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Bureau of Near Eastern Affairs
Office of Assistance Coordination
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Libya Security Sector Planning (L-SSP)
Opportunity Number: *SFOP0005180*

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Application Deadline:	July 26, 2018
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Funding Opportunity Synopsis

Security Sector Reform (SSR)¹ is a prerequisite for long-term stability in Libya. Since the 2011 revolution and the fall of the Qadhafi regime, non-state armed groups (NSAGs)² have proliferated across Libya. Some began filling gaps in security and justice provision on their own terms. The proliferation of non-state armed groups has undermined the emergence of unified, civilian-led security institutions, fueling ongoing political and security instability. Several previous attempts have been made at reforming and rebuilding aspects of the security sector, but these efforts have been fragmented and suffered from poor coordination, mistrust by local communities, and weak administration. Traditional, or “first generation” SSR, is state-centric. It targets pre-existing formalized state security institutions, where programs aim to amend state structures to improve national security. However, Libya does not have such institutions that operate at the national level. In this context, SSR takes on a more nuanced meaning, where state institutions and non-state actors work together to offer solutions for immediate or temporary stabilization, such as violence reduction and prevention projects. Although the conditions in Libya are not suitable for implementation of traditional SSR and Disarmament, Demobilization, and Reintegration (DDR)³, the foundation for an effective and coordinated strategic approach must be laid now to support long-term stabilization.

The United States is well-placed to help lay the foundation for an effective and coordinated strategic approach of renewed international SSR/DDR efforts. The Bureau of Near Eastern Affairs’ Office of Assistance Coordination (NEA/AC), in coordination with the Libya External Office (LEO), the Bureau of Near Eastern Affairs’ Office of Maghreb Affairs, the Bureau of Conflict and Stabilization Operations (CSO), and the Bureau of Political-Military Affairs (PM), seeks proposals to further SSR/DDR strategic planning in Libya.

This project is intended to support the United States’ goal of establishing a unified, inclusive government in Libya capable of partnering with the United States and the international community on common security, economic, and regional interests. Funding will build upon prior Department analyses and recommendations and support the prioritization and consolidation of Libyan, United Nations Support Mission in Libya (UNSMIL), and international SSR/DDR efforts, including advancing the development of a unified strategy and coordinating with donor mechanisms to lay groundwork for SSR/DDR implementation. Support may include the provision of technical assistance and other strategic-level or technical support to ensure the execution of key components of that strategy.

Eligible Countries and Territories

In this announcement, we seek to support projects **in Libya, with activities in Tunisia only as appropriate**. Given security considerations in Libya, the following clause will be included in all grants terms and conditions: “Prior approval from the Grants Officer, in consultation with the Libya External Office (LEO), is required for any American Citizen or Third Country National (TCN) travel to Libya in association with U.S.-funded projects. Failure to comply with this prior

¹ See Section 1. D for a definition of *Security Sector Reform*

² See Section 1. D for a definition of *Non-State Armed Groups*

³ See Section 1. D for a definition of *Disarmament, Demobilization, and Reintegration*

approval requirement may result in the disallowance of travel-associated costs or termination for failure to comply with the Terms and Conditions.” All proposals should display consideration of security conditions in Libya. Please note: Applications that focus on activities in countries and territories other than those listed will NOT be considered.

Background Information about Contributing Bureaus

NEA/AC: The U.S. Department of State’s Bureau of Near Eastern Affairs, Office of Assistance Coordination (NEA/AC) offers Economic Support Fund (ESF) assistance to groups and individuals striving to bring about positive change in the Middle East-North Africa region. The Assistance Coordination Office works in 20 countries and territories, partnering with governments, civil society organizations (CSOs), community leaders, youth and women activists and private sector groups to advance their efforts. Competitively selected projects aim to foster participatory governance, economic reform, and educational advancement in response to local interest and needs.

CSO/NEA: The Bureau of Conflict and Stabilization Operations (CSO) advances the Department of State’s understanding of violent conflict through analysis and planning; monitoring, evaluation, and learning; and targeted, in-country efforts that help the U.S. government anticipate, prevent, and respond to conflict and promote long-term stability. CSO has supported U.S. Embassies as they designed and implemented programming to support peace process planning and implementation.

