

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY SOUTH AFRICA PUBLIC AFFAIRS SECTION
NOTICE OF FUNDING OPPORTUNITY**

Funding Opportunity Number: DOS-PTA-201914
Announcement type: Cooperative Agreement
CFDA Number: 19.421
Deadline for Applications: August 6, 2019
Total Expected Funds: \$160,000
Funding Opportunity Title: Design And Implementation Of The English Access
Microscholarship Program, 2020-2021

Contact:

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

For assistance with the requirements of this solicitation, please contact the Regional English Language Office, U.S. Embassy, South Africa: RELOSouthAfrica@state.gov.

A. PROGRAM DESCRIPTION

The Public Affairs Section of the U.S. Embassy South Africa of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a the English Access Microscholarship Program (Access). Access provides youth from economically disadvantaged communities with English language and other global citizenship skills that improve educational and employment prospects, provide a deeper multi-cultural understanding, and increase knowledge about the United States. The program serves as a viable educational model for communities with leadership, creative and critical thinking, information technology, and civic outreach components.

Participants and Audiences:

Participants, aged 13-20, are expected to play active roles in their country's socio-economic development and have greater opportunities to engage in a dialogue to resolve local and global challenges. Since its inception in 2004, approximately 110,000 students in more than 80 countries have participated in the Access Program. In South Africa, there more than 2,000 graduates of the Access program.

Please carefully follow all instructions below.

B. FEDERAL AWARD INFORMATION

Length of performance period: 18-24 months

Number of awards anticipated: one to two awards

Award amounts: awards may range from a minimum of \$80,000 to a maximum of \$160,000

Total expected funding: \$160,000

Type of expected funding: FY18 English Access Microscholarship Funds
Anticipated program start date: March 1, 2020

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. The Regional English Language Office at the U.S. Embassy in South Africa will be involved to various degrees in the following: monitoring and evaluation of Access, recruitment of learners, hiring of teachers, training of teachers, and the development of Access course content.

Program Performance Period: Proposed programs should be completed in 24 months or less.

Priority Region: Project activities must take place in South and be directed at South African audiences/participants.

The project locations should include township and/or rural schools in South Africa where learners have few extra-curricular opportunities. Priority provinces are Eastern Cape and KwaZulu Natal, though proposals to place cohorts in any province will be accepted. Implementing partners must demonstrate a strong educational network within the targeted province(s). In order to make Access projects accessible for monitoring and evaluation, projects must be within a two-hour drive of each other. The preferred model is to cluster Access cohorts at two to four schools in a single district. Clean and safe premises for high school-aged students is a requirement. Proposals should record past partnerships with the Department of Basic Education and the Implementing Partner's relationships with local stakeholders.

Program Objectives:

Access aims to equip bright, talented, economically deserving high school students with a range of global citizenship skills anchored by the core components of enhanced English language skills and a stronger South African-U.S. cross-cultural understanding. Global citizenship skills include critical and creative thinking, leadership, information technology, civic outreach, and media literacy. Access learners will also increase their familiarity with US culture, education, and history.

The English language component should break from traditional models of instruction to deliver a more meaningful, interactive language learning experience centered on the learner. Project-based and task-based approaches should be employed in order to help the learner use English to understand, discuss, and resolve authentic local and global challenges. Enhancement and off-site immersion activities should help extend the language learning experience beyond the classroom walls.

The various aspects of the Access Program are:

After-School/Weekend Instruction

The Access Program must deliver a minimum of 360 hours of instruction, though more hours are possible and can make proposals more competitive. In South Africa, the Access program usually runs at secondary schools in rural or township areas for learners during their grade nine and grade ten years. Instruction usually takes place after school at the host secondary school, and generally takes place two days a week, each class lasting from 1.5 to three hours per day. Some Access cohorts schedule class on weekends. It is the responsibility of the Implementing Partner to ensure that Access classes do not interfere with regular school schedule or exam periods.

