

U.S. DEPARTMENT OF STATE
U.S. EMBASSY MANILA, POLITICAL SECTION
Notice of Funding Opportunity (NOFO)
Global Equality Fund: Strengthening Legal Protection for LGBTI Persons in the
Philippines

Application Deadline: July 28, 2017

Total Amount Available: \$25,000

A. PROGRAM INFORMATION

The U.S. Embassy Manila Political Section (POL) of the U.S. Department of State is pleased to announce that funding is available through its Global Equality Fund. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

A.1 Project Description and Objective

POL Manila invites proposals for projects that seek to provide assistance to local government units (LGUs) in the Philippines that have already passed local anti-discrimination ordinances, which include protections based on sexual orientation or gender identity, to move toward effective implementation.

This project would also provide program opportunities that contribute to strengthening legal protections for LGBTI persons, a primary goal of the Embassy's Strategy to Reduce Violence Targeting LGBTI Persons. Activities contemplated under this grant would complement past and present efforts to protect the human rights of LGBTI individuals. The proposed program aligns with Embassy Manila's strategic goals of advancing democratic values, transforming governance, and protecting human rights while engaging the Philippine public and building networks to advance shared foreign policy interests.

A.2 Participants and Audiences:

The overall activities of the program should ultimately benefit Local Government Units that have adopted anti-discrimination ordinances, particularly in effectively implementing those ordinances in their respective municipalities. Civil society organizations applying for funding should be engaged in conducting trainings for the LGUs.

Authorizing legislation, type and year of funding:

The source of this funding is the FY2017 Global Equality Fund.

B. FEDERAL AWARD INFORMATION

The U.S. Embassy in the Philippines anticipates having approximately \$25,000 in funding for Fiscal Year 2017 to support one successful application submitted in response to this NOFO, subject to the availability of funding.

The U.S. government may make one or more awards on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right (though it is not under obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application.

Applicants shall request no more than \$25,000 with a period of performance no greater than 12 months. Applicants should expect an anticipated grant commencement date on or about September 1, 2017. The U.S. Embassy will entertain applications for continuation grants funded under these awards beyond the initial budget period 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

This notice is subject to availability of funding.

The funding instrument to be used is a grant and not a cooperative agreement.

C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants

The Political Section encourages applications from local civil society organizations in the Philippines only, as well as human rights project funding partners, with significant working experience or current work with LGUs, particularly with the current political environment, related to providing training, research, etc.

For-profit or commercial entities are not eligible to apply.

C.2 Cost Sharing or Matching

Cost sharing is not required.

C.3 Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a DUNS number or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

D.1 Address to Request Application Package

Application forms required below are available at www.grants.gov and on the U.S. Embassy in the Philippines website under the announcement title “Global Equality Fund: Strengthening Legal Protection for LGBTI Persons” funding opportunity number 17-PHL-NOFO-02. Please contact the point of contact listed in Section G if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note: reasonable accommodations do not include deadline extensions.

D.2 Content and Form of Application Submission

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.

Please ensure:

- 1) The proposal clearly addresses the goals and objectives of this funding opportunity
- 2) All documents are in English and all costs are in U.S. dollars. If an original document within the application is in another language, an English translation must be provided (please note: the Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents. If any documents are provided in both English and a foreign language, the English language version is the controlling version);
- 3) All pages are numbered, including budgets and attachments;
- 4) All documents are formatted to 8 ½ x 11 paper; and,
- 5) 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**. They can be found on Grants.gov:

- 1) a. Completed and signed SF-424 (*Application for Federal Assistance – organizations*) or SF-424-I (*Application for Federal Assistance --individuals*)
b. Completed and signed SF424A (*Budget Information for Non-Construction programs*)

c. SF424B (*Assurances for Non-Construction programs*)

2) **Summary Coversheet:** (not to exceed one [1] page in Microsoft Word) that includes:

- a. Name and contact information for the project's main point of contact;
- b. The total amount of funding requested;
- c. A statement of work or synopsis of the project, including an overview of the project timeline activities and concise breakdown of the project's objectives, activities, and expected results.