PM/SA: The mission of the Bureau of Political-Military Affairs (PM) is to build enduring security partnerships to advance U.S. national security objectives. As the Department’s global integrator of diplomacy and defense, PM accomplishes its mission by providing the Secretary of State with a global and trans-regional perspective on political-military issues, providing the technical, regulatory, and policy expertise necessary to facilitate political-military activities. PM’s Office of Security Assistance (PM/SA) is responsible for managing Department of State’s military grant assistance programs – to include directing over \$6 billion annually in U.S. military grant assistance to allies and friends through policy development, budget formulation, and program oversight.

Table of Contents

I. FUNDING OPPORTUNITY DESCRIPTION	6
A. PROBLEM STATEMENT	6
B. ACHIEVABLE OBJECTIVES	8
C. PROJECT DESIGN	8
D. DEFINITIONS	11
II. MEASUREMENT OF RESULTS	12
III. AWARD INFORMATION	12
IV. SUBSTANTIAL INVOLVEMENT	13
V. ELIGIBILITY INFORMATION	14
A. ELIGIBLE APPLICANTS	14
B. REGISTRATION REQUIREMENTS	15
C. ADDITIONAL ELIGIBILITY CONSIDERATIONS	16
VI. APPLICATION AND SUBMISSION INFORMATION	16
A. APPLICATION DOCUMENTS	16
B. APPLICATION FORMATTING REQUIREMENTS	19
C. SUBMITTING AN APPLICATION	19
D. SUBMISSION DATES AND TIMES	20
VII. FUNDING LIMITATIONS, RESTRICTIONS, AND OTHER CONSIDERATIONS	20
A. AWARDS TO COMMERCIAL FIRMS OR FOR-PROFIT ENTITIES	20
B. AUDIT REQUIREMENTS	21
C. COMPLIANCE WITH APPLICABLE FEDERAL FUNDING REGULATIONS AND DOS TERMS AND CONDITIONS	21
VIII. APPLICATION REVIEW AND SELECTION PROCESS	21
A. APPLICATION EVALUATION CRITERIA	21
B. REVIEW AND SELECTION PROCESS	23
IX. ADMINISTRATION INFORMATION	24
A. AWARD NOTICES	24
B. REPORTING REQUIREMENTS	24
C. TRAVEL NOTIFICATIONS	25
D. BRANDING AND MARKING REQUIREMENTS FOR GRANTEEES	25
E. UEI NUMBER REQUIREMENT FOR SUB AWARDEES	25
F. SUB AWARDEE REPORTING REQUIREMENT	26
G. VETTING AS A CONDITION OF THE AWARD	26
X. AGENCY CONTACTS	27
XI. DISCLAIMER	27

APPENDICES

APPENDIX 1— Budget Sample Template and Budget Narrative Guidance

APPENDIX 2— Logic Model Template

APPENDIX 3— RMP Template

APPENDIX 4— SSR/DDR Primer

APPENDIX 5— Application Guidance

I. FUNDING OPPORTUNITY DESCRIPTION

The Bureau of Near Eastern Affairs' Office of Assistance Coordination (NEA/AC), in coordination with the Libya External Office (LEO), the Bureau of Near Eastern Affairs' Office of Maghreb Affairs, the Bureau of Conflict and Stabilization Operations (CSO), and the Bureau of Political-Military Affairs (PM), seeks proposals to support Libyan and international efforts to develop and implement a comprehensive strategy for bringing security provision fully under the auspices of state-led security institutions. Funding will build upon prior Department analyses and recommendations and aim to further the prioritization and consolidation of Libyan, United Nations Support Mission in Libya (UNSMIL), and international SSR/DDR efforts, including advancing the development of a unified strategy and coordinating with donor mechanisms to operationalize an SSR/DDR strategy. Support to implementation of a comprehensive Libyan SSR/DDR strategy may include the provision of technical advice and other strategic-level support to Libyan state security institutions, such as the Government of Libya's (GoL) Ministry of Interior (MOI) and Ministry of Defense (MOD), and relevant non-state actors at the national or municipal level. Support shall ensure that the execution of key components of the Libyan strategy align with the UN-facilitated political reconciliation process and unified political and security strategy.

Projects should assist the GoL efforts to consolidate security provision under state authority, by transitioning away from outsourcing security provision to non-state armed groups (NSAGs). Projects should empower Libyan security actors to harness lessons learned and best practices, and facilitate a phased approach to Security Sector Reform (SSR), with eventual Disarmament, Demobilization, and Reintegration (DDR) as a long-term goal. Libya is not yet ripe for DDR implementation. Proposals should not include immediate DDR activities, but focus on crafting ***a road map toward an end state in which Libyan government institutions have firm command and control of civilian security and unified Libyan armed forces, which entails full integration of NSAG members into state security institutions or reintegration into communities in roles other than security provision.*** Technical and advisory support for SSR/DDR should be delivered and coordinated with a clear understanding of the political nature of SSR, institutional opportunities, and constraints.

