U.S. DEPARTMENT OF STATE
NOTICE OF FUNDING OPPORTUNITY

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NOTICE OF FUNDING OPPORTUNITY (NOFO)
Bureau of Western Hemisphere Affairs (WHA)

Announcement Type:	New
Funding Title:	Civil Society Dialogue in Brazil and Colombia in Support of the Bureau of Western Hemisphere Affairs Race, Ethnicity, and Social Inclusion (RESI) Goals
Assistance Instrument Type:	Cooperative Agreement
Funding Opportunity Number:	SFOP0009573
Funding Type:	Discretionary
Assistance Listings Number:	19.750
Funding Amount:	$987,654.00 U.S. Dollars
Funding Authority:	Foreign Assistance Act of 1961 as amended
Source of Funding:	Economic Support Funds
Cost Sharing Requirement:	Not Required
Number of Awards:	One (1) award
Project Duration:	36 months
Key Dates:	1. Application must be submitted by **11:59 P.M.** Eastern Standard Time (EST) on **May 24, 2023.** 2. Questions must be submitted by **11:59 P.M.** Eastern Standard Time (EST) on **May 12, 2023.** 3. Notification of winning proposal expected by July 2023
Application Submission:	Application must be submitted through www.grants.gov.
Electronic Requirement:	Yes
Eligibility Category:	-U.S. or non-U.S.-based private institutions of higher education (universities and colleges). -U.S. or non-U.S.-based public and state-controlled institutions of higher education (universities and colleges). -Public International Organizations (PIOs). -Non-U.S.-based non-profit/non-governmental organizations (NGOs) or U.S.-based non-profit/NGOs having a 501 (c)(3) status with the IRS.

Pursuant to 2 CFR 200.400, it is a U.S. Department of State policy not to award profit under federal assistance instruments. For-profit and commercial firms are **not** eligible to apply in response to this NOFO. No exceptions.

Type of Applicant:	Organizations only. Individuals are not eligible to apply.
Number of Applications:	One (1) per applicant organization.

Executive Summary

The United States Department of State's Bureau of Western Hemisphere Affairs (WHA) announces a Notice of Funding Opportunity (NOFO) to support a civil society dialogue project in Brazil and Colombia. Subject to availability of funds, WHA intends to issue one award of $987,654 in FY 2022 Economic Support Funds for a project period of up to three years.

Ryan Rowlands
Acting Deputy Assistant Secretary
Bureau of Western Hemisphere Affairs
U.S. Department of State

Section A: Funding Opportunity Description

A1. Background

The U.S. Department of State, Bureau of Western Hemisphere Affairs (WHA) announces an open competition for organizations interested in submitting applications for projects that support WHA's Race, Ethnicity, and Social Inclusion (RESI) policy goals in Brazil and Colombia to advance reforms that promote equity and equality, eliminate barriers to inclusion, and create equal access and opportunities for members of marginalized and underserved communities.

WHA champions equity and equality and the social inclusion of marginalized populations to help democracies deliver for all individuals and advance U.S. national interests. Underserved populations – sometimes referred to as "marginalized" or "vulnerable populations" – may include, but are not limited to, women and girls, persons with disabilities, Indigenous peoples, people of African descent, members of marginalized racial and ethnic communities, refugees and internally displaced persons, members of religious minorities, LGBTQI+ persons, rural residents, migrants, and individuals adversely affected by persistent poverty or inequality. WHA acknowledges the impact of intersectionality and challenges by individuals who face discrimination across more than one identity-group affiliation. People of African descent in Latin America and the Caribbean comprise one third of the population, or approximately 200 million people, yet make up nearly 50 percent of its poor. Indigenous peoples represent between 47 and 71 million persons, yet often suffer from political, economic, and social marginalization, and violence affects them disproportionately. Throughout the hemisphere, these populations face persistent inequities due to discrimination, even in countries where they represent a majority of the population. Civil society leadership training and dialogue between governments and civil society remain the key components of strengthening cooperation on programs and activities that promote racial and ethnic equality. However, many civil society

leaders from historically marginalized groups lack the opportunity to engage with their governments to advance RESI goals.

WHA supports our partners in advancing inclusive, citizen-centered democratic governance and respect for human rights throughout the Western Hemisphere. The Western Hemisphere boasts a large young adult population and rich cultural, social, economic, and geographic diversity. Countries in the region could build stronger, more equitable, and dynamic societies, if they leverage diversity through the deliberate social, economic, and political inclusion of marginalized populations. Inclusive development provides the fundamental sense of progress underpinning the hopes of the people of the Western Hemisphere for a better future.

