

**Building Safe Communities through Community Policing
Central America Regional Security Initiative
Community Policing Funds**

Department of State

Program Office:	The U.S. Embassy in Belmopan, Belize
Funding Opportunity Title:	Building Safe Communities through Community Policing
Announcement Type:	Grant Agreement
Deadline for Applications:	Sunday, June 10, 2012 by 11:59 p.m.

ELIGIBILITY

Eligible applicants are non-governmental organizations (NGOs), non-profit organizations (NPOs), International Government Organizations (IGO), institutions of higher education, and individuals. Grants will be awarded directly to the organization. NGOs and NPOs must provide documentation of legal status with the grant proposal. After determining grant recipients, selected organizations may be subject to an audit of financial accounting systems and procedures before receiving US government funds.

Cost Sharing or Matching

This program does not require any financial cost sharing or matching; however, in-kind contributions are highly encouraged. NGOs and NPOs may form a consortium with private or public sector involvement or contributions. The program requires partnering with the Belize Police Department such as the Community Policing Unit for the implementation of the award.

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact
Barry Cuthbertson or Faustino Shal, CARSI Program Specialists
Email: belmopangrants@state.gov (*Preferred method of communication*)

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I. EXECUTIVE SUMMARY

REQUESTED PROGRAM OBJECTIVES:

US Embassy Belmopan invites organizations to submit proposals to advance the Central America Regional Security Initiative (CARSI) goal of building safe communities through community policing. Community policing is both a philosophy and an organizational strategy that recognizes the importance of collaboration between law enforcement, all branches of government, and the citizens of a community. This program seeks to advance the practice of community policing as an effective strategy in communities' efforts to improve public safety. The grant program will focus on collaboration between law enforcement and community members to ensure success in advancing community policing strategies. In order to prevent youth involvement in criminal activity, this grant may be used to fund, support, and/or coordinate community and/or youth group initiatives, such as but not limited to neighborhood watch programs, sports programs, life skills, and prevention and intervention strategies. Innovative and creative initiatives are encouraged. Proposals should outline how they intend to accomplish their goals in collaboration with the Belize Police Department. Selected applicants will be required to provide reports of their activities and updates to belmopangrants@state.gov.

The U.S. Embassy in Belmopan plans to award a total of \$600,000 USD for a project period of one to three years. Applicants may apply for amounts of \$25,000 USD up to \$200,000 USD. The U.S. Embassy may award up to twenty four grants which do not exceed the total of \$600,000 USD. The Embassy reserves the right not to award any funds based on the quality of the proposals received.

II. BACKGROUND

This funding will support USG objectives under the Central America Regional Security Initiative (CARSI). Within Central America (Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, and Panama), CARSI is enhancing the capabilities of national law enforcement, border and customs, prosecutorial, judicial, and prison agencies. These improvements are strengthening partner governments' ability to fight burgeoning narco- and arms-trafficking, gangs and associated street and organized crime, which threatens the security of governments in the region. The success of programs under the CARSI framework will enhance citizen safety and advance a wide range of other U.S. and regional shared security priorities. These improved capabilities will also provide a stronger platform for sustained bilateral and multilateral partnerships between the U.S., Central American nations, and other regional states.

III. ELIGIBILITY REQUIREMENTS

Eligible applicants are non-governmental organizations (NGOs), non-profit organizations (NPOs), International Government Organizations (IGO), institutions of higher education and individuals. Grants will be awarded directly to the organization. NGOs and NPOs must provide documentation of legal status with the grant proposal. The U.S. Embassy

encourages organizations that have not previously received international program funding from the U.S. Government to apply under this announcement.

Applicants are not required to include funding from other donors. However, applicants are encouraged to partner with non-U.S. Government sources (such as Belizean Government institutions or private companies) that include in-kind and/or cash contributions. All projects implemented should have the involvement of the Belize Police Department.

IV. APPLICATION AND SUBMISSION INFORMATION

Award Period: Proposal activities should be executed from Date of Award through October 1, 2013 or October 1 of 2014, if a two year grant, or October 2015, if a three year grant. All award money should be spent by October 1, 2013, if a one year grant, or October 1, 2014, if a two year grant or October 1, 2015, if a three year grant.

Award Amount: \$600,000 USD in total is available for this grant program. Applicants may apply for amounts of \$25,000 USD up to \$200,000 USD. Up to twenty four awards will be granted totaling \$600,000 USD. The maximum amount per an individual award is \$200,000USD and the minimum amount is \$25,000 USD.

