

U.S. Department of State
Bureau of Near Eastern Affairs
Office of Assistance Coordination
 Catalog of Federal Domestic Assistance (CFDA) Number: 19.025
Preservation of Cultural Heritage Sites of Minority Communities in
Northern Iraq
 Opportunity Number: *SFOP0005210*

Key Information:

Announcement Type:	New
Date Opened:	June 14, 2018
Deadline for Questions & Notification of Intent to Apply:	June 28, 2018
Application Deadline:	August 6, 2018
Expected Date of Notification:	August 20, 2018
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I. FUNDING OPPORTUNITY DESCRIPTION

The U.S. Department of State's Bureau of Near Eastern Affairs, Office of Assistance Coordination (NEA/AC), in collaboration with Bureau of Educational and Cultural Affairs (ECA), announces an open competition for funding through the U.S. Ambassadors Fund for Cultural Preservation (AFCP) to carry out a program to conserve cultural heritage sites of minority communities in northern Iraq, specifically sites with historic, artistic, or cultural significance that were targeted for destruction by ISIS and other terrorist groups.

A. ELIGIBLE COUNTRY OR TERRITORIES

In this announcement, we seek to support projects in the Iraq, particularly in minority communities in northern Iraq. Please note: Applications that focus on activities in countries and territories other than those listed will **NOT** be considered.

B. PROGRAM OBJECTIVES

Several sites in the Nineveh Plains area of northern Iraq have been identified as potential candidates for conservation activities that would ultimately contribute to the maintenance and promotion of cultural memory, identity, diversity, and freedom of expression. Successful implementation of activities would restore access to significant cultural heritage sites that are regularly used by local stakeholders or that would be frequently accessed by returnees.

During this two-phased program, the awardee will first conduct on-site damage assessments at up to 15 sites in the area. Second, based on the results of that assessment and in consultation with the Department, the awardee will implement conservation projects at up to 3 sites in locations where internally displaced persons are returning or are likely to return. The project goal is to stabilize the sites and return them to functional condition.

C. PROGRAM SPECIFICS

The awardee will carry out all work under the project in close cooperation with relevant local, provincial, and national Iraqi stakeholders, and particularly in consultation with the minority communities associated with these sites. The Department envisions the project being supervised by trained international and Iraqi preservation specialists. The awardee will be responsible for arranging all of the project preparation and implementation including human resources, logistics, information management, budget, and training.

Phase 1: On-site Damage Assessment (approximately first 2 months; approximately 25 percent of award)

During this phase, the awardee will gather or produce existing or new primary documentation of damage and threats at up to 15 cultural heritage sites. The sites initially selected lie almost entirely in the city of Mosul and in the two nearby towns of Bartella and Bakhdida.

Initial Activities

The awardee will:

- Collect preliminary data on sites from remote and in-country sources, including ownership and ownership status
- By means of on-site field observations, verify previously collected data
- Identify significant and ongoing threats and risks to the sites and potential reconstruction processes
- Compile a database of field assessments of damage and threats to the sites
- Identify the urgent safeguarding measures required to minimize damage and loss to the sites
- Identify relevant national, provincial, and local entities with jurisdiction over the sites
- Include Iraqi stakeholders in the process and build capacity of stakeholders in disaster recovery and rapid survey methodology
- Identify local contact persons and resources available for assistance with the recovery
- Provide the documentation required to develop detailed conservation intervention plans

Each on-site assessment will include:

- Detailed condition photography
- Detailed documentation and assessment of the extent of damage/loss
- Evaluation of threats and risks to the site
- Identification of work required to return the site to functional condition
- Identification of obstacles to carrying out conservation work
- Recommendations for interventions or emergency response measures

Emergency Response

In consultation with the Department, the awardee may take some basic emergency actions in conjunction with the field assessments or shortly after their completion. This work should involve the local authorities responsible for the cultural sites and might include the following measures:

- Securing sites in order to prevent theft or illegal occupation
- Placing signage on sites or materials to designate their significance
- Placing signage or barricades at sites that present personal safety hazards

Reporting

Following completion of the on-site fieldwork, the awardee will provide the Department with full assessments of the sites studied, ranked according to project feasibility, including:

- Estimated time and cost to return each site to functional condition

- Factors, including ownership status, that could limit feasibility of carrying out conservation work at the site
- Estimated time and cost to implement emergency stabilization measures (for example fences, scaffolding, tarps) to prevent further damage at each site