WHA champions equity and equality, and social inclusion of marginalized populations to help democracies deliver for all individuals and advance U.S. national interests. Target participants should include members of marginalized groups and the civil society organizations that represent them. Programs should aim to build a more equitable, inclusive region with democracies that deliver benefits and respect the human dignity of all people. This project supports Goal 2 of WHA's strategic regional goals on human rights, racial and gender equity, and social inclusion. It also supports cross-cutting racial and gender equity and social inclusion across WHA's goals of a more democratic, secure, economically prosperous, and climate-resilient region.

A2. Program Goals and Objectives

This project aims to increase collaboration and strengthen networks among host country civil society partners in Brazil and Colombia to advance reforms that promote equity and equality, eliminate barriers to inclusion, and create equal access and opportunities for members of marginalized and underserved communities. In Colombia, projects should include focus on civil society engagement in the U.S. - Colombia Action Plan on Racial and Ethnic Equality (CAPREE), including but not limited to utilizing CAPREE to advance a U.S. government priority of full implementation of the Ethnic Chapter of Colombia's 2016 Peace Accord. In Brazil, projects should include a focus on the U.S. - Brazil Joint Action Plan to Eliminate Racial and Ethnic Discrimination and Promote Equality (JAPER). Through training of diverse civil society leaders and capacity building of civil society and community networks, this project seeks to further RESI goals. Proposals must provide concrete examples linking to the objectives of these bilateral agreements.

A3. Expected Results

By the completion of the award, the project expects to address the goals outlined in the bilateral agreements with Brazil and Colombia – to promote cooperation, understanding, and the exchange of information to promote equality of opportunity and to eliminate racial and ethnic discrimination.

The applicant will develop a Performance Monitoring Plan (PMP) with annual and end-of-project targets and results anticipated for key performance indicators. Further guidance on this

PMP is included in TAB A of the PSI. The recipient organization must measure the following required indicators and set targets. Any recipient organization will be required to monitor these targets and indicators during and after the project's activities. The applicant should propose additional outputs, indicators, and/or targets as necessary that report on policy priority outcomes from this project. WHA will regularly monitor the project's performance to assess whether project activities are on track and whether the project is achieving targets.

Required output and outcome indicators for the project are provided below. The applicant should review these and provide illustrative targets for each output and outcome indicator, as appropriate. The applicant is expected to identify targets for these indicators based on what it can reasonably achieve within the performance period of the project and on the expected overall project results described above.

By the end of the project's period of performance, WHA expects the following outputs and outcomes to have been achieved with the allocated funding:

Expected Outputs:

- Implementer completes stakeholder mapping to identify relevant civil society organizations (CSOs), community leaders, local/national government bodies to engage with on bilateral agreement priority areas.
- Implementer identifies and meets with African descendant and Indigenous leaders in Colombia and Brazil to identify areas of focus and policies that would advance ethnic inclusion in each country.
- Project facilitates fellowships and provides stipends for individuals from historically marginalized communities (type and length dependent on opportunities within institutions and age of participant). For Colombia, fellowships may be with government institutions or legislative entities, with civil society organizations, or private sector organizations, depending on available opportunities. For Brazil, fellowships may be with civil society organizations or private sector organizations.
- Civil society leaders engage with fellows throughout their fellowships on priority areas of cooperation.
- Implementer convenes civil society leaders, and where possible U.S. technical expert advisors and U.S. civil society representatives to provide training for civil society leaders (type of training contingent on CSO needs – e.g., advocacy, organization management, outreach, etc.).

Expected Outcomes:

- African descendant and Indigenous leaders develop and implement action plans that seek to influence government policies in their respective countries to advance the priority themes of JAPER and CAPREE agreed upon by the State Department and government counterparts in Brazil and Colombia, respectively. In Colombia, this may include identifying thematic areas and policy priorities of the CAPREE bilateral agreement that further implementation of the Ethnic Chapter of the 2016 Peace Accord.

- Fellows who complete internships with government institutions, civil society organizations, or private sector institutions become part of an alumni network that assumes a leadership role in CAPREE and JAPER.

The selected recipient will be required to collect baseline data for all the PMP indicators during the first year of the project. In addition, applicants should define certain terms included in the outcomes and indicators at the very beginning of the project, so that it is possible to measure the change during and at the end of the project. Such baseline information will be critical for both monitoring and evaluation of project progress and results.

