

**Improving Community Security in Syria
NOFO Questions
Opportunity Number: SFOP0009647**

1. In the NOFO, NEA/AC requires a presence in Berlin, Germany. By using the word “presence”, is the expectation from NEA/AC that all non-Syria-based program personnel be physically located in Berlin? Or could the Chief of Party on the program be based in Berlin for coordination purposes with other non-Syria-based program personnel located elsewhere?

ANSWER: NEA/AC expects that the staff responsible for designing, developing, and managing the project to be based in Berlin as that is where donor coordination meetings are anticipated to occur. Applicants can propose the staffing model they deem to be most appropriate to meet this expectation, taking into account evaluation criteria reflecting that:

- **The applicant details a reasonable staffing pattern to effectively and efficiently implement and manage project activities. The location of staff identified to work on the project is detailed and clearly articulates the necessity for the proposed staffing plan.**
- **The applicant discusses the proposed office posture for staff, as well as how effective management of staff will occur if a hybrid staffing model and/or remote staff – to include consultants – is detailed.**

2. Kindly clarify whether the project timeline should only include activities for Year 1 or for Years 1-3? If for the full three years, could the page limit be expanded to 2 pages for each year?

ANSWER: Applicants should focus the project activities, timeline, and measurement tools for one year, with illustrative summaries of activities, timeline, and measurement tools for up to two subsequent option years. The project must be severable following the base year of funding, as any additional funding is pending availability and successful implementation. As such, the page limit remains as detailed in the NOFO.

3. Section VI.B, Application Formatting Requirements (page 21) and Appendix 4, Application Guidance (page 1): The NOFO indicates that the required font is 12-pt Calibri font, while the Application Guidance requires 12-point Times New Roman. Please confirm that we may use 12 pt Times New Roman for our application.

ANSWER: The language in the NOFO supersedes the information reflected in the guidance. In an effort to ensure accessibility, the Department has foregone the use of fonts like Times New Roman, which have serifs (“wings” and “feet”) or decorative, angular features that can introduce accessibility issues for individuals with disabilities who use Optical Character Recognition technology or screen readers.

4. Section VI.B, Application Formatting Requirements (page 21): Please confirm if we can use a different type/size of font for graphics, tables, text boxes, etc. as long as it is easily readable?

ANSWER: Supporting information presented in documents through tables and figures can be presented with a different font size and type that that reflected in the NOFO, though it should still be easily readable. The font size and type for the main body text of each document however remain at 12-point, Calibri.