3) **Proposal Narrative** (not to exceed five (5) pages): Please note the five page limit does not include the Summary Coversheet, Attachments, Detailed Budget, Budget Narrative, or Negotiated Indirect Cost Rate Agreement (NICRA). Applicants are encouraged to submit multiple documents in a single Microsoft Word or Adobe file, (i.e., Table of Contents, Executive Summary, and Proposal Narrative in one file). 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:

- a. **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact;
- b. **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the project, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies;
- c. **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed;
- d. **Project Goals and Objectives:** With goals, explain what the project aims to achieve. What aspect of the relationship between the U.S. and Philippines will be improved? When describing objectives, refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable;
- e. **Project Activities:** Describe the project activities and how they will help achieve the objectives. The applicant should plan to partner with LGUs and relevant civil society organizations to research the current status of existing anti-discrimination ordinances, gather lessons learned from Quezon City's process to develop IRRs, assess hurdles in the implementation of Quezon City's anti-discrimination ordinance, and develop and share best practices for LGUs to implement their respective ordinances. Proposed outcomes of the project should include increased LGU capacity to develop IRRs and implement anti-discrimination legislation, and the creation of an informal network of local government officials and CSOs who

are working directly on the implementation of anti-discrimination ordinances. Ensure that scope of work provide a clear link between program activities and combatting violence and discrimination.

- f. **Program Methods and Design:** A description of how the project is expected to work to solve the stated problem and achieve the goal;
 - g. **Proposed Project Schedule:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events;
 - h. **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?;
 - i. **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees;
 - j. **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 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** (suggested examples):
- a. 1-page CV or resume of key personnel who are proposed for the project
 - b. Timeline Letters of support from project partners describing the roles and responsibilities of each partner
 - c. Official permission letters, if required for project activities
 - d. Project Monitoring and Evaluation Plan:
 - e. Additional optional attachments: Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc. Letters of support and MOUs must be specific to the project's implementation (e.g. from proposed partners or sub-award recipients) and will not count towards the page limit.
 - f. Unique Entity Identifier and System for Award Management (SAM.gov)

D.3 Unique Entity Identifier and System for Award Management (SAM)

1) Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations for a Unique Identifier Number from Dun & Bradstreet (DUNS number); a CAGE/CAGE code; and register at www.SAM.gov before a grant agreement can be signed. Applicants must have an active registration in SAM (www.sam.gov) prior to submitting an application; must provide a valid Unique Entity Identifier (UEI) number, formerly referred to as a DUNS number; and must maintain an active SAM registration with current information at all times

during which they have an active Federal award or an application or plan under consideration by the U.S. government.

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. SAM is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM 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 SAM.

SAM requires all entities to renew their registration once a year in order to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM and to maintain that active registration in SAM throughout the period of performance.

No entity listed on the Excluded Parties List System in SAM is eligible for any assistance or can participate in any activities in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235).

U.S. Embassy in the Philippines may not make a federal award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time U.S. Embassy in the Philippines is ready to make an award, U.S. Embassy in Philippines may determine that the applicant is not qualified to receive a federal award.

Please Note:

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

- a. 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/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>. <http://fedgov.dnb.com/webform>
- b. NCAGE application: Application page here <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- c. Instructions for the NCAGE application process:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

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

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

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

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

D.4 Submission Dates and Times

Applications are due no later than 11:59 p.m. Eastern Standard Time (EST), on July 28 by email to GamidoMS@state.gov (cc: McGregorJI@state.gov). No applications will be accepted after that date. Please attach proposals and required forms in Microsoft Word or .pdf format to an email with “Global Equality Fund: Strengthening Legal Protection for LGBTI Persons _Your Organization’s Name” in the subject line.

Submission via email will 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. Late applications are neither reviewed nor considered unless the U.S. Embassy in the Philippines point of contact listed in **Section G** is contacted prior to the deadline and is provided with evidence of system errors outside of the applicants’ control and is the sole reason for a late submission. Applicants should not expect notification of receipt of their application by U.S. Embassy in the Philippines.

D.5 Funding Restrictions

U.S. Embassy in the Philippines will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. No entity listed on the Excluded Parties List System in SAM is eligible for any assistance. Federal awards generally will not allow reimbursement of pre-Federal award costs; however, the Grants Officer may approve pre awards cost on a case-by-case basis. Generally, construction costs are not allowed under U.S. Embassy in the Philippines awards.

E. APPLICATION REVIEW INFORMATION

E.1 Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

- 1. Quality and Feasibility of the Program Idea** – The program idea is well developed, with detail about how project activities will be carried out. The proposal includes a reasonable implementation timeline.
- 2. Goals and objectives:** Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.

3. **Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Manila's priority areas or target audiences.
4. **Institution's Record and Capacity** - U.S. Embassy in the Philippines will consider the past performance of prior recipients and the demonstrated potential of new applicants. Applications should demonstrate an institutional record of responsible fiscal management and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project's objectives.
5. **Cost Effectiveness:** 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.
6. **Multiplier Effect/Sustainability Plan** - Applications should clearly delineate how activities of the project will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect will have an impact beyond the direct beneficiaries of the grant. A strong sustainability plan may include demonstrating continuing impact beyond the life of a project.
7. **Project Monitoring and evaluation plan:** Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The project includes output and outcome indicators, and shows how and when those will be measured.