A. PROBLEM STATEMENT

With the fall of the Qadhafi regime, non-state armed actors took hold of territory across Libya and began to fill gaps in security and justice provision on their own terms. The proliferation of NSAGs has undermined the emergence of unified, civilian-led security institutions, fueling ongoing political and security instability. Effective SSR and eventual DDR will be critical in ensuring long-term stability and the development of effective governance institutions, capable of partnering with the United States and the international community in combatting terrorism. Since the 2011 revolution, several attempts have been made at reforming and rebuilding aspects of the security sector, but these efforts have been fragmented and hampered by the pressures of ongoing civil conflict and political deadlock. Most of these efforts established institutions as temporary or transitional bodies, but were fraught with issues in their planning, execution, and levels of buy-in from Libyans. On top of the context of violent conflict and political deadlock, these SSR initiatives were hindered by:

- **Poor Sequencing:** Concentrating on military rather than governance restructuring made identifying lines of authority in governing structures difficult, causing stalling around decisions and training.
- **Distrust and Lack of Clarity:** With lack of clarity around the purpose and plan for next steps, distrust brewed between military structures and the interim governing bodies. Politicians have been generally distrusted in Libya, even ones with more consistent alliances, further disadvantaging their initiatives.
- **Lack of Experience:** Qadhafi's regime suppressed independent institutions and thus in the formation of new institutions following the revolution, many officials lacked political experience and training. Administration and organization of efforts and authorities was weak.
- **National Focus:** Many Libyans define their interests at city or even neighborhood-levels, and there is great misunderstanding between cities. Many efforts focused too broadly on national-level integration rather than working with the existing, and perhaps more cohesive, security structures.

As the international community and the GoL revisit SSR/DDR planning, Libyans can lay the foundation for an approach that contributes to long-term stability. NSAGs' ability to assert pressure over political processes contributed to the current fragmentation of Libyan institutions. The estimated 100 or more NSAGs currently operating throughout Libya are fueling illicit economy activity, corruption, and rent-seeking and are increasingly influential over political outcomes. To disrupt this cycle, semi-formal and informal security actors must be more effectively integrated into state security institutions, or persuaded to pursue their interests and livelihoods via non-security roles. However, integration of non-state armed actors into Libyan security institutions cannot occur currently because Libyan security institutions are fragmented, nascent, and lack capacity. The issue of security sector unification is also contentious; as a case in point, the future of the armed forces and its leadership are a key point of tension in political negotiations.

Renewed Libyan and international SSR/DDR planning efforts are promising. Libyan GNA actors recognize the need to develop a strategy for addressing NSAGs, but have little capacity—knowledge or resources—to do so. Libyans who were involved in previous SSR/DDR efforts have no specific forums in which to contribute their lessons learned. Meanwhile, some research shows that NSAGs (leaders and members) may be amenable to integration to varying degrees, but it has not been systematic or comprehensive enough to enable development of a larger strategy. UNSMIL has begun coalescing some of this outreach with the aim of crafting an UNSMIL armed groups strategy linked to the UN-facilitated political reconciliation process. Although Libyan GNA security institution personnel have at times expressed an intuitive understanding of NSAGs' motivations and incentive structures, these understandings are not shared, may be linked to political allegiances within GNA structures, and have not been connected to mechanisms and strategies for integration/reintegration.

B. ACHIEVABLE OBJECTIVES

A successful program will result in:

1. A comprehensive Libyan strategy and action plan for bringing security provision under full state command and control, including integration of NSAGs, where appropriate, into unified civilian security and armed forces and reintegration of NSAG members into communities in roles other than security provision.
2. Libyan SSR/DDR planning feeds into the development of UNSMIL's unified political and security strategy, and influences outcomes and implementation of political negotiations.

C. PROJECT DESIGN

This solicitation invites applications in support of the following long-term U.S. objective: full Libyan government command and control of civilian and military security provision, which entails the gradual integration of NSAGs into more professional and effective state security institutions and/or reintegration into non-security roles in society.

