# **FORM D: APPLICANT BACKGROUND AND EXPERIENCE**

The Applicant Background and Experience must not exceed ten (10) pages. Provide a thorough description of the applicant organization’s background and experience as it relates to the RFA. Although, scoring weights are not assigned to individual questions, each question is assessed in deriving the overall Section score.

Provide a narrative that responds to each item below.

1. Provide the legal name of your organization and any affiliations. Succinctly describe your organization’s purpose, mission, structure, scope of current activities, and how these elements contribute to the organization’s ability to conduct program activities and meet program expectations.
2. Include a *one (1) page* organizational chart (Attachment 2) depicting the organizational structure of the project. Include and label the organizational chart as ***Attachment 2: Organizational Chart.***
3. Include a proposed staffing plan for the project with brief job descriptions for proposed project personnel included on the budget*.* Include roles, responsibilities, and the management staff overseeing various project activities. Highlight key staff with relevant expertise and experience with similar work. Reference the staffing plan in application narrative. Include a *two (2) page* staffing plan as ***Attachment 3: Staffing Plan.***
4. Describe your organization’s experience with the proposed project activities and how this experience would contribute to your organization’s capability to implement and meet the goals of this project.
5. Describe your capability and experience in working with PLWH, Minorities, incarcerated and Recently Released individuals and/or other marginalized populations experiencing health disparities as it relates to this project. Include experience working with local and state health departments, clinicians, community-based organizations, health centers, jails or prisons; and/or advisory and planning groups.
6. Describe your current incarcerated and Recently Released funding portfolio and how the MAI program funding will not duplicate effort.
7. Describe your resources and capabilities to provide culturally and linguistically competent project activities.
8. Provide a brief description of proposed and/or existing collaborators that may assist with program implementation activities in the narrative. If applicable, include signed letters of agreement (LOA), letters of support (LOS) and/or memorandums of understanding (MOU) (Attachment 4). Include and label these as ***Attachment 4: Proposed Collaborators****.*