Phase 2: Conservation of Selected Sites

During this phase, the awardee, in consultation with the Department, will select a limited number of sites to conserve, develop detailed project proposals for each selected site, implement conservation activities at the sites, and evaluate the results of each project. U.S. government (USG) entities, Iraqi stakeholders, and the cooperative agreement awardee will consult and coordinate closely on every part of this phase. Specifically, the awardee will engage in:

Selection

USG partners make final ranking and selection based on:

- Historic, artistic, or cultural significance
- Potential to contribute to the maintenance and promotion of cultural memory, identity, diversity, and freedom of expression
- U.S. foreign policy goals
- Feasibility of restoring the buildings to a functional state with available funding

Project Development

In consultation with the Department, other USG partners, and appropriate Iraqi stakeholders, the awardee will:

- Develop a Request for Proposals (RFP) with detailed scope of work for each selected site
- Compete each RFP in accordance with USG competitive award procedures
- Select Iraqi contractors to implement the work specified in each RFP
- Enter into contracts that govern required standards of work, required materials and methods, timetable, payment schedule, and other required contracting provisions for each project
- Develop a monitoring and evaluation plan for each project

Project Implementation

In consultation with the Department, other USG partners, and Iraqi stakeholders, the awardee will oversee the execution of each project, including:

- Monitoring the performance of the Iraqi contractors in carrying out the required work
- Supervising the Iraqi contractors in matters of preservation of historic fabric and materials
- Monitoring adherence to cost and time schedules

Evaluation

- Engage an independent third party to verify that work has been completed
- Submit comprehensive report on work accomplished for each site
- Submit preliminary assessment for each site on success of project in restoring confidence of local Iraqi stakeholders
- Submit final financial report, including narrative explanations of actual project costs

Consultation and Reporting

Throughout the duration of the project, the awardee will:

- Provide regular progress reports to the Grants Officer (GO) and Program Officer (PO), including financial accounting
- Consult with the GO and GOR/POs on any substantive changes to projects
- Advise the GO and GOR/POs of unforeseen obstacles that could impact project success
- Notify the GO and GOR/POs of potential public diplomacy opportunities or vulnerabilities that arise in the course of carrying out each project

D. AFCP PROGRAM SPECIFIC INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS

The AFCP does not support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application
- Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals, plants, fossils, etc.)
- Preservation of hominid or human remains
- Preservation of news media (newspapers, newsreels, radio and TV programs, etc.)
- Preservation of published materials available elsewhere (books, periodicals, etc.)
- Development of curricula or educational materials for classroom use
- Archaeological excavations or exploratory surveys for research purposes
- Historical research, except in cases where the research is justifiable and integral to the success of the proposed project
- Acquisition or creation of new exhibits, objects, or collections for new or existing museums
- Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example)
- Commissions of new works of art or architecture for commemorative or economic development purposes
- Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances

- Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist
- Relocation of cultural sites from one physical location to another
- Removal of cultural objects or elements of cultural sites from the country for any reason
- Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort
- Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies
- Cash reserves, endowments, or revolving funds (funds must be expended within the award period and may not be used to create an endowment or revolving fund)
- Costs of fund-raising campaigns
- Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer
- International travel, except in cases where travel is justifiable and integral to the success of the proposed project
- Travel or study outside the host country for professional development
- Independent U.S. projects overseas

Note: Applicants should read this NOFO in its entirety before writing their proposal, and should refer to the full Evaluation Criteria provided below while drafting all materials.

II. AWARD INFORMATION

Funding Mechanism Type:	Cooperative Agreement
Estimated Number of Awards:	1
Estimated Total Program Funding:	\$2,000,000
Estimated Award Ceiling:	\$2,000,000
Estimated Award Floor:	\$1,000,000
Cost-Sharing or Matching:	Encouraged; NOT Required
Estimated Length of Project Period:	24 to 48 months

Contingent on the availability of funds, approximately \$2,000,000 in Smith-Mundt Public Diplomacy funds, approximately one award will be awarded through this announcement. If selected to receive an award, an applicant will be awarded funds for up to four years, depending on the activities proposed. The estimated start date for this project is September 1, 2018. The Department reserves the right to award more or less than the estimated program funding, and reserves the right to award funding under this announcement for a period of up to two years after the announcement's close date.