A4. Main Activities

This project will increase collaboration and strengthen networks among CSOs in support of the WHA RESI policy goals through training of diverse civil society leaders and capacity building for civil society and community networks.

Project proposals should include, at minimum, each of the following activities.

1. **Stakeholder mapping:** Implementor should identify key stakeholders to engage with in the public, private, civil society, and academic sectors to advance the project goals and objectives.
2. **Training for marginalized population community leaders in Colombia and Brazil:** Training should build the capacity of civil society leaders on advocacy and management strategies for effective organizing. This should include train the trainer activities for youth, civil society leaders from marginalized racial and ethnic communities, and civil society organizations to engage on RESI-focused projects in their local communities.
3. **Fellowship program for young leaders:** The fellowship program should include young leaders (20-35 years of age). For Brazil fellowships may take place with civil society organizations or private sector organizations. For Colombia fellowships may be with government institutions or legislative entities, civil society organizations, or private sector organizations, depending on availability. Fellowships should last two to six months. Upon completion of the fellowship, the implementing organization should provide advocacy training for fellows that includes up to a year of additional mentoring, webinar, and/or workshop trainings. The focus of the fellowships should be on the RESI policy goals listed in this NOFO. The creation of the fellowship program should include the development of an alumni network following the fellowship to continue engagement on RESI goals beyond the period performance of the award.
4. **Develop mechanisms for consensus building and political advocacy for fellows and community leaders:** Implementing organization will develop a mechanism for the fellowship cohort and civil society leaders in collaboration with them to advocate on issues identified by fellows and relevant stakeholders. This mechanism could include civil society dialogues, round tables, working groups, and/or the establishment of networks or forums, if appropriate and where overarching structures may be missing. The fellow cohort and the civil society leaders should meet and set agendas and goals

separately before coming together for a final meeting. Fellows and civil society leaders should meet periodically prior to, and throughout, the duration of the fellowship program and the final meeting should be in the form of a summit to finalize a collective agenda to address next steps in achieving RESI goals beyond the period of performance of the award. The applicant should hold separate summits for the Brazil and Colombia participants.

The applicant's proposal will address the goals outlined in United States bilateral agreements with Brazil and Colombia – to promote cooperation, understanding, and the exchange of information to promote equality of opportunity and to eliminate racial and ethnic discrimination.

Competitive proposals will describe how activities will invest in actors from marginalized racial and ethnic groups who advocate for and advance equity and inclusion; address how the project will strategically and meaningfully include vulnerable and marginalized populations to ensure diverse and broad participation in activities; demonstrate a high-level of expertise on equity and inclusion, have a broad network of local partners across the region; and work in Colombia and Brazil. Proposals should also clearly establish methodology for the target countries and participant selection and ensure the inclusion of members of marginalized racial and ethnic groups as primary stakeholders and program participants. Proposals should include understanding of U.S. government priorities and intersection with policies of the current Colombian and Brazilian governments. Proposed theory of change and activities should be substantiated by findings from applied research or proven evidence-based approaches reaching beyond a single organization's experience in the field.

Project activities should support at least one of the selected RESI policy objectives below:

- Promote reforms that advance diversity, equity, inclusion and accessibility within communities and governments and strengthen democratic institutions to the equitable benefit of all peoples. Open an inclusive space to foster strong partnerships among underserved communities and their allies as they advocate for social and policy change.
- Advance equitable and inclusive access to political, educational, social and economic systems for members of marginalized groups, including African Descendant, Indigenous, LGBTQI+ persons, persons with disabilities, women, and girls.
- Advance consistent and equitable application of laws, policies, and practices to improve access to justice and protect the human rights of underserved communities and to reduce the criminalization of advocates for marginalized groups.
- Support inclusive and sustainable economic growth, including by building local capacity to provide employment, entrepreneurship, and job training opportunities to marginalized groups.

Target Population: The target population will be youth, ages 20-35, and civil society leaders in Colombia and Brazil with a focus on marginalized racial and ethnic groups, including from rural and conflict-affected communities.

The proposal narrative should be organized into the following components:

1) Introduction
2) Narrative- Problem Statement and Rationale

   Successful applicants under this funding opportunity will describe an approach based on a problem statement and rationale analysis. Please provide background on the context in which the proposed project will be operating. This must incorporate findings from the required gender analysis provided in the PSI document - TAB C.