Funds are available to support projects with potential to promote this objective through activities that gather and analyze information enabling a common understanding of the security situation in Libya, nature and expectations of armed groups, and particularities of the environment into which the combatants will eventually reintegrate; empower Libyan security actors (formal and informal) and communities to plan for tailored local approaches to security provision and phased integration and reintegration of NSAG members into local and/or national security institutions or civilian roles; identify near-, medium-, and long-term approaches to NSAG integration and reintegration that result in phased and flexible plans; and plan against capacity and resource constraints, incorporating active strategies to ensure long-term funding for SSR/DDR activities.

As Libya is not yet ripe for DDR, proposals should **not include** immediate DDR activities, but creating a framework groundwork for an end state in which members of NSAGs have either fully integrated into state security institutions or reintegrated into communities in roles other than security provision. Neither are conditions suitable for traditional SSR, given the fragmentation of Libyan political and security institutions and the ongoing political process. Therefore, proposals should **not include** traditional security sector reform mechanisms, but rather focus on how security arrangements made now will be coordinated with a long-term strategy for sustainable reform. Plans should work within the parameters of what will be required regardless of the end results of political negotiations, and anticipate likely scenarios to the extent possible.

Project activities shall include:

1. Develop knowledge base among Libyan security actors—including Libyan state security institutions, such as the GoL Ministry of Interior (MOI) and Ministry of Defense (MOD), and relevant non-state actors⁴ at the national or municipal level—on SSR/DDR best practices and lessons learned from previous Libyan SSR/DDR efforts.
2. Effective GoL outreach and communications to NSAGs and other relevant security

⁴ See definitions.

actors, to identify incentive structures and integration/reintegration options, establish relationships necessary for implementing and messaging about a comprehensive strategy once developed;

3. Based on best practices and analysis of Libyan NSAGs, development of a comprehensive 3-5 year SSR/DDR strategy, synchronized with a consolidated UNSMIL strategy with realistic options to maximize GoL command and control and integrate NSAGs into GoL security institutions and/or reintegrate members into non-security civilian roles; and
4. Action plan for implementation of 3-5 year strategy that includes securing buy-in from Libyan communities and security actors, and enough Libyan and international support (resources and capacity) for to achieve desired end state (see above).

Project sub-activities may include:

1. Supporting capacity of Libyan ministries (e.g., GoL MOI and/or MOD) (e.g., standing up sections, personnel salaries) to develop and implement SSR/DDR strategy;
2. Technical and advisory support to Libyan ministries, such as through expert third-country national embeds. Embeds are preferred to remote or periodic advisory support, as consistent and continual engagement will be necessary to address extremely fluid dynamics. Technical and advisory support should occur at both national and local levels;
3. Libyan-led consolidation of SSR/DDR models and mechanisms and lessons learned from previous Libyan and international efforts, including tapping into Libyans with experience in previous SSR/DDR efforts;
4. Propagation of lessons learned and SSR/DDR models and mechanisms within relevant Libyan institutions (e.g., MOI and/or MOD) and among relevant non-state security actors, as a basis for generating tailored options for Libya;
5. Mechanisms and channels for communicating with and gathering information from members of NSAGs, at both leadership and mid- to lower-membership levels;
6. Mechanisms to build effective communication with communities on the role of state security institutions, NSAGs, and their integration/reintegration;
7. Coordination with UNSMIL, especially on Libyan inputs to and operationalization of UNSMIL's NSAG strategy, and on the development an UNSMIL security track to complement the UN political strategy;
8. Supporting fundraising and other resource mobilization and management; and
9. Establishing partnerships (including international) to support the future Libyan-led SSR/DDR program.

Primary beneficiaries of this project shall include:

1. State security institutions, such as the GoL's MOI and MOD; and associated armed forces.
2. Relevant non-state actors at the national or municipal level. These may include NSAG leaders and/or members (not to include lethal materiel).

Secondary beneficiaries should include:

1. UNSMIL, including but not limited to the Political Affairs Department (PAD) and Security Institutions Division (SID), who will consolidate its approach to NSAGs and SSR/DDR, and develop a unified security track to complement the Political Dialogue.
2. Libyan communities into which NSAGs will reintegrate, or play a role in integrated state

security forces. As we know from previous DDR and SSR programs, the entire community must be engaged for successful reintegration. Secondary and indirect beneficiaries will be key components of a stable and cohesive community.

