grant applications?**
We will accept single country applications as well as regional and multiregional applications. Each application will be evaluated on its own merits to address the focus areas as stated in the NOFO.

**NEW! Given the current climate in Tanzania and the impact on CBOs currently working with KPs (specifically MSM and TG), do you anticipate this adversely affecting work to be implemented under the KPIF?**
Whether in Tanzania or elsewhere, as stated in the NOFO (p. 11), PEPFAR will work in collaboration with Prime Recipients and other partners to develop risk mitigation plans to limit any unintended harms to organizations or individual key population members as a result of funded activities.

**NEW! Are there guidelines or proposal template for the sub-recipients?**
No, Prime Recipients will be responsible for conducting a transparent and participatory solicitation process for sub-recipients in accordance with U.S. government rules and procurement regulations.

**NEW! How do you define community based organizations?**
A: Community based organizations (CBOs) are nonprofit non-governmental groups that work at the local or sub-national level to implement programming or advocate for social change. For the KPIF, CBOs led by KP individuals themselves are encouraged to be supported by Prime Recipients. CBOs are...
considered synonymous with “local (not international) NGOs”.

**NEW! Does a Prime Recipient have to be legally registered in one of the eligible countries?**
A Prime Recipient can be legally registered outside of one of the eligible countries (such as registered in the U.S. or U.K., for example) but all program work funded through KPIF must take place in one or more of the eligible countries listed in the NOFO. See p.1 of the NOFO for a full list.

**NEW! Can you please clarify if the $150,000 is per sub-awardee and is not the total amount of funding allocated for all sub-awardees under each award?**
Sub-awardee awards may be up to $150,000 per year “per sub-awardee” for up to three years. It is expected that Prime Recipients will make numerous awards to sub-awardee partner organizations, utilizing transparent participatory solicitation processes that occur after the Prime Recipient awards have been made.

**NEW! Are there minimum eligibility criteria for sub-awardees? Can a sub-awardee be “too small” or with very limited capacity?**
There are no minimum eligibility criteria for sub-awardees.

**NEW! Are renovation costs eligible for funding through the Fund?**
No, renovations cannot be included in your proposal.

**NEW! According to the budget template, the overhead rate is applied to the modified direct costs as described in CFR 200. Are the grants being issued by the Prime Recipient considered sub-awards under the 2 CFR 200 definition (similar to subcontract with potential consortium partners), or are they considered part of the modified direct costs?**
The sub-awards issued by the prime recipient would be considered sub-awards as described in the NOFO.

**NEW! Is there a maximum institutional base salary rate allowable on these funds?**
Applications that request direct salaries of individuals in excess of Executive Level V of the Federal Executive pay scale will be required to provide additional substantiating documentation, if documentation is insufficient salaries will be adjusted in accordance with the salary limitation.

**NEW! What are the Unique Entity Identifier requirements for non-Prime consortium partner organizations and for community-based sub-awardees (final sub-award recipients that are doing the actual implementation of the program in country)?**
All non-Prime consortium partner organizations and sub-awardees must have a Unique Entity Identifier.

**To whom should further questions be sent?**
If you have additional questions about the KPIF, please email us at kpi@state.gov. We will not respond to individual emails. We gather questions from this email address and update the FAQ’s as necessary to ensure that all potential applicants have access to questions and answers.