Application Submission Process: Applicants must submit applications by email to belmopangrants@state.gov Subject line: "Community Policing 2012"
DO NOT SUBMIT YOUR APPLICATION MULTIPLE TIMES.

For questions about this solicitation, contact Barry Cuthbertson or Faustino Shal, CARSI Program Specialists, U.S. Embassy Belmopan, at:

Email: belmopangrants@state.gov (*Preferred method of communication*)
Subject line: Community Policing 2012

Application Deadline: All applications must be submitted **on or before Sunday, June 10, 2012 by 11:59 p.m. local time in Belize**. Applications submitted after 11:59 p.m. on Sunday, June 10, 2012 will be ineligible for consideration. Appendices, attachments, exhibit, etc. for applications already submitted will not be accepted after the deadline.

Begin the application process early, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

Application Content: Applicants must follow the instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.**

Applicants must set forth full, accurate, and complete information in English. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

APPLICATION REQUIREMENTS:

For all application documents, please ensure:

- 1) All pages are type-written.
- 2) All documents are formatted to 8 ½ x 11” paper with portrait (vertical) orientation.
- 3) All documents are numbered, including budget and attachments.
- 4) All documents are single-spaced, 12 point Times New Roman font with a minimum of 1-inch margins.
- 5) Proposals must abide to word limits defined in each Section. The proposal must consist of the following:

Section 1 – Cover Sheet

The Cover Sheet is Tab A. Please include a project title, name of the soliciting organization, and Data Universal Numbering System (DUNS) number as a header on your cover letter. If the organization has not acquired a DUNS number then please obtain one free of charge at http://www.dnb.com/US/duns_update

Section 2 – Project Summary (not to exceed 500 words)

The Project Summary should include the following:

1. A short **problem statement** describing the location and need of the project
2. **Summarized goals** of the project
3. **Expected results** of the project
4. Any **collaborating partners** (governmental or non-governmental)

Section 3 – Program Narrative (not to exceed 1000 words)

The program narrative should include the following:

1. Specify the **goals and objectives** of the project, relative to the problem statement.
2. Proposed **activities** to show how objectives and goals will be met.
3. **Sustainability plan** that explains how the proposed project and its results will continue to have an impact after the project concludes.
4. Describe the means, if any, that the organization will use to **publicize the project’s successes**
5. **A clear timeline** of major activities. The project goals and implementation plan may support or expand existing projects funded with other resources.

Section 4 – Monitoring and Evaluation Plan (not to exceed 500 words)

The monitoring and evaluation plan should include the following:

1. **The expected outcomes** as a measure of the extent to which outputs are understood, absorbed, or affect a change.
2. **The expected outputs** which are the product, service or public good that was delivered via the grant funding.
3. **Equally important: how success will be measured and evaluated** via performance indicators.

Section 5 - Organizational Capability (not to exceed 250 words)

The program narrative should include the following:

1. Information about the organization including management structure

2. Previous experience with affected communities and in the country/region
3. Identify the proposed project management structure and staffing plan for the proposed project (including the need to hire new staff).

Section 6 - Appendices:

Submission must include the following appendices. Only the appendices listed below may be included as part of the application:

1. **Resumes (Required):** A resume, not to exceed 1 page in length, must be included for the proposed key staff person, such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.
2. **Proof of Organization's Legal Status (Required):** A scanned copy of the NGOs or NPOs legal status.
3. **Letters of Intent from Partnering Organizations (If Applicable):** A signed letter of intent from each partner organization identifying the nature of support for the proposal. Letter of intent should include the type of relationship to be entered into (formal or informal), supporting roles and activities of the partner in relation to the proposed project activities and any targeted financial support in-kind or direct. The individual letters cannot exceed 1 page in length, and applicants are limited to submitting up to 5 letters per proposal.
4. **Budget (Required):** The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent. A short 200 word budget narrative may be included. The proposal line item budget should include the following components, in the suggested format below:

		INL Cost	Cost Share
A. PERSONNEL			
-H.Q.-based project -dedicated staff salary (X months)	X% of \$X/yr		
-Field-based Country Director salary (x months or year)	X% of \$X/yr		
Subtotal Personnel			
B. FRINGE BENEFITS			
-H.Q.-based project -dedicated staff fringe (X months)	X% fringe		
-Field-based Country Director fringe (x months or year)	X% fringe		
Subtotal Fringe Benefits			
C. TRAVEL			
a) Field Travel			