3) Theory of Change

   Provide a theory of change in the proposal that describes the connections between the project's activities, key short-term outputs, key intermediate outcomes, objectives, and the long-term goal.

4) Planned Activities/Implementation Plan

   Applicant should address the following points:

   a. *Project Goal and Objectives*: Fully explain the project's goal and objectives. The overarching goal should outline what the activities and objectives should be building towards. The objectives of the project should describe the applicant's expectations for the end of the project. The objectives should be measurable, results-focused, and achievable within the timeframe of the project.

   b. *Activities*: All activities should be clearly developed and sufficiently detailed to understand the resource and time requirements, and to the expected contribution to the project's objectives and goals. Please identify target areas for activities; target participant groups or selection criteria for participants; the plan to engage relevant stakeholders; and local partners as appropriate.

   c. *Identified CSOs*: This project is intended to work with CSOs that are already in existence in Latin America and the Caribbean and is not a platform for creating new CSOs. Therefore, the proposal should describe the process to engage or partner with relevant local CSOs to provide operational and training support to ensure local CSO sustainability after the period of performance of this award.

   d. *Resources and Timeline for Activities*: Demonstrate the process of implementing the proposed activities to build upon one another and are logically sequenced to achieve the desired outcomes. The applicant must submit a plan that sets out a realistic outline of tasks and deliverables, anticipated time frames, challenges, opportunities and due dates, and persons responsible for achieving each task. This should be a narrative description.

e. *Do No Harm*: List any significant risks of harm to implementers, participants, beneficiaries or their communities, or of exacerbating conflict or creating new conflicts, which may result from this project. Include specific risks to women and girls. Consider how resources or skills provided might be misused, create grievances among non-recipients, or cause key actors to react in harmful ways. Explain the plan to minimize these risks and for ensuring the security of beneficiaries. In addition, programmatic data, personally identifiable information (PII), and implementing partners information should be protected and encrypted, if possible, to maintain the safety of those involved in the project.

f. *Key Contingency Plan*:

5) Sustainability Plan

Clearly indicate the plan for long-term capacity building for beneficiaries. Outline the possibilities for institutionalization of capacity-building functions as well as any other donors that may be able to lend support after the project is completed.

6) Past Performance

Provide a description of the applicant organization, including a proven record of successful projects and past performance in Latin America and the Caribbean. Describe past performance and experience in working with host governments, local organizations, communities, and marginalized populations. The roles and responsibilities of primary staff under this project should be defined, and the proposal should demonstrate the plan to engage or obtain support from relevant stakeholders.

7) Performance Monitoring Plan (PMP)

The PMP should include the following:

- Narrative explaining the plan to conduct Monitoring and Evaluations (M&E) and the expected roles of key staff in M&E.
- In addition to the narrative, the applicant should provide a results/logic framework (as a separate mandatory attachment) organized by project objectives in addition to output- and outcome-based performance indicators with baselines (if available) and quarterly and cumulative targets. The framework will also include - data collection tools; data sources; types of data disaggregation, if applicable; and frequency of data collection.

Program Description

A5. Performance Indicators

The applicant will submit a project-level Performance Monitoring plan (PMP) with annual and end-of-project targets and results anticipated for key performance indicators. The following table shows indicators that will be measured, as well as illustrative targets, upon which the applicant will be responsible for monitoring and reporting during and after the project. In addition, WHA will regularly monitor the selected project's performance to assess whether project activities are on track and targets are being achieved. The PMP must also ensure that, based on the context/gender analysis implementation, the results of the award are informed by and responding to risks and gender gaps that are related to implementation.

Below are required output indicators that must be incorporated into the project proposal. The applicant may propose additional output and outcome indicators, and/or targets as appropriate.

Required Output Indicators	***Targets:***
Output: DR.3.1-1 Number of USG-assisted consensus-building processes resulting in an agreement.	TBD
Output: DR.4.2-4 Number of civil society organizations (CSOs) receiving USG assistance engaged in advocacy interventions.	TBD

Required Outcome indicators for the project are provided below. The applicant is expected to identify targets for these indicators based on what it can reasonably achieve within the performance period of the project and based on the expected overall project results described above.

