U.S. DEPARTMENT OF STATE
BUREAU / EMBASSY
Notice of Funding Opportunity

Funding Opportunity Title: Ukraine: Supporting the Mission Ukraine American Spaces Network to help rebuild and restore
Funding Opportunity Number: PAS-UKRAINE-FY24-06
Deadline for Applications: May 16, 2024
Assistance Listing Number: 19.900
Total Amount Available: $250,000.00

A. PROGRAM DESCRIPTION

The U.S. Embassy Kyiv / EUR Bureau of the U.S. Department of State announces an open competition for organizations to submit applications for supporting the Mission Ukraine American Spaces Network to help rebuild and restore specific spaces. Please follow all instructions below.

Priority Region: Ukraine

Program Objectives:
The aim of this project is to assist in the restoration of damaged American spaces in Ukraine and to strengthen capacity building and programming at 23 American Spaces. These spaces comprise nine Window on America Centers (American Corners) located in Kropyvnytsky, Kharkiv, Mykolaiv, Mariupol, Slovyansk, Uzhhorod, Vinnytsia, and Zaporizhzhia, and 14 Window on America Centers (affiliated AS) situated in Cherkasy, Chernivtsi, Chernihiv, Dnipro, Ivano-Frankivsk, Kherson, Khmelnytsky, Kyiv, Lutsk, Rivne, Sumy, Ternopil, Zhytomyr and Starobilsk. American Spaces serve as active platforms for educational, cultural, and outreach programs facilitated by the U.S. Embassy in Ukraine.

The recipient organization will be responsible for

- completing a needs assessment of the physical damage done to the entire network of 23 spaces, in cooperation with the Embassy and the network of 23 spaces.
- restoring any number of those damaged American spaces in Ukraine and
- enhancing capacity building and programming of the chosen number of spaces. This project seeks to enhance the capacity of American Spaces to deliver quality and innovative programming amidst Russia's full-scale invasion and partial occupation of Ukraine, along with intense political and economic pressures. It aims to establish welcoming and technology-equipped American spaces that support Ukraine's resilience to disinformation, promote media literacy, advocate

for political and economic reforms towards European integration, foster mutual understanding between Ukraine and the United States, and cultivate a more inclusive and cohesive Ukrainian society in response to the Russian-Ukrainian war circumstances. This funding will enable American Spaces to address their basic technology requirements and implement necessary upgrades to facilitate online and offline programs promoting shared Ukrainian and U.S. values, aligning with priority mission goals, and meeting the needs of local communities.

Program Objectives:

- Complete a needs assessment of the entire network to determine the approximate scope of work needed for each space to return to pre-invasion levels of functioning.
- Restore and renovate any number of damaged American Spaces. After examining the American Spaces' network status and needs, the recipient executes renovation of a targeted number of damaged American Spaces' premises paying special attention to their accessibility.
- Bolster capacity building by establishing welcoming and technology-equipped American Spaces.
- Replace furniture, make light system/fixture upgrades to make the space flexible enough for online and offline programs, and group after the recipient examines their status and needs.
- Update signage and appearance of the spaces to clearly demonstrate an American look and feel.
- Purchase the technical supplies needed to provide effective online and offline programming after the recipient examines their status and needs.
- Ensure administrative support from the recipient through consultations – online and in person, visits, etc. – necessary to conduct renovations, replace furniture, make light system/fixture upgrades, update signage and appearance of their spaces, and to use equipment.
- Ensure each American Space conducts programs on each of the following themes: countering disinformation, skill building including English language skills, Ukraine's reforms aimed at European integration, civil society initiatives and building a more inclusive and cohesive society, educating audiences on academic and professional exchange opportunities, helping IDP and veteran communities with skill building and psychological support.
- Strengthen communication and collaboration within the American Spaces network -- America Houses Kyiv, Lviv, and Odesa and Window on America Centers -- by organizing and participating in joint online programs, organizing

working visits to explore the best solutions for an American look and feel, and determining technology needs for effective and innovative programming.

The U.S. Embassy will be substantially involved in program activities, as this award will be a cooperative agreement. This involvement will include but is not limited to:

- Guidance on American Spaces mission, policy priorities and strategic planning for program development.
- Guidance and oversight of America Spaces network development.
- Approval of American Spaces renovations plans.
- Approval of major supply purchases, including but not limited to computers, as well as major equipment and furniture purchases.
- Approval American Spaces communication plans, such as branding/logo changes.
- Guidance on State Department film licensing and screening agreements.
- Guidance on State Department data collection and reporting requirements regarding events, participants, and total number of visitors (virtual and in-person) at American Spaces.
- Provision of access to Overdrive, ELibraryUSA databases, newsletters, and other State department-produced products and activities
- Approval of any plans for the Recipient to earn income as a result of this award.