<u>Activity 1: Needs Assessment Workshop</u>			
-Staff Travel (# staff)	\$X/RT flight/# staff		
-Staff Per Diem (X days)	\$X/day/# day/# staff		
-Participant Travel (# participants)	\$X/trip/# pax		
-Participant Per Diem (X days)	\$X/day/# day/# pax		
<u>Activity 2: Training program</u>			
-Staff Travel (# staff)	\$X/RT flight/# staff		
-Staff Per Diem (X days)	\$X/day/# day/# staff		
-Participant Travel (# participants)	\$X/trip/# pax		
-Participant Per Diem (X days)	\$X/day/# day/# pax		
Subtotal Travel			
D. EQUIPMENT			
-H.Q.-equipment	\$X/unit		
-Field-equipment	\$X/unit		
Subtotal Equipment			
E. SUPPLIES			
-H.Q. Printing and Photocopying (X months)	X% of \$X/yr		
-Field Markers and dry erase board	\$X/set		
-Field Telephone (X months)	X% of \$X/yr		
-Field Office Supplies (X months)	X% of \$X/yr		
Subtotal Supplies			
F. CONTRACTUAL			
a) Consultant Fees			
-Policing Specialist/Honoraria (X days/hours)	\$X/consult		
-Translation Fees (X pages)	\$X/page		
Subtotal Contractual			
G. CONSTRUCTION	N/A		
H. OTHER			
a) Other Direct Costs			
-Field Office Rent (X months)	X% of \$X/mo		
Subtotal Other			
I. TOTAL DIRECT CHARGES (Sum of A-H Subtotals)			
J. INDIRECT CHARGES			
a) Indirect Costs/NICRA (X% of costs)			
Subtotal Indirect Charges			
K. TOTAL COSTS (Sum I-J)			

Note: This budget is designed to serve as an example of the format for complete budget submissions and is NOT exhaustive. Individual line items included in each applicant's budget should reflect specific program activities. (pax = participants)

A. Personnel – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$).

B. Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

C. Travel - Staff and any participant travel:

- 1) International airfare
- 2) In-country travel
- 3) Domestic travel in the U.S., if any
- 4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.policyworks.gov/>. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates. Please explain differences in fares among travelers on the same routes. Please note that all travel, where applicable, must be in compliance with the Fly America Act.

D. Equipment – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.

E. Supplies - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $\$50/\text{month} \times 50\% = \$25/\text{month} \times 12 \text{ months}$).

F. Contractual –

a) Subgrants. For each subgrant/contract please provide a detailed line item breakdown explaining specific services. In the subgrant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, and fringe benefits required of the direct applicant.

b) Consultant Fees. For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., $2 \times \$150/\text{day} \times 2 \text{ days}$).

G. Construction – For this solicitation, construction costs are not applicable.

H. Other - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.

J. Indirect Charges - See OMB Circular A-122, "Cost Principles for Non-profit Organizations"

1) If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement. This does not count against submission page limitations.

2) If your organization is charging an indirect rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.

3) Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

V. AWARD ADMINISTRATION INFORMATION

Review Process: A US Embassy Belmopan Review Committee will review proposals for eligibility. Eligible proposals will be subject to compliance of Federal regulations and guidelines. The Committee will evaluate proposals submitted for the following review criteria:

1) Quality of Program Idea

Proposals should be responsive to the solicitation and exhibit substance, precision, and relevance to the Bureau's mission.

2) Program Planning/Ability to Achieve Objectives

A relevant work plan should demonstrate substantive undertakings and logistical capacity of the organization. The work plan should adhere to the program overview and guidelines described above. Objectives should be ambitious, yet measurable and achievable. For complete proposals, applicants should provide an estimated monthly timeline of project activities.

3) Multiplier Effect/Sustainability/Evaluation Plan

Proposed programs should address long-term institution building demonstrating capacity-building results. Programs should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes.

4) Institution's Record and Capacity

The Bureau will consider the past performance and relevant regional experience of prior recipients and the demonstrated potential of new applicants. Proposals should demonstrate an institutional record of successful programs, including responsible fiscal management and full compliance with all reporting

requirements. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project objectives. Roles and responsibilities of primary staff should be provided.

5) Cost Effectiveness

The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Cost sharing is strongly encouraged but not required.

Award Notices: The grant award or co-operative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. Organizations whose applications will not be funded will be notified in writing.

Anticipated Time to Award: Awarded proposals should expect to be notified no later than June 26th, 2012. Unfunded proposals should expect to be notified by June 26th, 2012.

The U.S. Government reserves the right to reject any or all proposals received.

Reporting Requirements: Grantees are required to submit quarterly reports and a final report. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports must be submitted via electronic mail.

VI. DISCLAIMER

If a proposal is selected for funding, the U.S. Embassy has no obligation to provide any additional future funding in connection with the award.