A. PROCUREMENT QUESTIONS

Questions regarding Eligibility to Apply

1. Is a multi-jurisdictional government entity eligible to apply?
   Answer: Applicant must be a non-profit, tax-exempt organization to apply for this solicitation.

2. Will the RFP consider the application of a non-profit organization that is not 501(c)3.?
   Answer: If the non-profit organization is based in the U.S. and can show proof that it is a tax-exempt organization, it is eligible to apply under this solicitation.

3. Currently our nonprofit operates with an all-volunteer Board of Directors, volunteers, and mentors. For this grant, we would hire employees for this program. Would temporary (non-benefits) employees vice full or part-time employees be acceptable and appropriate?
   Answer: We did not include any requirement in the RFP about the size or structure of an applicant organization. If the organization can demonstrate their capacity (fiscal and administrative) to manage and do the work, as well as the ability to sustain evaluation activities beyond the project period, we do not see any reason why it shouldn’t apply.

Questions regarding Budget

4. We understand the reverse-site visits (up to 2 people for 2 days and 1 night); however, during the training phase of this grant program, would our team be required to travel to Atlanta/the CDC or other locations?
   Answer: No other travel is required under this solicitation. Only plan for one trip to Atlanta for the possible in-person reverse-site visit.

5. Should travel costs for reverse site visit in Georgia be included in the budget?
   Answer: Yes, travel for the reverse site visit should be included in the budget. Up to two people, ideally the evaluation lead and a representative from the VSO leadership, would attend the reverse site visit for two days and one night. Programs funded by federal funds should follow the guidelines set forth in the Federal Travel Regulations. As such, applicants should refer to the www.gsa.gov website where they can find information (e.g. per diem rates) that will be useful when budgeting for travel.

6. Please clarify what type of indirect costs can be included in the budget.
   Answer: Indirect costs are not allowed in this proposal. It is the intention of this solicitation to only support expenses that are directly attributable to project outcomes. As such, the requested project funds should only include direct costs (e.g. salary, fringe benefits, supplies, travel (meal and incidental expenses), contractual, consultant costs, etc.) required to execute the grant. Please refer to the budget narrative guidance.

Questions regarding Submission Requirements

7. When asking for "Previous Work Samples" what work samples are you looking for specifically? Can you give some examples?
   Answer: Applicants should submit work samples that demonstrate that they can do this work. Examples could be publications distributed to stakeholders or the public that speak to their program; anything that shows how they have translated program data.
8. Do you want the submission to be sent as a single *.pdf document or as separate documents? Do you have a preference regarding the file type?
   **Answer:** All Proposals must be submitted electronically as a single PDF format document.

**Other Procurement Questions**

9. How do you feel about joint proposals ... two organizations coming together?
   **Answer:** Organizations are welcome to submit joint proposals. The proposal will need to specify how the funding will support this project’s goal of building evaluation capacity in each organization.

10. Could you please clarify the total amount of funds available and number of grants?
    **Answer:** We expect to fund up to six grantees with awards ranging between $25,000 and $50,000. Actual award amounts will be determined during application review and will depend on number and quality of applications received.

**B. TECHNICAL QUESTIONS**

**Questions regarding Community Integration Model**

11. The Connectedness Model has 3 categories: veteran to veteran; veteran to civilian; and veteran to community. Does our organization have to meet all 3 categories or identify that we are primarily a veteran to veteran organization??
    **Answer:** You do not have to meet all 3 categories to qualify. Applicants just need to be able to show that ongoing veteran-focused programs and activities align with at least one of either the Community Integration Model or the Connectedness Model.

**Questions regarding Target Population**

12. Regarding the target population, are you interested in active duty and transitioning service members? Or specifically only veterans?
    **Answer:** They can be both.

13. Can you provide your definition of the purpose of "evaluation"?
    **Answer:** Evaluation is defined as the systematic method for collecting, analyzing, and using data to examine the effectiveness and efficiency of programs and, as importantly, to contribute to continuous program improvement. (Source: https://www.cdc.gov/eval/index.htm)