This request for full applications **does not** constitute an award or commitment on the part of the U.S. government to make any awards, **nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application.**

III. ELIGIBILITY INFORMATION

All applicants will be screened by NEA/AC to determine whether they meet all of the program eligibility requirements detailed below.

NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements in Section A and Section B will not advance past the Technical Eligibility Review stage and may be deemed ineligible for funding under this announcement. Nothing can be added to an application once the competition deadline has passed.

A. ELIGIBLE APPLICANTS

All applicants will be screened by NEA/AC to determine whether they meet all of the program eligibility requirements detailed below.

NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements in Section A and Section B will not advance past the Technical Eligibility

Review stage and may be deemed ineligible for funding under this announcement. Nothing can be added to an application once the competition deadline has passed.

The following organizations are eligible to apply:

- U.S. and foreign not-for-profit organizations, including non-governmental organizations
- U.S. and foreign public and private educational institutions

Prime Applicant

To be considered for funding under this opportunity, applicants SHALL:

- Have demonstrable previous experience working in the MENA region. This should be addressed within the project narrative section of your application.
- Meet ALL of the registration requirements listed in *Section B* below.
- Meet any requirements listed as MANDATORY in *Section C, Additional Eligibility Considerations*, below.

Local Partners

Applicants are strongly encouraged to submit projects that include partnerships with local organizations that would work together on specific programmatic objectives or priorities and that utilize local expertise.

B. REGISTRATION REQUIREMENTS

To apply for NEA/AC (Federal) funding, organizations, whether based in or outside the U.S., must have a Unique Entity Identifier (UEI) number, currently referred to as a DUNS number, and an active account with the System for Award Management (SAM). Local partners receiving federally funded sub-awards are required to have a DUNS number. Applicants who do not meet all registration requirements are NOT eligible for funding under the opportunity.

UEI Number

The UEI number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants must have a UEI number. To obtain a UEI number, please follow the steps below:

Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.

Select the country or territory where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary [Standard Industrial Code](#) (SIC), and annual revenue.

For technical difficulties in obtaining this number, please contact D&B at: govt@dnb.com.

System for Award Management (SAM)

SAM is a U.S. government wide registry of vendors doing business with the Federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information.

Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, applicants must renew it at least once each year. **If an organizations account expires, the organization cannot submit a grant application until it is renewed.**

To create a new account, please follow the steps below:

Go to <http://www.sam.gov>.

Select *Create User Account*, and then select *Create an Account* on the left-hand side of the screen under *Individual Account Details*. Organizations must have a UEI number and a CAGE number (US Domestic Organizations) or a NCAGE number (Foreign Organizations), to create an account.

Complete and submit the online form. If the applying organization already has the necessary information on hand (see the [SAM User Guide](#)), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it might take anywhere from **three to fourteen business days** to complete the process of creating an account with the system.

For help with SAM.gov, please visit their support page at <https://www.fsd.gov> or contact them at: 001-334-206-7828.

C. ADDITIONAL ELIGIBILITY CONSIDERATIONS

Cost-Sharing or Matching

There is no minimum or maximum percentage required for this competition. However, applicants are encouraged to provide maximum levels of cost sharing and funding in support of its programs.

Cost-sharing or matching is NOT an evaluation criteria of this NOFO. All cost share or matching must be included in detail in the line item budget and noted in the budget narrative. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, recipients must maintain written records to support all costs that are claimed as their contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB 2 CFR 200.306 – Cost Sharing and Matching

IV. APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION DOCUMENTS

All applications must include the application components detailed below. **All application documents must be submitted in English.** Applicants may submit only 1 application. Please refer to Section B below for additional submissions guidance and requirements.

NOTE: Applications that do not include all the required documentation described below will not advance past the Technical Eligibility Review. Further, applications that exceed the allowable page limits will not be reviewed by the review panel. **Applicants may not add any materials to an application once it has been submitted and the competition deadline has passed.**

A.1. Required Documents

Federal Assistance Application Forms (SF-424, SF424a, and SF-424b):

Applicants must complete all three forms online to be considered for funding. **Guidance on how to complete the SF-424 and SF424a is provided in Application Guidance Appendix.** **NOTE: In addition to following all guidance outlines below regarding application materials, applicants are strongly encourage to review the [Application Evaluation Criteria section](#) of this NOFO closely as they prepare their proposal. The Evaluation Criteria section is the rubric by which each application will be scored.**