Participants and Audiences:

Intended audiences should vary by program and specific activity. However, in general, the American Spaces are geared toward youth engagement, i.e., Ukrainians aged 15-40.

B. FEDERAL AWARD INFORMATION
Length of performance period: up to 18 months
Number of awards anticipated: one award
Total available funding: $250,000.00
Type of Funding: AEECA FY 24
Anticipated program start date: August 1, 2024

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. Cooperative agreements are different from grants in that Embassy staff are more actively involved in the grant implementation. Examples of substantial involvement are included in detail above**.**

Program Performance Period: Proposed program should be completed in max 18 months.

C. ELIGILIBITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply : U.S. or Ukrainian public or private not-for-profit organizations.
Applicants must be able to demonstrate experience working in Ukraine and should have a legally registered local office to provide program oversight. The applicant organization must be able to demonstrate the ability to administer all components of the program as outlined in this solicitation, and in cooperation with the U.S. Embassy in Kyiv.

2. Cost Sharing or Matching

Cost sharing is highly encouraged; however, it is not a requirement of an application in response to this funding announcement.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at*:* www.grants.gov

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.

Content of Application
Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered

The following documents are **required**:

1. Mandatory application forms

- **SF-424** ***(Application for Federal Assistance – organizations)***
- **SF-424A** ***(Budget Information for Non-Construction programs)***

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

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

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

· **Introduction to the Organization or Individual applying**: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

· **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed

· **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

· **Program Activities**: Describe the program activities and how they will help achieve the objectives.

· **Program Methods and Design**: A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.

· **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.

· **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
· **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
· **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
· **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

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

5. Attachments:

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

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

Required Registrations:

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A 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.
Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.
The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI number prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
- **Please note that as of November 2022 and February 2022 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket ("incident") with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: "I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated."

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:
https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx
NCAGE Code Request Tool (NCRT):

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

4. Submission Dates and Times

Applications are due no later than **May 16, 2024**

5. Other Submission Requirements

All application materials must be submitted by email to KyivAmericanSpaces@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

Quality and Feasibility of the Program Idea – 20 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 – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.
Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
Monitoring and evaluation plan – 15 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.
Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.
Support of Equity and Underserved Communities – 10 points: Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

2. Review and Selection Process

A review committee will evaluate all eligible applications.

3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS)

i. 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 U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);

ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;

iii. 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 §200.206 Federal awarding agency review of risk posed by applicants.

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: SF-270 once every 4 months

2. Administrative and National Policy Requirements

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

These include:

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

· U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

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

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

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.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements,

indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: ??

H. OTHER INFORMATION

Allowable costs include:

1. International and domestic air fares (per the "Fly America Act"). Including visas, transit costs, and ground transportation costs.

2. Per diem. Current USG per diem rates can be found at:
(Foreign) http://aoprals.state.gov/web920/per_diem.asp
(Domestic) http://www.gsa.gov/portal/category/21287
However, for activities in Ukraine, PAS strongly encourages the applicant to budget realistic costs that reflect the local economy.

3. Interpreters. Locally-based interpreters should be hired to assist with training when necessary. Interpreters' salaries should reflect the local economy. Per diem and transportation costs for interpreters should be included in the budget when needed.

4. Consultants. Consultants may be used to provide specialized expertise or to make presentations. **Daily honoraria cannot exceed $250 per day.** Subcontracting organizations may also be used, in which case the written agreement between the prospective award recipient and the subcontractor should be included in the proposal. Subcontracts should be itemized in the budget.

5. Room rental. Room rental may not exceed $250 per day. PAS encourages the applicant to cost share room rental and meeting space with local partners, when possible.

6. Materials development. The proposal may contain costs to purchase, develop, and translate materials for participants.

7. No alcoholic beverages may be paid for with U.S. Government funds.

8. Administrative costs. Costs necessary for the effective administration of the program may include salaries for grant organization employees, benefits, and other

direct and indirect costs. While this NOFO does not proscribe a rigid ratio of administrative to program costs, PAS encourages the applicant to spend no more than 25% of the total funds on administrative expenses.

9. 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 modified total direct costs as defined in 2 CFR 200.68.