

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY ANTANANARIVO
Notice of Funding Opportunity**

Funding Opportunity Title: Strengthening Civil Society and Local Government Engagement in Comoros

Funding Opportunity Number: 20 State 23556

Deadline for Applications: September 7, 2020

CFDA Number: 19.700 - General Department of State Assistance

Total Amount Available: \$100,000

Anticipated Number of Awards: 1

Period of Performance: 12 months

Start of Program: October 1, 2020

Contact: ComorosGrants@state.gov

A. PROGRAM DESCRIPTION

U.S. Embassy Antananarivo of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to strengthen the capacity of Comorian civil society groups to work together with the government, including local elected officials such as mayors, to improve accountability and transparency, increase citizen engagement with local elected leaders, strengthen human rights frameworks, and address areas of mutual concern. Activities will include support for civil society groups and local government on Ngazidja, Nzwani, and Mwali.

Please carefully follow all instructions below.

Program Objectives:

U.S. Embassy Antananarivo seeks projects that include, but are not limited to, the following activities:

Create opportunities for dialogue between civil society and citizen groups, as well as between those civil society groups and government representatives, for example through establishment of town hall structures;

Support for civil society organizations that includes organizational development, management, and other forms of capacity building, in addition to technical program support;

Identify societal and legal issues of mutual concern between community and government representatives, including local government;

Increase capacity of civil society groups to more effectively advocate to support the rights of vulnerable and marginalized groups;

Provide opportunities for partnerships and linkages between local civil society organizations and relevant regional/international networks to exchange best practices and strategies for working on human rights issues.

Support public awareness and broader community engagement of advocacy efforts and results of civic-government engagement.

Activities that are not typically funded include, but are not limited to:

Economic Support Fund-Overseas Contingency Operations (ESF-OCO) funds may not be used for any military or paramilitary purposes. In addition, ESF-OCO funds generally may not be used to support police, prisons, or other law enforcement forces or foreign intelligence services.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 months

Number of awards anticipated: 1 award

Award amounts: Awards may range from a minimum of \$70,000 to a maximum of \$100,000

Total available funding: \$100,000

Type of Funding: FY 2019 Economic Support Funds-Overseas Contingency Operations (ESF-OCO) allocated for the Africa Regional Democracy Fund (ARDF)

Anticipated program start date: October 1, 2020

This notice is subject to availability of funding.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs should be completed in 12 months or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- U.S. and foreign not-for-profit organizations, including civil society/non-governmental organizations
- Public International Organizations
- U.S. and foreign public and private educational institutions

2. Applicants are encouraged to provide cost sharing from additional sources in support of proposed projects, but it is not required; applications should explain clearly other likely sources of funding or in-kind participation.

3. Other Eligibility Requirements: In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on

www.SAM.gov. Please see Section D.6 for information on how to obtain these registrations.

D. APPLICATION AND SUBMISSION INFORMATION

Proposals should be submitted via email by the end of September 7, 2020, to the U.S. Embassy in Madagascar and Comoros's Political and Economic Section at the following address: ComorosGrants@state.gov.

Proposals need to be submitted in English. Final grant agreements will be concluded in English. The amount in the budget information should be indicated in U.S. dollars.

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- **SF-424** (*Application for Federal Assistance – organizations*) at http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf
- **SF424A** (*Budget Information for Non-Construction programs*) at <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
- **SF424B** (*Assurances for Non-Construction programs*) at http://apply07.grants.gov/apply/forms/sample/Mandatory_SF424B-V1.1.pdf

Forms can be also be found at <https://mg.usembassy.gov/our-relationship/dcm/ambassadors-special-self-help-program/> or by visiting <https://www.grants.gov/web/grants>

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (10 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.

- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from any program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

6. Required Registrations:

All organizations applying for grants must obtain these registrations. All are free of charge.

- **DUNS Number:** Data Universal Numbering System number from Dun & Bradstreet which is a unique nine-digit identification number. Begin the process here: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>

- NCAGE Code: While acquiring the DUNS Number, please register in NCAGE at the same time to receive a NCAGE Code Number. A foreign registrant must log into CAGE Code Request at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
 - Instructions for the NCAGE application process: <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20N SPA%20NCAGE.pdf>
 - For NCAGE help from outside the U.S., call 1-269-961-7766 or Email NCAGE@dls.dla.mil for any problems in getting an NCAGE code.
- A valid registration on <https://www.sam.gov>. SAM registration must be renewed annually. After receiving the NCAGE Code, proceed to register in SAM.gov.

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. Applications will be reviewed on the basis of their completeness, coherence, clarity, and attention to detail.

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants – 25 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and Evaluation plan – 15 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals

outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made through Electronic Funds Transfer (EFT).

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2.CFR 200, 2.CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>. Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted. The disbursement of funds may be tied to the timely submission of these reports. At a minimum, progress reports should be submitted via electronic mail to an address provided in the award.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact ComorosGrants@state.gov

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.