Required Outcome Indicators	***Targets:***
Outcome: community leaders from marginalized racial and ethnic communities develop and implement actions plans that, advance the priority thematic areas of CAPREE and JAPER identified by State and government counterparts in Brazil and Colombia	TBD
Outcome: Selected fellows complete internship with government institution, civil society organization or private sector, and become part of the alumni network that advances goals of CAPREE and JAPER.	TBD

The applicant should propose additional outputs, indicators, and/or targets as appropriate. The applicant will be required to collect baseline data for all the PMP indicators during the first year of the project. In addition, certain terms included in the outcomes and indicators will need to be defined at the very beginning of the project so that it is possible to measure the change during and at the end of the project. Examples of such are "capacity," "spread effect," etc. Baseline information will be critical for both monitoring and evaluation of project progress and results.

Section B: Federal Award Information

B 1. Available Funding

This notice is subject to availability of funding. Overall grant making authority for this program is contained in the Foreign Assistance Act of 1961 as amended, (Economic Support Funds) and several funding restrictions apply, to include country-applicant restrictions.

The Department of State reserves the right to fund any or none of the proposals submitted and reserves the right to reduce, revise, or increase the budget in accordance with the needs of the project and the availability of funds.

The Department of State may consider continuing the program funded under this award beyond the initial period of performance on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State and USG.

B2. Award Management

The successful applicant will need to routinely collaborate with WHA through regular meetings and conference calls to discuss progress, challenges, emerging topics, etc.
The successful applicant must ensure that all funds are used in a manner consistent with any applicable restrictions on funding. See D5 below for funding restrictions.

Section C. Eligibility Information

C1. Eligible Applicants:

See page 3, Eligibility Category.

The Department of State will issue an award to the Applicant whose application represents the best value to the U.S. Government based on technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity. The Department of State reserves the right to make an award based on the initial application received with or without discussion or negotiations.

C2. Cost-Sharing

The non-Federal share of costs, frequently called "cost share" or "matching costs", refers to that portion of the project or program costs not borne by the Federal Government. This may include cash and third-party in-kind contributions. These costs must reflect the realistic capacity of the applicants and any third-party contributors.

Cost-sharing is *not* required. Providing cost-sharing, matching, or cost participation is not an eligibility requirement for this funding opportunity and will not be factored in during the merit review of proposals.

Note: If cost-share is included in the budget, the applicant must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the applicant does not meet the minimum amount of cost-sharing as stipulated in the applicant's budget, DOS contribution may be reduced in proportion to the Applicant's contribution.

C3. Other Eligibility Criteria

In order to be eligible to receive an award, all organizations must have a unique entity identifier (UEI), as well as a valid registration on www.sam.gov. Please see Section D.3 for information on how to obtain these registrations.

Applicants, including U.S. affiliates of international organizations must provide a valid Unique Entity Identification (UEI), and **completed** www.sam.gov registration when submitting application on www.grants.gov in response to this NOFO. **Applicants that do not have a valid UEI and completed www.sam.gov registration will NOT be eligible for consideration. Implementing partners/sub-recipient organizations are required to have a valid UEI number.**

Applicants listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) are 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.

Organizations must have a commitment to equal opportunity employment practices and to non-discrimination practices regarding beneficiaries, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation.

Organizations may only submit one application per organization. If more than one application is submitted by an organization, only the first application received will be reviewed for eligibility and funding.

Section D: Application and Submission Information

D1. Address to request Application Package

Applicants can find application forms on www.grants.gov under the announcement title and funding opportunity number provided above.

Once the NOFO deadline has passed, DOS may not discuss this competition with any applicant until the proposal review process has been completed.

D2. Content and Form of Application Submission

Please follow both the PSI and the NOFO, to ensure that the proposal package submission is in full compliance with the requirements. Please follow the guidelines in the attached Proposal Submission Instructions (PSI) for additional application submission instructions, including information on required documents and format. Proposal submissions that do not meet all the requirements outlined in this NOFO and the associated PSI will **not** be considered.

Any prospective applicant who has questions concerning the contents of this NOFO should submit them **by email** to the contacts listed in Section G. Please refer to the funding opportunity number and title.

Any updates about this NOFO will also be posted on www.grants.gov.

D3. Unique entity identifier (UEI) and System for Award Management (www.sam.gov)

Required Registrations:

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. www.sam.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated www.sam.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal

financial assistance. Under the law, it is mandatory to obtain a UEI number and register in www.sam.gov.

UEI is assigned by www.sam.gov assigned to organizations that have to register/or renew their www.sam.gov registration.