Project Narrative:

The Project Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may **be no longer than 15 pages.** **Applicants are strongly encouraged to review the Application Guidance Appendix before preparing their Narrative.**

Budget & Budget Narrative Submission:

Applicants must provide the following three elements as part of their budget submission:

- Summary Budget
- Detailed Line Item Budget
- Budget Narrative

There is no page limit for this section of an application. A sample fillable template can be found in Appendix 1. This template includes three tabs: The first tab includes written guidance on preparing the **Budget Narrative**. Applicants are strongly encouraged to create their Budget Narrative in Word and submit as either a Word Doc or PDF file. Please note that the Budget Narrative should include designations of who is considered Key Personnel for this project. The second tab has the template for the **Summary Budget**. This tab will auto-fill as you complete the Detailed Line Item Budget, which can be found on the third tab. The third tab is where you can fill in the template for the **Detailed Line Item Budget** as stated above. **NOTE: Applicants are strongly encouraged to use the same format as provided in the template, and to submit summary and detailed line item budgets in Excel form, and the Budget**

Narrative as either a PDF or Word file. If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. The template, which includes more detailed instruction, can be found in Appendix 1. **Applicants are strongly encouraged to review Appendix 1 before preparing their Narrative.**

Project Timeline:

Applicants must provide an overall breakdown of the order and timeframe in which all project activities will take place. This item should provide a macro snapshot of what will take place from beginning to end of the project. Applicants must ensure that the timeline of activities/events corresponds with details provided in the Project Narrative and Logic Model. This section **may not exceed 2 pages.**

Job Descriptions / Biographical Info for Key Personnel Positions:

For each position designated as key personnel for this project, applicants must provide the following:

1. If the position is already filled: Provide brief biographical information summarizing the person's qualifications, as well as a brief description of the roles or responsibilities pertaining to this project.
- OR**
2. If the person to fill a key position has not yet been hired: Provide a brief summary of the job description, which should include a description of the roles and responsibilities pertaining to this project, as well as a description of qualifications of eligible candidates.

Negotiated Indirect Cost Rate Agreement:

Applicants proposing indirect costs in the Budget greater than the 10% de minimis must provide a copy of their Negotiated Indirect Cost Rate Agreement (NICRA). This item will not be counted toward any page limits.

Security, Risk Mitigation, & Contingency Planning Summary:

This item should provide detail regarding the applicant's intended due diligence to assess and mitigate risks, and put in place adequate security measures to ensure the safety and well-being of project staff, participants, and partners, if applicable. This should include specific actions by the applicant to ensure risks are adequately and routinely assessed, and that security measures are commensurate with operational concerns specific to the locale. The applicant should also include a contingency plan that highlights potential challenges and limitations to project implementation in the operating environment and propose contingency plans should program activities be impacted. Please note that this section should not be limited to physical security and risk but should cover any applicable factors relevant to the given operating environment. This section **may not exceed 5 pages.**

Sustainability Plan:

The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. Sustainability Plans may not exceed 2 pages.

A.2. Optional Documents

Applicants may submit additional documents for consideration with their application. These documents are not required and there is a 10 page limit for this section of the application. Below are examples of some additional documents an applicant may wish to submit.

1. **Letters of Agreement or Letters of Intent:** Applicants proposing partner organizations and/or government bodies should include Letters of Intent or Letters of Agreement from their proposed partners.
2. **Organizational Chart:** The organizational chart outlines the clear lines of responsibility and authority in the applicant organization to include budgeted level of effort listed by each person.

NOTE: Applicants must adhere to all maximum allowed page counts. Applications that exceed any of the allowable page limits will not advance past the Technical Eligibility Review stage.

B. APPLICATION FORMATTING REQUIREMENTS

The required font is 12-point, Times New Roman. All application documents must be single spaced, with all margins (left, right, top, and bottom) of at least one inch each. Also, applicants should ensure all pages in the application package are numbered consecutively and meet the page limit requirements outlined in [Section A.1](#) and [A.2](#) above. **The Standard Forms 424 (SF-424, SF-424a, and SF-424b) are excluded from the page numbering.**

It is strongly recommended that applicants submit grant applications using Microsoft Office. If applicants do not have access to Microsoft Office products, Adobe PDF files may be submitted.