Due to the funding calendar, programs typically begin from February to April of any given year, and finish from October to December of the following year. For this reason, the program cycle lasts between 16 and 23 months.

Enhancement Activities

Enhancement activities aimed at fostering South African-American cross-cultural understanding, as well as at developing other key global citizenship skills, are strongly encouraged throughout the program. These activities are an opportunity for educators and students to be creative and to extend the learning experience beyond the classroom walls. Trips to museums, airports, theatres, etc. are encouraged. Other possibilities include civic outreach activities, such as volunteering at a nearby senior citizens home, tutoring primary school students in English, and organizing the cleaning of a nearby park or forest. In-school Enhancement possibilities include filming role plays, creating a web page or designing a phone app, creating a program newspaper, celebrating a key U.S. holiday such as Martin Luther King Day, or running a Model United Nations activity.

Guest speakers can be linked to the curriculum. Americans attached to one of the four U.S. Missions in South Africa often frequent visits to Access programs. Taking advantage of other speakers such as Access alumni, Fulbright alumni, key civic leaders, local businesspeople and community leaders, is also possible. Sites should approach the selection of such speakers creatively and carefully and keep the Regional English Language Office at the U.S. Embassy informed.

It is recommended to have a minimum of at least one enhancement activity per month. The hours used for such activities will be counted as part of the total number of hours of instruction. Implementing Partners must submit monthly highlights (see “Functional Requirements” below); the most successful enhancement activities are often the best highlights.

Immersion Sessions

Toward the end of the Access Program, an off-site immersion experience lasting between two and five days should be included in the program. Such sessions can occur on weekends or at the very end of the regular school year or during the summer. As with the time used for enhancement activities, these hours – generally eight per day

– are counted toward the total number of hours of instruction. The aim of these sessions is to provide students with time to fully experience an English-medium environment outside of the classroom for a sustained period of time. A typical day consists of a variety of team-building, challenge-solving, and creative activities that allow the students to gain confidence in English and to consolidate the global citizenship skills that they have been learning during the entire program.

Staffing off-site immersion sessions requires an all-hands-on-deck approach, and the Implementing Partner is encouraged to find include local partners and visiting Americans.

Community Outreach

The Access Program site should serve as a model classroom. Efforts should be made to reach parents and other English teachers in the community, as well as include teachers of other subject matters, administrators, English Language Fellows, alumni, etc. in the Access experience, where appropriate. While it is understandable that such efforts should not interrupt instructional hours, a plan should be made to reach out several times during the Access program to key groups that stand to gain from being informed about the unique program. Examples include holding a workshop for parents addressing how to support a child learning a foreign language, a workshop for future teachers at a nearby English language teaching department or for current teachers at the schools from which Access students have been recruited, and a meeting for administrators to better understand how to create stronger foreign language programs in their own schools.

Proposal Eligibility Requirements:

Proposals may be submitted by South African or U.S.-based organizations.

Number of Implementing Partners:

The U.S. Embassy reserves the right to split the project between two or more Implementing Partners.

Functional requirements:

- a) The Implementing Partner is responsible for setting criteria for and identifying “economically disadvantaged youth” to be enrolled in the program.
- b) The Implementing Partner is responsible for creating a highly effective and innovative method for identifying and, if necessary, recruiting highly competent Access teachers.

- c) The Implementing Partner is required to produce frequent reports (usually quarterly) and a substantial final performance reports. The Implementing Partner should monitor students' attendance and performance.
- d) The Implementing Partner will submit monthly 1-3 paragraph highlights, with photos, based on criteria to be provided at a later date, for an internal U.S. Department of State audience.
- e) The Implementing Partner will maintain records on graduates that will be added to the U.S. Embassy's Alumni database in order to include in follow-on programming.