Organizations based outside of the United States and that do not pay employees within the United States do not need an EIN from the IRS, but they do need a UEI number prior to registering in SAM.gov. This guidance and instructions are to the best of our knowledge available at the time of posting this solicitation. Where guidance in this NOFO differs from the www.sam.gov website, SAM.gov prevails, and the applicant is encouraged to seek and document clarity provided by the SAM.gov help desk.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status. It is the responsibility of the applicant to ensure it has an active registration in www.sam.gov.

If an organization plans to sub-contract or sub-award any of the funds under an award, those sub-recipient organizations must also have a unique entity identifier (UEI number). www.sam.gov registration is not required.

If an organization does not have an active registration in www.sam.gov prior to submitting an application in response to this NOFO, the application will be deemed **ineligible.** All organizations applying for USG federal assistance awards (except individuals) must obtain these registrations. Please note that registration is free of charge.

Note: The process of obtaining a www.sam.gov registration may take from 2-8 weeks or longer. Please begin your registration as early as possible. Numerous errors require correction, such as an address mismatch, and can delay final registration. If the application is not corrected within 90 calendar days of original registration/or renewal submission, it will be automatically deleted and the organization will need to re-start the process.

An exemption from this requirement may be permitted on a case-by-case basis if the applicant's identity must be protected due to possible endangerment of their mission. Organizations requesting an exemption should email the point of contact listed in Section G of this NOFO.

D4. Submission Dates and Times

Applicants are urged to begin the application process well before the submission deadline as stated on page 3. No exceptions will be made for organizations that have not completed the necessary steps. Grants.gov automatically log the date and time an application submission is made, and the Department of State will use this information to determine whether an application has been submitted on time. **Applications received after the deadline will not be considered**.

D5. Funding Restrictions

The following activities and costs are not covered under this announcement (this list is NOT exhaustive):

- Construction or renovations is not an allowable activity under this award;
- Projects intended primarily for the growth or institutional development of the applicant organization;
- Projects seeking funds for personal use;
- Administration of a project that will make a profit;
- Expenses incurred before or after the specified dates of award period of performance (unless prior written approval is received);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Alcoholic beverages;
- Costs of entertainment, including amusement, diversion, and social activities, and any associated costs, are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the federal award or with prior written approval of the Grants Officer.

Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction: In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was "convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government"; or
(2) Has any "unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless the Federal agency has considered, in accordance with

its procedures, that this further action is not necessary to protect the interests of the Government."

For the purposes of Section 7073, it is the Department of State's policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the U.S. Government.

D6. Other Submission Requirements

It is the responsibility of the applicant to ensure that it has an active registration in Grants.gov and that an application has been received by the system in its entirety. DOS bears no responsibility for disqualification that results from applicants not being registered before the due date or for data errors resulting from transmission or conversion processes.

Section E: Application Review Information

E1. Criteria

The Department of State will issue an award to the applicant whose proposal represents the best value to the U.S. Government based on technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity. In addition, the organization must demonstrate adequate financial management capability to be measured by a responsibility determination.

Applications should contain the applicant's best terms from both cost and technical standpoints. The implementing partners (sub-recipients) of the primary Recipient will be subject to Department of State approval.

Eligible applications will be evaluated by an independent review panel consisting of subject matter experts from other DOS bureaus/or offices, U.S. Embassies, and/or other U.S. Government agencies. Final approval resides with the DOS Grants Officer. The decision for the final eligibility and award determination rests with the Grants Officer.

Each eligible application will be evaluated and scored on the review criteria using a 100-point scale. Review criteria are listed in the PSI.

Cost Review: Costs will be reviewed for reasonableness, allowability, allocability, and cost-effectiveness of the use of USG funds. The review of cost-effectiveness will include an examination of the application's budget detail to ensure it is a realistic financial expression of the proposed project and does not contain estimated costs that are not **allocable, reasonable**, or **allowable**.

Applications that maximize direct activity costs and minimize administrative costs are encouraged. Other considerations are the completeness of the application, adequacy of budget detail, and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability to be measured by a responsibility determination. **Final approval of the budget resides with the Grants Officer.**

E2. Review and Selection Process

Applications will first be reviewed to determine technical eligibility.

All technically eligible applications will move forward to the merit review panel. Applications will be reviewed against the same criteria as listed above. Applications will be scored based on the strengths and weaknesses of the afore-mentioned categories and for consistency with the program goals and objectives outlined in this NOFO.

The Merit Review Panel may provide conditions and recommendations to enhance the recommended proposal, which must be addressed by the applicant before further consideration of the award. To ensure effective use of US Government funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

E3. Federal Awardee Performance & Integrity Information Systems

The Department of State, 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).