Support to and Coordination with UNSMIL Unified Strategy: Whereas this solicitation is focused primarily on developing Libyan capacity to design and implement a comprehensive SSR/DDR plan, an essential element of success will be synchronization with UNSMIL's political and security strategy. Therefore, proposed projects should also further the prioritization and consolidation of a unified UNSMIL strategy in coordination with Libyan beneficiaries and international donors. Unified UN and Libyan strategies will:

1. Incorporate security actors/issues into political negotiations;
2. Promote military unification and civilian security sector unification;
3. Find sustainable solutions to NSAGs; and
4. Empower state forces to counter threats from armed political spoilers, criminal organizations, and terrorist groups; and
5. Have host nation support, including financial, and sufficient resources for long-term implementation.

Applicants shall propose specific activities or models (such as a staff position or coordinator sitting at UNSMIL) that will facilitate Libyan-UNSMIL coordination.

Integration of SSR/DDR Perspective in Political Negotiations: Projects funded under this solicitation will likely begin during ongoing political negotiations and/or during the early stages of new political arrangements. Applications should address how activities could contribute to the inclusion of security issues and actors in political negotiations, and support the implementation of measures agreed upon in political negotiations. Activities may need to be adjusted given the shifting political dynamics in Libya.

Tailoring Strategies to Local Stabilization Experiences: Applications should specify how activities will complement, and ideally formally incorporate, ongoing efforts to lay local groundwork for the success of eventual national SSR/DDR. Applications should also address how activities will consider the circular nature of SSR/DDR planning, in which local planning must also inform national planning.

Subject Matter Expertise, Institutional Capacity, and Credibility with Libyan and International Partners: Applications should demonstrate capacity to marry and seamlessly deploy the complex combination of skills necessary to achieve project objectives: relevant subject matter expertise (including SSR and DDR, and on Libyan NSAGs and political economy), organizational management (e.g., facilitating national government strategy development through inclusive processes involving diverse stakeholders), and credibility with beneficiaries (e.g., ability to successfully navigate the complicated Libyan and international political and bureaucratic landscape, liaise with international partners, etc.). Consortium models are encouraged.

Note: Applicants should read this NOFO in its entirety before writing their proposal, and should refer to the full Evaluation Criteria provided in [Section VII](#) while drafting all materials.

The following activities and costs are **NOT ALLOWED** under this announcement:

- Exchange activities with other countries or territories;
- Social welfare projects: Paying to complete activities begun with other funds;
- Activities that appear partisan or that support individual or party electoral campaigns;
- Academic or analytical research (if not necessary as part of a larger project);
- One-time events, such as stand-alone conferences and one-off round tables;
- Medical and psychological research and clinical studies;
- Projects of a commercial or profit making nature;
- Cultural presentations, cultural research, cultural clubs, or festivals, etc.’ and Entertainment costs (e.g., receptions, social activities, ceremonies, alcoholic beverages, guided tours).

NOTE: Applications that include any of these activities or costs above may be eliminated at the Technical Eligibility Review stage and will not advance to the Merit Review Panel.

D. DEFINITIONS

The following are **definitions** of activities and concepts accepted under this announcement:

Disarmament, Demobilization, and Reintegration (DDR) is a military and civilian process of shifting the roles of armed groups and individuals in a conflict from combatant to civilian, or incorporating armed groups and individuals into state-owned security institutions. The primary purpose of DDR is to buy ‘time and space’ for a political agreement or peace negotiation to take root. It facilitates this transition by collecting and removing weapons, dissolving or restructuring armed groups, and supporting ex-combatants economically, socially, and professionally as they transition back into civilian life. While DDR programs often focus on the transition of ex-combatants, it is important to consider the local communities’ willingness to accept or re-integrate ex-combatants into their social structures. DDR activities should incorporate community sensitization and should seek to avoid a perception of solely benefitting the groups responsible for violence during the conflict. DDR contributes to the goals of SSR and is also part of a broader reconciliation and reform process in conflict-affected contexts.

Foreign Terrorist Organizations (FTOs) are foreign organizations that are designated by the Secretary of State in accordance with section 219 of the Immigration and Nationality Act (INA), as amended. FTO designations play a critical role in our fight against terrorism and are an effective means of curtailing support for terrorist activities and pressuring groups to get out of the terrorism business.

Government of Libya (GOL) is broadly defined as any branch of government or institution that is recognized by the U.S. government at the time of the activity. The current internationally-recognized government is the Government of National Accord.

Integration refers to NSAGs full incorporation into state security institutions. This includes at the level of an NSAG as a whole, but also leadership and individual membership.

Reintegration refers to members of NSAGs and ex-combatants demobilization and resumption of non-security roles in their communities.