E.2 Review and Selection Process

A Grants Review Committee will evaluate all eligible applications. Final approval is contingent on the applicant successfully responding to the panel's conditions and recommendations, being registered in required systems, and completing and providing any additional documentation requested by U.S. Embassy in the Philippines. Final approval is also contingent on final review and approval by the U.S. Embassy in the Philippines' warranted Grants Officer.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 Federal Award Notices

U.S. Embassy in the Philippines will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter via email requesting that 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.

Final approval is contingent on the applicant successfully responding to the panel's conditions and recommendations, being registered in required systems, and completing and providing any

additional documentation requested by U.S. Embassy in the Philippines. Final approval is also contingent on final review and approval by the U.S. Embassy in the Philippines' warranted Grants Officer.

The notice of Federal award signed by the U.S. Embassy in the Philippines' warranted Grants Officers is the sole authorizing document. If awarded, the notice of Federal award will be provided to the applicant's designated Authorizing Official via email to be counter-signed.

Payment Method: Payments will be made in at least two installments, as needed to carry out the project activities.

F.2 Administrative and National Policy Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities (for more information on these exceptions, see Chapters 5, Federal Assistance to Individuals, and 6, Federal Assistance to Foreign Public Entities Directive.) Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities.

The recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at <https://www.statebuy.state.gov/fa/Documents/2015DeptTermsAndConditionsForUSandForeignOrg.pdf>.

F.3 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.

F.4 Reporting

Applicants should be aware that U.S. Embassy in the Philippines awards will require regular financial and progress reporting. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports. The progress reports must include page one (signed and completed) of the SF-PPR (Performance and Progress Report) and a narrative attachment to the

SF-PPR as described below; and the SF-PPR-B: Project Indicators (or other mutually agreed upon format approved by the grants officer) for the indicators.

Narrative progress reports should reflect the focus on measuring the project's impact on the overarching objectives and should be compiled according to the objectives, outcomes, and outputs as outlined in the award's Scope of Work (SOW) and in the Monitoring and Evaluation (M&E) plan. An assessment of the overall project's impact should be included in each progress report. Where relevant, progress reports should include the following sections:

- 1) Relevant contextual information (limited);
- 2) Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting; benchmarks/targets as set in the M&E plan. In addition, attach the M&E plan, comparing the target and actual numbers for the indicators;
- 3) When possible, any tangible impact or success stories from the project,;
- 4) Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator, if applicable;
- 5) Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;
- 6) Description of how the Recipient is pursuing sustainability, including looking for sources of follow-on funding;
- 7) Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities;
- 8) Reasons why established goals were not met.

Data for the required indicator(s) for the reporting period as well as cumulative data by over the period of performance should be presented using the SF-PPR-B: Project Indicators or another mutually agreed upon format approved by the Grants Officer. Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, should be included if applicable. A final narrative and financial report must also be submitted within 90 days after the expiration of the award.

Please 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.

U.S. Embassy in the Philippines reserves the right to request any additional programmatic and/or financial project information during the award period.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact Suzette Gamido at: GamidoMS@state.gov.

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

H. OTHER INFORMATION

H.1. Notices

Applicants should be aware that U.S. Embassy in the Philippines 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 U.S. Embassy in the Philippines cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

The information in this NOFO is binding and may not be modified by any U.S. Embassy in the Philippines representative. Explanatory information provided by U.S. Embassy in the Philippines that contradicts this language will not be binding. Issuance of the NOFO and negotiation of applications does not constitute an award commitment on the part of the U.S. government. U.S. Embassy in the Philippines reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

This NOFO will appear on www.grants.gov and [U.S. Embassy in the Philippines' website](http://U.S.EmbassyinthePhilippines.gov).

H.2 Guidelines for Budget Justification

1. Personnel: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project, and the percentage of their time that will be spent on the project.
2. Travel: Estimate the costs of travel and per diem for this project. If the project involves international travel, include a brief statement of justification for that travel.
3. Equipment: Describe any machinery, furniture, or other personal property that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.
4. Supplies: List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

5. 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 project activities.

6. Other Direct Costs: Describe other costs directly associated with the project, 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.

7. Indirect Costs: These are costs that cannot be linked directly to the project 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.

Please Note “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.