C. SUBMITTING AN APPLICATION

Applicants must submit their application electronically using either [Grants.gov](#) OR [SAMS Domestic](#). Both systems require that the applying organization have an account with the system and both require a UEI number and SAM.gov. **It is the responsibility of the applicant to ensure they have an active account and will be able to submit its application. Applicants must select one of these systems to submit their application; do not submit an application through both systems.** NEA/AC is not in a position to grant exceptions to these requirements.

The application process is not complete until the applicant receives notification that its application has been validated and forwarded to the granting agency (NEA/AC). Please allow sufficient time for entering the application into these systems. It is the responsibility of the applicant to monitor its application to ensure that it is successfully received and validated.

C.1. Grants.gov

Grants.gov is a single portal for applicants to find and apply to U.S. government funding

opportunities. Creating an account with this system is a five-step process: 1) obtain a UEI number; 2) create an account with the System for Award Management; 3) create a profile, including username and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status. This process can take 10 business days or longer, even if all the steps are completed in a timely manner. **To create an account, go to www.grants.gov and click on the “Register” link, located at the top, right-hand side of the page.**

C.2. SAMS Domestic

SAMS Domestic is a comprehensive grants management system that allows applicants to apply for, manage, and report on the use of U.S. government funds for multiple programs, accessed online at mygrants.service-now.com.

To create an account, go to <http://mygrants.service-now.com>, and click the “create an account” hyperlink, located above the user name prompt. Users will be directed to a page entitled “User Registration Request;” complete the online form and click the “Submit” button. Users will receive an activation email entitled “Verify Your Grants Account Registration;” click the activation link within the email to receive a username and password.

SAMS Domestic has Quick Tours available to educate users about the system. These documents can be found on the Support tab upon logging into the system.

D. SUBMISSION DATES AND TIMES

Applications must be time stamped before 17:00:00 eastern time (ET) on August 6, 2018.

There will be no grace period, and any application not received by the application deadline will be deemed ineligible and will not advance to be reviewed. **Applicants are encouraged to submit an application far enough in advance of the deadline so it can alert NEA/AC (nea-grants@state.gov) of any technical difficulties and allow sufficient time to resolve difficulties before the deadline.** Although NEA/AC will work with applicants to resolve technical issues, it is not in a position to grant exceptions to the submission requirements outlined in this announcement.

V. FUNDING LIMITATIONS, RESTRICTIONS, AND OTHER CONSIDERATIONS

A. AUDIT REQUIREMENTS

Domestic and foreign organizations that expend \$750,000 or more in a fiscal year in federal assistance must perform an independent, recipient-contracted Single Audit or Program Specific Audit. (**Program-specific Audit** means an audit of one Federal award program. **Single Audit** means an audit which includes both the entity’s financial statements and the Federal Awards to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS). The audits must be independently and professionally executed in accordance with GAGAS either prescribed by a government’s Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or the host country’s laws or adopted by the host country’s public accountants or associations of public accountants, together with

generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grants Officer's approval. More information can be found at <http://gao.gov/assets/590/587281.pdf>

For sub-non-Federal entities expending \$750,000 or more in Department of State award funding during their fiscal year, Department of State standard audit provisions require that Prime non-Federal entities certify that audits of sub-non-Federal entities are performed annually and according to the standards described above. The cost of audits required under this policy may be charged either as an allowable direct cost to the award, OR included in the organizations established indirect costs in the award's detailed budget.

B. COMPLIANCE WITH APPLICABLE FEDERAL FUNDING REGULATIONS AND DOS TERMS AND CONDITIONS

Payment of funds awarded under this Notice of Funding Opportunity will not be disbursed until the DOS has been assured that the Recipient's financial management system will provide effective control over and accountability for all Federal funds in accordance with [2 CFR 200](#) and [2 CFR 600](#) as applicable. Awards issued under this NOFO are subject to the [Department of State Standard Terms and Conditions](#) and [2 CFR 200](#) and [2 CFR 600](#) as applicable.

VI. APPLICATION REVIEW AND SELECTION PROCESS

A. APPLICATION EVALUATION CRITERIA

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

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

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

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

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

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

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

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

B. REVIEW AND SELECTION PROCESS

NEA/AC is committed to ensuring a competitive and standardized process for awarding funding. Applications will be screened initially in a Technical Eligibility Review stage to determine whether applicants meet the eligibility requirements outlined in [Part III](#) and have submitted all required documents outlined in [Part IV](#). Applications that do not meet these requirements will not advance beyond the Technical Eligibility Review stage and will be deemed ineligible for funding under this NOFO.