Security Sector Reform (SSR) is a strategic process aimed at creating peace, stability, and democratic reform of institutions in conflict-affected countries. SSR works to reform or re-establish state security and justice structures, strengthen governance and accountability mechanisms, and enhance the security institutions' ability to enforce the rule of law in an equitable and transparent manner.

State Security Institutions refer to GoL institutions charged with security provision, including the GNA Ministry of Interior, Ministry of Defense, and associated armed forces. Depending on the structure of the security sector, State Security Institutions may include: military forces; civilian police; specialized police units; formed police units; presidential guards; intelligence services; coast guards; border guards; customs authorities; highway police; reserve or local security units; civil defense units; national guards and government militias, and corrections officers, among others.

Non-state Armed Groups (NSAGs) are distinctive organizations that are (i) willing and capable to use violence for pursuing their objectives and (ii) not integrated into formalized state institutions such as regular armies, presidential guards, police, or special forces. They, therefore, (iii) possess a certain degree of autonomy with regard to politics, military operations, resources, and infrastructure. For the purposes of this NOFO, this includes, but is not limited to, NSAGs that are formally or informally affiliated with and/or sponsored by Libyan state institutions.

Relevant non-state actors include non-governmental organizations; human rights advocates; media; victim's groups; women's associations; academic institutions, independent research institutes and think tanks; unions and trade associations; and other interested civil society organizations.

II. MEASUREMENT OF RESULTS

Applicants shall provide a logic model to demonstrate how the proposed project (including activities, the project design, and the surrounding context) will achieve the stated objectives. The logic model statements can be generated using the template in Appendix II.

Successful applicants will work with the NEA/AC program and monitoring and evaluation (M&E) teams to create a plan based on the proposed logic model to measure qualitative and quantitative indicators as part of the award negotiations process. The successful applicants will be responsible for collecting data against these indicators, which will be monitored throughout the period of performance of the award to gauge necessary modifications to the project's design, and assess the results of the project's success in meeting expected outcomes.

III. AWARD INFORMATION

Funding Mechanism Type:	Cooperative Agreement
Estimated Number of Awards:	One
Estimated Total Program Funding:	\$2,000,000
Estimated Award Ceiling:	\$2,000,000
Estimated Award Floor:	\$750,000
Cost-Sharing or Matching:	Encouraged; NOT Required
Estimated Length of Project Period:	18 months

Contingent on the availability of funds, approximately \$2,000,000 in Peacekeeping Operations (PKO) funds for approximately one award will be awarded through this announcement. If selected to receive an award, an applicant will be awarded funds for up to eighteen months, depending on the activities and countries proposed. The estimated start date for this project is September 1, 2018. NEA/AC 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.**

IV. SUBSTANTIAL INVOLVEMENT

Department of State (DOS, including CSO, PM, NEA) shall be substantially involved in the program and management performance of this cooperative agreement through consultation and technical collaboration on specified program activities. DOS will provide input and review project activities and deliverables at each stage of project lifecycle. Successful applicants shall work closely with DOS to coordinate project activities with GoL, UNSMIL, and other international partners. Selection of activity sites (or other decisions) will be made in consultation with the relevant U.S. embassies and GoL partners (or others) and approved by DOS. DOS will have discretion to share final products with the U.S. interagency and, as appropriate, international partners.

DOS Responsibilities

- Collaboration in establishing program objectives and approval of a work plan(s);
- Collaboration in development of technical advisory models, training materials, etc.;
- Collaboration in building and managing relationships with GoL, UNSMIL, and international partners;
- Collaboration in design, approval, and periodic validation of RMPs (see above);
- Collaboration in approval of risk mitigation plans and periodic evaluations;
- Participate in selection of project beneficiaries and candidates.

DOS recognizes that working in Libya is challenging, and will likely require reevaluation of activities during the project lifecycle. Changes to the project work plan and deliverable schedule to adapt to risks will be made in consultation with DOS, UNSMIL, and Libyan partners.

V. 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.

Eligible applicants include:

U.S. or foreign

- Non-profit organizations
- For-profit organizations
- Institutions of higher education

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. **In particular, NEA/AC strongly encourages applicants not based in the MENA region to partner with local organizations.** Regardless of whether applicants

partner with local organizations, applicants shall demonstrate how they will successfully access Libyan beneficiaries and partners. Applicants are strongly encouraged to include contingency plans in the event that American Citizen or Third Country National (TCN) travel to Libya is not possible.