Meals:

Since learners may be hungry by mid-afternoon when Access classes take place, meals and/or snacks are often provided. Implementing Partners should stipulate whether or not meals are to be offered. If so, a description of a meal plan should be included. Meals and snacks must be healthful. Sugar-based drinks and packaged sweets or chips cannot be purchased with Access funds. Food purchases must be verified with receipts. Many Access Implementing Partners have agreements with vendors to provide hot food.

Transport:

Potential Implementing Partners should consider whether learners need transport to their homes after Access classes in the afternoon or on weekends. If so, this should be reflected in the budget.

Program calendar:

The start date of the program will depend largely on the length of the negotiation, contract finalization, and student selection phases. The program could begin as early as January 2020 or as late as April 2020. The program is to last no longer than 24 months, but could be as short as 15 months. The participating learners, should be at Grade 9 at the start of the program. Implementing Partners must prepare themselves to be as flexible as possible with regard to start dates due to issues that may occur before an agreement is signed and during student recruitment.

Technical and infrastructure requirements:

Implementing Partners must specify the location(s) of the Access program and space that will be used for the classes and activities. The Implementing Partner must either provide verification that the space belongs to the grantee or a written agreement with the holder of the space; e.g. a secondary school. The space must have seating for at least 25 learners; it must have a blackboard/whiteboard, and sanitary requisites. Access to a computer class with Internet capability is recommended. Implementing Partners are also encouraged to share any other unique learning spaces on the premises that are accessible to the program and that add to the overall experience (theater, garden, sports facility, etc.).

Assumptions and agreements:

The Implementing Partner should craft a proposal that can serve four cohorts of 25 Access learners, or 100 learners in total, depending on the Implementing Partner's capability, infrastructure, and geographic spread. These four cohorts/classes should take place two to four secondary schools within a single district. Implementing Partners may also propose to hold the Access program at private schools or other premises, in which case no more than two cohorts may take place at a single location. The budget per student should be no higher than \$1,600 for the entire two-year program. The total of the proposal should not exceed \$160,000. All possible costs – including tuition (overhead, teacher salaries, administration), materials, enhancement activities, off-site immersion sessions, and--where relevant--transportation and food for the students – should be covered.

Access Instructors:

Instructors should have a minimum of two years and maximum of 15 years English teaching experience, preferably at a K-12 level. Instructors should be comfortable and fluent in English and have some cross-cultural experience, preferably with U.S. culture (familiarity with the culture is stressed over actually having visited the United). Instructors should have progressive views about methodology, employing learning-centered approaches that focus on tasks and projects that lead to interactive classes. The instructor should have some knowledge of modern technology, and be adept at creating a linguistic risk-taking atmosphere that allows students to learn in a comfortable and fostering environment. Teachers who are *not* currently employed fulltime make for ideal Access teaching candidates.

Submission information:

The proposals should be submitted to the Regional English Language Office, U.S. Embassy Pretoria electronically to RELOSouthAfrica@state.gov. **The deadline for submission is midnight, August 6, 2019.**

Basis for award of the grant:

The grantee should be an established non-profit institution or a non-governmental organization (NGO) with at least 3 years of experience in administering educational programs and/or teaching English, preferably to the target age group. The grantee should have access to an established core of English instructors willing to commit their time to this project, or a plan to recruit and hire such instructors. The grantee must identify the location(s) and venue(s) that will be used for this program (verified with a document/preliminary agreement) and will be responsible for recruiting students and, in consultation with the Regional English Language Office at the U.S. Embassy, for developing the curriculum. Organizations with previous experience and a capacity of working with educational institutions will be given priority.

Additional information:

For additional information or clarification please contact the Regional English Language Office at the U.S. Embassy, Pretoria, by writing to RELOSouthAfrica@state.gov

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following United States and South African organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations;
- Public and private educational institutions.