NEA/AC reserves the right to have all applications deemed to be eligible undergo a Subject Matter Expert (SME) review prior to the Merit Review Panel. Applications that do not pass SME review will not proceed to the Merit Review Panel.

All applications that proceed to the Merit Review Panel will be evaluated by U.S. government and non-governmental subject matter and/or country-specific experts and will be rated on a 100-point scale. Point values for individual elements of the application are presented in [Part VI, Section A](#). Panel Reviewers' ratings, and any resulting recommendations, are advisory.

VII. ADMINISTRATION INFORMATION

A. AWARD NOTICES

Applicants who do not advance beyond the Technical Eligibility Review stage will be notified 30 business days after the closing of the announcement. The authorized representative and program point of contact listed on the SF-424 will receive the notification via email. If an applicant does not receive such a notification, their submission was put forward for review.

NEA/AC expects to notify selected applicants by August 20, 2018. Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application. NEA/AC reserves the right to award funding to applicants under this announcement for a period of up to two years after the announcement's close date.

B. REPORTING REQUIREMENTS

Reporting is critical to effective program management and oversight. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

Recipients will, at a minimum, be required to submit Quarterly Performance Reports (QPR) and a Quarterly Financial Report (QFR). The QPRs will compare actual to planned performance and indicates the progress made in accomplishing each assistance award tasks/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. The QFRs provide a means of monitoring expenditures and comparing costs incurred with progress.

Recipients must report ***immediately*** when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget require prior approval from the NEA/AC Grants Officer.

Recipients are required to report program and beneficiary achievements on a quarterly basis (or provide written confirmation that there is no related news for the given quarter) beginning with second quarter's program report.

Additionally, recipients will be required to submit Monthly narrative program progress reports. These narrative reports should highlight major project activities; challenges to project implementation, if any; instances of federal assistance being diverted or destroyed; and security concerns. The reports are intended to help mitigate the risk posed by the fluid, high-threat operating environment in Iraq by means of maintaining open lines of communication between project implementers and NEA/AC staff.

C. PAYMENT METHOD

Payments under this award will be made through the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS). The Payment Management System instructions are available under the PMS website and can be accessed at the following address: <http://www.dpm.psc.gov/>. Recipients should request funds based on immediate disbursement requirements and disburse funds as soon as possible to minimize the Federal cash on hand in accordance with the policies established by the U.S. Treasury Department and mandated by Federal Regulations.

D. TRAVEL NOTIFICATIONS

Selected applicants will be required to provide prior notification of all international travel as a requirement of their agreement. This includes travel which is already included in the approved budget and Scope of Work. The purpose of this notification is to enable NEA/AC to inform the relevant U.S. Embassy or post of the recipient's intent to travel. The recipient must notify the Grants Officer at least three (3) business days prior to any travel. The Grants Officer reserves the right to advise against specific travel arrangements for security-related reasons. Selected

applicants will be required to provide prior notification of all international travel as a requirement of their agreement. This includes travel which is already included in the approved budget and Scope of Work. The purpose of this notification is to enable NEA/AC to inform the relevant U.S. Embassy or post of the recipient's intent to travel. The recipient must notify the Grants Officer at least three (3) business days prior to any travel. The Grants Officer reserves the right to advise against specific travel arrangements for security-related reasons. Prior written approval from the Grants Officer must be obtained for all travel of American citizens and third-country nationals into Iraq.

E. BRANDING AND MARKING REQUIREMENTS FOR GRANTEES

Grantees awarded under this announcement will be required to make all materials produced under the award with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Materials are defined as but not limited to: training materials, materials for recipients, or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under this award, including but not limited to invitations to events, press materials, event backdrops, podium signs, etc. In addition, sub-recipients or sub-awardees are subject to the marking requirements and the grantee shall include a provision in the sub-recipient or sub-awardee's agreement indicating that the standard, rectangular U.S. flag is a requirement. Exceptions to this requirement can be discussed with NEA/AC when negotiating an award.

F. UEI NUMBER REQUIREMENT FOR SUB-RECIPIENTS

All sub-recipients are required to have an UEI number. For information on obtaining an UEI number, please see Part III, Section B.