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, NEA/AC encourages applicants 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. Proposals offering potential, yet to be determined cost-share sourcing will NOT be considered to have met this requirement, and will be deemed ineligible. 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

VI. 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 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.**

Logic Model:

Applicants shall provide a logic model to demonstrate how the proposed project (including activities, the project design, and the surrounding context) will achieve the stated objectives. The logic model statements can be generated using the template in **Appendix 2. NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

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**.

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.
3. **Results Monitoring Plan:** A Results Monitoring Plan (RMP) describes the measurable indicators necessary to capture and demonstrate progress toward achieving the objectives

of the proposed project. The RMP shall include output- and outcome-based performance indicators for each program objective with baselines and (yearly and cumulative) targets; data collection tools; data sources; types of data disaggregation, if applicable; and frequency of monitoring and evaluation. **More information about preparing this Plan can be found in Appendix 3. NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. RMPs should be attached as a separate document and has **may be no longer than 5 pages.**

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 July 26, 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.

VII. FUNDING LIMITATIONS, RESTRICTIONS, AND OTHER CONSIDERATIONS

A. AWARDS TO COMMERCIAL FIRMS OR FOR-PROFIT ENTITIES

The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31. Program income earned by the recipient may be:

- added to the total of the amount of this award, including the required cost sharing or matching, and use it to further eligible project objectives;
- used to meet the Recipient’s cost sharing or matching requirement;
- OR deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

B. 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.

C. 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.

VIII. APPLICATION REVIEW AND SELECTION PROCESS

A. APPLICATION EVALUATION CRITERIA

Achievable Objectives (30 points)

Each of the project objectives listed above (in Section I) are clearly addressed.

- Impact and Effectiveness: The applicant describes the project's potential contribution to solving the problem addressed in the problem statement and achieving results.
- Timeframe: The applicant describes realistic results to be accomplished within the timeframe of the proposed award.
- Beneficiaries: The applicant clearly identifies the anticipated beneficiaries and explains how the project's objectives will positively affect them.
- Milestones: The applicant provides realistic milestones to indicate progress toward goals and objectives as described in the program announcement.

- M&E: The applicant explains how monitoring and evaluation activities will be carried out throughout the award's period of performance and who will be responsible for them.

Project Design (40 points)

The applicant clearly describes how each proposed project activity will address each of the objectives outlined in the requested priority area above (Section I).

- Responsiveness to NOFO: Explain how the proposed activities respond to the objectives listed in the NOFO.
- Rationale: To justify how the proposed activities will achieve the above objectives in this context.
- Detailed Activities: Applicant provides detailed activity descriptions focused on results in a realistic time frame.
- Project Management: Clear description of how the project will be managed in terms of initiation, planning, implementation and closing.
- Partnerships and Buy-ins: The applicant addresses how the project will engage or obtain support from relevant stakeholders and identifies local partners.
- Access: The applicant demonstrates how activities will access beneficiaries and partners. Applicants are strongly encouraged to include contingency plans in the event that American Citizen or Third Country National (TCN) travel to Libya is not possible.
- Feasibility and Innovation: The applicant proposes activities that are feasible and are practical, but also original and/or experiential in nature to encourage innovation.
- Beneficiaries Selection Criteria and Process: The applicant explains how participants will be selected (e.g., criteria for selection, selection process).
- Duplication: The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously, and provides an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.
- Contingency Plans and Adaptability: The applicant articulates programming assumptions and potential challenges to project implementation and proposes contingency plans. The applicant demonstrates ability to adapt based on feedback from DOS and changing circumstances on the ground.
- Division of Labor: The application describes the division of labor among the applicant and any partners.

Organizational Capacity (20 points)

- The applicant demonstrates experience (e.g., has previously worked and/or has established contacts/partners) in the proposed country/territory/region.
- The applicant demonstrates an institutional record of successful programs in the content area proposed.
- The applicant demonstrates how project model deploys relevant subject matter expertise, organizational management, and credibility with beneficiaries (see "Subject Matter Expertise, Institutional Capacity, and Credibility with Libyan and International Partners" in Section I above).
- The applicant demonstrates capacity for responsible fiscal management of donor funding (e.g., successful management of a previous sub-award or grant).
- The applicant demonstrates the ability to meet monitoring and evaluation requirements.

- The applicant has adequate staffing and demonstrates the capacity to manage the proposed project.