2. Cost Sharing or Matching

Cost-sharing is not required.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and CAGE/NCAGE number, as well as a valid registration on www.SAM.gov. Please see Section D for information on how to obtain these registrations. For information about SAM registration, please contact SAM supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for free help. DUNS, CAGE/NCAGE, and SAM registration are no-fee registration processes. No payment is required. **The Embassy of the United States in South Africa and its Consulates are unable to provide guidance or technical support with these registration processes.**

SAM supporting Federal Service Desk can help with:

- Creating an account
- Assigning roles to an account
- Entity Registrations
- Exclusions
- Searching for data in SAM

Applicants are only allowed to submit one proposal per organization.

Applicants must have organizational representation (i.e. a pre-existing office) in at least one of the following cities: Pretoria, Johannesburg, Cape Town, and Durban.

D. APPLICATION AND SUBMISSION INFORMATION

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 for further consideration.

Applications should be emailed to RELOSouthAfrica@state.gov.

Applications are accepted in English only. Final grant agreements will be concluded in English.

Applications must include a detailed budget spreadsheet and budgets must be submitted in U.S. dollars.

All pages must be numbered, and all Microsoft Word documents must be formatted in single-spaced, 12-point Times New Roman Font, with a minimum of 1-inch margins.

Documents submitted by disc, portable hard drive, cloud-based file sharing service, or other mechanisms will not be reviewed.

Application forms required below are available at <https://www.grants.gov/>.

1. Content and Form of Application Submission

The following documents are **required**:

Mandatory application forms:

- **SF-424** (application for federal assistance – organizations).
- **SF-424A** (budget information for non-construction programs).
- The **SF-424B** (assurances – non-construction programs) is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.

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.

Proposal: 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.

- **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.
- **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.
- **Activities:** Describe the program activities and how they will help achieve the objectives. This should include a plan for after-school and/or weekend instruction, enhancement activities, off-site immersion sessions, and community outreach
- **Locations of all project activities**
- **Target audiences and participants:** Include a plan for student recruitment and student retention. Include a plan for a feeding scheme, if needed, and transport, if needed.

- **Project 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. Include a plan for student recruitment.
- **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?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **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?
- **Media Outreach Plan:** A media outreach plan that takes into consideration amplifying the organization's partnership with the U.S. Mission; details on how any promotional materials will include U.S. Mission branding; and details on anticipated cooperation with the U.S. Embassy press office.
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

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: Categories include a breakdown of costs for the two-year program (e.g. instruction, books/materials, transportation, administration, and enhancement activities), the total number of students to be enrolled, the start and end dates for instruction, the number of hours of instruction students will receive per week and year, and the type of program (e.g. after-school, weekend, full-time, or English language intensive sessions). Other Information: Guidelines for Budget Submissions below for further information.

Attachments:

- 1-page CV or resume of key personnel who are proposed for the program.
- Letters of support from program partners describing the roles and responsibilities of each partner .
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file (this only pertains to U.S. based organizations).
- Official permission letters, if required for program activities.

Required Registrations:

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.

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

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<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%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code and DUNS number, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

2. Submission Dates and Times

Applications are due no later than August 6, 2019

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Organizational Capacity and Record on Previous Grants – 40 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.

Applicants must demonstrate their capacity for:

- Project management
- Communication – written and oral
- Appropriate staffing
- Monitoring and evaluation processes

- Financial integrity

Program Planning/Ability to Achieve Objectives – 20 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 20 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 – 20 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.

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.

4. Anticipated Announcement and Federal Award Dates

Successful recipient(s) will be notified by September 15, with anticipated award date to be by November 15

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement 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: Payment will be made by EFT. For South African bank accounts, the exchange rate on the date of the transaction will be used.

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, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:
<https://www.statebuy.state.gov/fa/pages/home.aspx>.

Note the **U.S Flag branding and marking requirements** in the Standard Terms and Conditions, as well as the **Fly America Act** guidance.

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. It is anticipated that reports will be due within thirty days of each three month period, and within ninety days of the final completion of the award period.

G. FEDERAL AWARING AGENCY CONTACTS

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

For assistance with the requirements of this solicitation, please contact the U.S. Embassy South Africa Grants Administrator: PretoriaGrants@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.