

**UNITED STATES DEPARTMENT OF STATE
UNITED STATES EMBASSY DAKAR**

Investigative Journalism Training on IUU Fishing and Illicit Trafficking
DOS-DKR-ESF5-FY23-01

QUESTIONS AND ANSWERS

1-2

QUESTION 1: Is there a template for the Letter of Disclosure for proposed consultants/personnel so that we can ensure it contains all of the content you require?

ANSWER 1: U.S. Embassy Dakar does not have a required form or template. Regulations governing conflict of interest for applicants are outlined in 2 CFR §200.112. The non-Federal entity must disclose in writing any potential conflict of interest to U.S. Department of State, U.S. Embassy Dakar or pass-through entity in accordance with applicable Federal awarding agency policy.

QUESTION 2: How does the State Department define "Key Personnel"? Does the U.S. State Department define "Key Personnel" as requiring State Department approval to be confirmed or replaced on this award? Can you provide any guidance on the number of Key Personnel you expect on this award?

ANSWER 2: Please see NOFO Section D.2.1 and *Budget Guidance and Template for New Awards (FY2023)*. Key personnel for the Federal award may include both supervisory (i.e., Project Director) and support staff (i.e., HR, IT, etc.). Key personnel, directly supporting the award, must be identified by their position title and include a description of duties and responsibilities tied to a particular purpose or requirement of the Federal award. The level of effort for each key personnel must be specified and based on a realistic, reasonable, and necessary amount of time to support an award activity.