G. SUB AWARDEE REPORTING REQUIREMENT

Grantees awarded under this announcement will be required to report all subrecipients receiving subawards of \$30,000 or greater to the Federal Subaward Reporting System (FSRS) at <https://www.fsrs.gov>.

H. SPECIAL PROVISION FOR PERFORMANCE IN A DESIGNATED COMBAT AREA REQUIREMENTS

Applicants proposing activities in Iraq are required to adhere to the following:

All recipient personnel deploying to an area of combat operations, as designated by the Secretary of Defense under federal assistance over \$150,000 or performance over 30 days must register in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system. Recipients of federal assistance awards shall register in SPOT before deployment, or if already in the designated operational area, register upon becoming an employee under the assistance award and maintain current data in SPOT. Information on how to register in SPOT is available from your Grants Officer or Grants Officer Representative.

Recipients utilizing personnel who are not performing private security functions must account for personnel within the SPOT system anonymously through the use of the aggregate count functionality. This includes U.S. Citizens, Third Country Nationals (TCN), and Locally-hired Iraqi personnel except as noted in the following paragraph.

Recipients utilizing personnel who are performing a private security function; are performing duties as a translator or interpreter; require access to U.S. facilities, services, or support; or desire consideration for refugee or special immigrant status under the Refugee Crisis in Iraq Act of 2007 (subtitle C of title XII of Public Law 110–181 must be entered into SPOT individually with all required personal information. If a locally-hired Iraqi falls into one of these categories, the recipient must enter all of the required identification data into SPOT.

When the Recipient is ready to enter U.S. Citizens, Third Country Nationals (TCN), and/or locally-hired individuals using the Aggregate Count method, the Recipient will notify the Grants Officer who will contact the Department SPOT Program Manager (A/LM/AQM) to obtain the “Aggregate Count” template. The Recipient will complete the “Aggregate Count” template and return to the SPOT Program Manager who will ensure that aggregate counts are loaded into SPOT.

The Recipient’s SPOT Administrator is responsible for updating the aggregate locally hired national count on a quarterly basis by providing updated information via the “Aggregate Count” template to the GO/GOR for each award who will forward to the Department SPOT Program Manager for SPOT entry.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, recipients are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs.

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As specific COM policies and procedures may differ in scope and applicability, recipients of federal assistance awards are advised to review post policies and procedures carefully in this regard and direct any questions to the Embassy Regional Security Office (RSO) via the Grants Officer Representative (GOR). Any exclusion to these policies must be granted by the COM via the RSO. COM policies and procedures may be obtained from the RSO via the GOR. Recipients of federal assistance awards are also advised that these policies and procedures may be amended from time to time at the post in response to changing circumstances.

Recipients of federal assistance awards are advised that adherence to these policies and procedures are considered to be a material requirement of their award. Recipients of federal assistance awards are reminded that only the Grants Officer has the authority to modify the Notice of Award. Recipients shall proceed with any security guidance provided by the RSO, but

shall advise the Grants Officer and the GOR of the guidance received and any potential cost or schedule impact.

VIII. AGENCY CONTACTS

For questions regarding this funding opportunity including: completing an application, financial and grants management issues, or technical matters, contact:

David Henry
nea-grants@state.gov

All questions and a confirmation of Intent to Apply must be submitted in writing to nea-grants@state.gov by June 28, 2018, at 17:00:00 eastern time (ET). NEA/AC will create a document of the submitted questions along with the answers and post it on [SAMS Domestic](#) and Grants.gov. Questions submitted after the deadline will not be addressed.

The intent to apply is a notification to the Bureau of Near East Affairs Office of Assistance Coordination via email expressing the intent to submit a proposal under this announcement. The notification does not require any specific format or template, nor is it mandatory.

For questions regarding creating an account or using [SAMS Domestic](#) to submit an application, contact the ILMS Help Desk. The Help Desk is available 24 hours a day, 7 days a week, excluding Federal holidays. The ILMS Help Desk utilizes a user-facing ticketing interface that allows users to submit and monitor their SAMS Domestic tickets. The ILMS Self Service Portal can be accessed by going to <https://afsism.service-now.com/ilms/home>.

ILMS Help Desk
(888) 313-ILMS (4567)
[ILMS Self Service Portal](#)

IX. DISCLAIMER

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the bureau that contradicts public language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the U.S. government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements listed in this NOFO.