The applicant, at its option, may review information in the designated integrity and performance systems accessible through www.sam.gov 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 www.sam.gov.

The Department of State 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.

Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-

discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with or support to individuals or organizations associated with terrorism.

- Proposals that reflect any type of support for any member, affiliate, or representative or a designate to terrorist organization or narcotics trafficker, including elected members of government, will NOT be considered. This provision must be included in any sub-awards/sub-contracts issued under this award.
- U.S. Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.
- Applicants under DOS-funded projects are responsible for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for project participants.

Section F: Federal Award Administration Information

F1. Federal Award Notices

Successful applicant will be notified via email. This email may include a request for the applicant respond to panel conditions and recommendations. This notification is **not** an authorization to begin activities and does not constitute formal approval or a funding commitment. Additional information that successful applicants may be required to submit after notification of intent to make a Federal award, but prior to issuance of a Federal award, may include:

- Written responses and any revised application documents addressing any conditions or recommendations from the Review Panel and awarding bureau;
- Completion of the Department's Financial Management Survey, if receiving funding for the first time or requested by the Grants Officer;
- Submission of required documents to register in the Payment Management System (PMS) managed by the Department of Health and Human Services if receiving funding for the first time. PMS registration is bureau-specific;
- Other requested information or documents included in this funding opportunity or subsequent communications with the recommended applicant prior to issuance of a Federal award.

Final approval is also contingent on Congressional Notification requirements being met and final review and approval by the Department's Grants Officer.

The Grants Officer is the U.S. Government official delegated the authority by the U.S. Department of State, Procurement Executive to write, award, and administer grants and cooperative agreements. The Award Agreement is the sole authorizing document and will be provided to winning organization electronically through DOS SAMS Domestic. Organizations whose applications will not be funded will be notified in writing.

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

Award cannot be issued until funds have been fully appropriated, allocated, and committed through internal DOS procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements. All preparation and submission costs are at the Applicant's expense.

Pursuant to 2 CFR 200.400(g), it is U.S. Department of State policy **not** to award profit under assistance instruments.

2 CFR §200.501 requires domestic/US non-federal entities that expend $750,000, or more, in federal assistance during organization's fiscal year to have a single or program-specific audit conducted for that year. In addition, the entity must report the collected audit data elements on the form SF-SAC and submit it to the FAC. Any findings such as material weaknesses, significant deficiencies, or material noncompliance are reported on the SF-SAC.

F2. Administrative and National Policy Requirements

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

Applicants should plan to coordinate with WHA throughout the course of the agreement to ensure assistance is provided only to eligible participants.

F3. Reporting

The Foreign Assistance Data Review (FADR)

FADR is an initiative at the Department of State to improve the overall quality, reliability, and availability of foreign assistance data to provide Congress, Department leadership and the public with an accurate picture of the Department's foreign assistance portfolios. FADR affects how foreign assistance is tracked and accounted for. Geographical and program area information is now coded within the subaccount/award number and now it is possible to assign more than one Benefitting Country/Program Area to a single award if applicable. Where there is more than one line of accounting, your award will indicate specific fiscal information

corresponding to FADR. Recipients will be required to work with the awarding Bureau to clearly identify the PMS account; corresponding FADR country/program area (if applicable); amounts of federal share and cost-share as well as instructions on reporting and requesting payment.

Financial Reports

The Recipient will be required to submit quarterly financial reports (unless stipulated otherwise in the final Agreement) throughout the project period, using form SF-425, the Federal Financial Report form. If payment is made through the Payment Management System, all financial reports must be submitted electronically through the Payment Management System. The Recipient will also be required to upload to SAMS Domestic a pdf version of all financial reports (Federal Financial report) they have submitted in the Payment Management System. Form (SF-425) can be found here: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1

Progress Reporting

The Recipient will be required to upload quarterly progress reports (unless stipulated otherwise in the final Agreement) to the award file in SAMS Domestic. Progress reports must be submitted quarterly unless otherwise stipulated in the Agreement; the frequency will be determined by DOS prior to award.

Progress reports should also reflect the Recipient's continued focus on measuring the project's impact on the overarching goals or problems the project set out to address. An assessment of the overall project impact, as appropriate, should be included in each quarterly project report.

The Recipient should produce performance monitoring plans, including quantity and quality of the curriculum, participants' progress reports, and pre- and post-training communications. The quarterly reports should be in narrative form which highlights the project's progress (such as the number and type of students, events, ongoing engagements, etc.), achievements, lessons learned, adaptive management changes, and any regulatory reporting required. Further, the project, data collection, and report should also include information on post-class contact between students and staff.

