



**Government of the District of Columbia  
Department of Health**



**Effi Barry HIV/AIDS Program  
HAHSTA\_EBP\_071015**

**Frequently Asked Questions (FAQS)**

**Q1** In the RFA (page 8), it states that the Fiscal Year under Innovation Applicants is 2014, is this correct?

Response: The actual Fiscal Year is 2015.

**Q2** The NOFA or RFA did not give the number of pages allowed in the program narrative for neither the Innovation nor the Effi Barry Institute applications.

Response: The total number of pages allowed for both applications is twenty (20) pages for the narrative with a maximum of one hundred (100) pages including all attachments.

**Q3** Does the Effi Barry Program pay for occupancy?

Response: No.

**Q4** How much liability insurance is required? Is it \$1,000,000?

Response: Effective October 1, 2015 all DOH subgrant agreements will state that the Grantee shall provide evidence of commercial general liability insurance as follows: minimum of \$1,000,000 per occurrence limits and \$2,000,000 aggregate.

**Q5** My organization does not have a Board of Directors, we are a LLC. Are we eligible?

Response: An LLC is eligible to apply for only the Effi Barry Institute. Please submit along with the application and your LLC documentation.

**Q6** May an organization use their own budget format?

Response: No. You have to use our budget template.

**Q7** Can an organization apply for both the Innovation and Effi Barry HIV/AIDS Institute grant?

Response: Yes.

**Q8** Under Innovation funding, how many strategies can an organization apply for?

Response: For Innovation, an organization is required to apply for at least one and no more than two strategies.

**Q9** Can an organizational activity include recovery coaching groups?

Response: This is an HIV related program; all activities must be center on the issue of HIV.

**Q10** Is an organization allowed to put a staff member who is also on the organization's Board of Directors in the budget for Effi Barry?

Response: DOH will not approve a budget to support a paid position of an employee who is also a board member, due to the inherent conflict of interest when establishing a clear separation of duties and oversight of the project and its operations. The only exception that DOH would consider is with an executive director who is already established in that position (as of submission of the application) and is required by the organization's bi-laws to be a non-voting, ex-officio member.

**Q11** Under the Effi Barry Institute award is the Board and Executive Directors activities limited to those positions only, can this include managers?

Response: This specific activity is centered on building the capacity of the Board and the Executive Director. Other training activities should be included that specifically address the needs of managers.

**Q12** What is the page limit for the Effi Barry Institute application?

Response: Both applications have a twenty page limit to the narrative with a total limit of 100 pages with all attachments.

**Q13** Is that a limit on the number of categories an organization can apply for under the Innovation program?

Response: Each application under the innovation program is limited to only applying for at least one strategy among any of the categories.

**Q14** Can an organization apply under both the innovation and Effi Barry Institute?

Response: Yes, an organization can apply for both.

**Q15** Are all the strategies under the PrEP category require the focus to be on PrEP?

Response: Yes, all strategies under PrEP category are PrEP focused.

**Q16** Under the Resource Management category, what is meant by the strategy operating from a Social Service?

Response: This specific strategy is addressing an assessment of the organization's social service model. This examination can include assessing how it fits as the paradigm of HIV changes and what an organization needs to do to be sustainable in this market. This strategy will help organization find answers to some difficult questions they may have to face.

**Q17** Is securing a permanent office location an allowable cost under Effi Barry?

Response: No, rent and occupancy cost is not an allowable cost.

**Q18** What is PrEP?

Response: **Pre-Exposure Prophylaxis (PrEP):** PrEP is a powerful HIV prevention tool that can be combined with condoms and other prevention methods to provide even greater protection than when used alone.