Staff and Position Specifications (10 points)

- Pre-identified key staff members, including volunteers, demonstrate experience working in the country/territory/region proposed and with participants from that area (e.g., language skills, cultural understanding).
- A description of the roles of each person or position on the project, whether staff, partner, consultant, or volunteer demonstrates that the project will be adequately but efficiently staffed, avoiding redundancy or duplication of effort.
- A job description, including hiring criteria, is provided for each open key position.
- Pre-identified key staff members, including volunteers, demonstrate experience and knowledge in the proposed content area.

Budget & Budget Narrative (Acceptable or Not Acceptable)

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which are clearly explained in the budget narrative.
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- The preponderance of the budget is spent on supporting the project participants/activities in country.
- The budget includes costs dedicated to project management.
- Adequate travel costs are proposed.
- The budget demonstrates a reasonable cost per participant.
- The budget accounts for monitoring and evaluation costs.

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 V](#) and have submitted all required documents outlined in [Part VI](#). 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 VIII, Section A](#). Panel Reviewers' ratings, and any resulting recommendations, are advisory.

Final award decisions will be influenced by whether the application meets NEA/AC's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications.

IX. 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 10, 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 Libya by means of maintaining open lines of communication between project implementers and NEA/AC staff.

C. 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 Libya.

D. 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.

E. UEI NUMBER REQUIREMENT FOR SUB AWARDEES

All sub-awardees are required to have a UEI number. For information on obtaining a UEI number, please see Part III, Section B.1. **Proposed sub-awardees are not required to have a UEI number prior to the submission of an application but must have one prior to a sub-award being issued.** All sub-awardees are required to have a UEI number. For information on

obtaining a UEI number, please see Part III, Section B.1. **Proposed sub-awardees are not required to have a UEI number prior to the submission of an application but must have one prior to a sub-award being issued.**

F. 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>.

G. VETTING AS A CONDITION OF THE AWARD

State Department Leahy Amendment Vetting Requirements:

Funds provided under this award are subject to Section 620M of the Foreign Assistance Act of 1961, as amended, a provision titled “Limitation on Assistance to Security Forces” (the “Leahy Amendment”). Subsection (a) of that provision states: “(a) In General.—No assistance shall be furnished under this Act [the Foreign Assistance Act] or the Arms Export Control Act to any unit of the security forces of a foreign country if the Secretary of State has credible information that such unit has committed a gross violations of human rights.” Accordingly, none of the funds under this award may be used to provide training or other assistance to any unit or member of the security forces of a foreign country if the Department of State has credible information that such unit or individual has committed a gross violation of human rights.

In signing this agreement, the Recipient agrees to exercise due diligence to ensure compliance with the Leahy provision and State Department policy, and to cooperate with the State Department in implementation of the Leahy requirement for funds under this award. The Department implements the Leahy requirement by vetting units or individuals proposed for training or other assistance to check for credible information of a gross violation of human rights by such units or individuals. To facilitate State Department vetting, the Recipient must provide the following information for proposed participants at least sixty (30) calendar days prior to commencing award activities.

Information needed: Full name, date of birth, country of birth, country of citizenship, gender, rank, title, and organizational affiliation. Please also include the activity and date that the activity will take place—if the person will participate throughout an extended program, please note the timeframe.

Information required for “security forces” personnel: The above information is needed for each member of a foreign police or military unit (security forces, broadly defined) who will participate in any activity under this award. This includes both civilian and military employees of security forces participating in any activities funded under this award, including training, workshops or meetings, conferences, or other activities.

Submission Deadline: Each candidate must be cleared under Leahy vetting in advance of participation in activities funded under this award. The vetting process typically takes approximately one month, but may take longer if there are a large number of candidates or if issues arise. Thus, all information on proposed candidates must be received by the Embassy at least sixty (30) days in advance of the training event or other activity.

The Recipient agrees that it will not include any security forces candidate in training or other activities funded under this award until the State Department advises that the candidate has cleared Leahy vetting and is approved for participation.

The Recipient must collaborate with the relevant U.S. Embassy on a case-by-case basis to determine if the Leahy requirement applies to specific activities or proposed participants. Individuals who are not members of the security forces but who participate in activities under the award (e.g., politicians, academics, etc.) generally do not need to be vetted.

X. 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 July 2, 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 with or using grants.gov to submit an application, contact the grants.gov Contact Center. The Contact Center is available 24 hours a day, 7 days a week, excluding Federal holidays.

Grants.gov Contact Center
 (800) 518-4726
support@Grants.gov

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://afsitsm.service-now.com/ilms/home>.

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

XI. 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.