Final Reports

The final summary financial and progress reports will be due no later than 120 calendar days after the end date of the award or termination of all project activities. The Final Progress Report shall include the following elements: executive summary, successes, outcomes, best practices, how the project addresses gender issues and marginalized communities, how the project will be sustained. Additional guidance may be provided prior to the award end date.

NOTE: delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future U.S. government funds.

WHA reserves the right to request any additional programmatic and/or financial project information during the award period of performance.

NOTE: It is the Department of State policy that English is the official language of all award documents. If reports or any other supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version. U.S. dollar is the controlling currency. Financial reports must be submitted in U.S. dollars.

Section G: Federal Awarding Agency Contact

G1. Contacts

Any prospective applicant desiring an explanation or interpretation of this NOFO must request it in writing by the deadline for questions specified on page 1. Information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as a 'Questions and Answers' attachment to this NOFO. Any questions concerning this NOFO should be submitted in writing, by email, to WHA to WHAGrants@state.gov along with the project's title as outlined in the NOFO; the funding opportunity number; and applicant's legal name and organizational status.

G2. Questions

Any prospective applicant who has questions concerning the contents of this NOFO **must email** them to the contacts listed above with the subject "[Applicant Name] [NOFO title]." To maintain fairness and transparency in competition, WHA/PPC will not answer substantive NOFO questions except when posting questions and answers to the announcement page as described below.

All questions must be submitted via email to contacts listed above by the deadline stated on page. Awarding bureau will periodically create a document of submitted questions with answers and upload it and post them in grants.gov. Questions and answers will be posted within 24-48 hours from the date of submission. Prospective applicants are advised to regularly review the announcement page in grants.gov for any updates. Note that once the NOFO deadline has passed, DOS staff in Washington, D.C. may not discuss this completion with applicants until the review process has been completed.

With the exception of technical submission questions, during the solicitation period U.S. Department of State staff shall not discuss this competition with applicants until the entire proposal review process has been completed and an award has been made.

The information in this NOFO is binding and may not be modified by any awarding bureau representative.

Explanatory information provided by any awarding bureau that contradicts this language will not be binding.

Section H: Other information

H1. Conflict of Interest

In accordance with applicable Federal awarding agency policy, applicants must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity.

H2. Applicant Vetting

N/A

H3. Marking Policy

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the State Department's Marking Policy. More information on this policy can be found in Section N of the Department of State's Standard Terms and Conditions: https://www.state.gov/wp-content/uploads/2020/10/U.S.-Department-of-State-Standard-Terms-and-Conditions-10-21-2020-508.pdf

H4. Evaluation Policy

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the Department of State Evaluation Policy. More information on this policy can be found here: https://www.state.gov/guidance-for-the-design-monitoring-and-evaluation-policy-at-the-department-of-state/

H5. Monitoring Site Visits

A monitoring site visit, at least once during the lifetime of an award, may be conducted by Department of State personnel. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage DOS funds and share substantiating document for programmatic and financial reporting. Specifically, the site visit may involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, etc.) as well as administrative and financial management

controls. This may include observing classroom modules virtually or in person and visit applicant's headquarters and regional offices to observe operations.

H6. Privacy Disclosure

DOS understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that DOS cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

Mandatory disclosures (2 CFR 200.113)

Non-federal entity, applicant or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a Federal award including the term and condition outlined in Appendix XII of the 2 CFR 200—Award Terms and Conditions for Recipient Integrity and Performance Matters -- are required to report certain civil, criminal, or administrative proceedings to www.sam.gov .

Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for Noncompliance, including suspension or debarment.

The Department of State will issue an award to the Applicant whose application represents the best value to the U.S. Government based on technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity.

The Department of State reserves the right to make an award based on the initial application received with or without discussion or negotiations. Therefore, applications should contain the Applicants' best terms from both cost and technical standpoints.

It is Department of State policy that English is the official language and U.S. dollar is the controlling currency. Applications and related supporting documents must be written in English and the accompanying budget must be presented in U.S. dollars.

DISCLAIMER:

The Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase or decrease funding or extend the

period of performance is at the total discretion of the Department of State and availability of funding.

Attachments:

1. Budget Template for New Awards
2. Budget Guidelines
3. Proposal Submission Instructions (PSI)