

U.S. Department of State
Bureau of Near Eastern Affairs
Office of Assistance Coordination
Catalog of Federal Domestic Assistance (CFDA) Number: 19.600
Libya Electoral Security Planning and Implementation (LESPI)
Opportunity Number: *SFOP0005223*

Key Information:

Announcement Type:	New
Date Opened:	June 19, 2018
Deadline for Questions & Notification of Intent to Apply:	July 2, 2018
Application Deadline:	August 7, 2018
Expected Date of Notification:	August 20, 2018
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Funding Opportunity Synopsis

This opportunity seeks to ***enhance electoral security and mitigate electoral violence*** for upcoming local and national electoral events in Libya, in support of the broader political reconciliation process. The U.S.-supported UN political reconciliation process anticipates national elections, a constitutional referendum, and/or municipal elections in the 2018-2019 timeframe; parliamentary and presidential elections may occur as early as December 10, according to a tentative agreement reached by Libyan leaders in late May in Paris. Peaceful and inclusive elections in Libya will be a critical step in Libya's political transition. Planning for electoral security remains a substantial gap. U.S. support to enhance Libyan authorities' and communities' preparedness to secure elections will promote peaceful elections and public acceptance of the results as legitimate, allowing for stabilization and formation of a unified, inclusive government capable of partnering with the United States in countering terrorism.

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 develop and implement an electoral security strategy, corresponding plans, and complementary programming in Libya.***

Funding will support two broad lines of effort:

- 1) Advisory/technical support and training to Libyan state security institutions, such as the Government of Libya (GOL) Ministry of Interior (MOI) and the Ministry of Defense (MOD), and relevant non-state actors to develop and implement electoral security plans and enhance coordination both within state security institutions and with the High National Election Commission (HNEC) and external security stakeholders; and
- 2) Advisory/technical support and/or training to establish informal local electoral security coordination mechanisms/committees that incorporate civil society, municipal councils, and traditional local leaders (such as tribe or minority representatives) to develop electoral security plans tailored to their local contexts, develop mechanisms to track and prevent/respond to violence risks, and coordinate with HNEC and security providers on electoral security.

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 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.

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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 and Military Affairs (PM), seeks proposals to enhance electoral security¹ and mitigate electoral violence² for upcoming local and national electoral events in Libya. Funding will support efforts to immediately develop and implement an overarching Libyan electoral security strategy,³ corresponding plans,⁴ and complementary programming in Libya, via two broad lines of effort:

1. Advisory/technical support and training to Libyan state security institutions,⁵ such as the Government of Libya (GOL)⁶ Ministry of Interior (MOI) and the Ministry of Defense (MOD), and relevant non-state actors⁷ to develop and implement electoral security plans and enhance coordination both within state security institutions and with the High National Election Commission (HNEC) and external security stakeholders; and
2. Advisory/technical support and/or training to establish informal local electoral security coordination mechanisms that incorporate civil society, municipal councils, and traditional local leaders (such as tribe or minority representatives) to monitor risk, coordinate with HNEC and security providers on electoral security, and develop early warning mechanisms.

Projects should assist Libyan security actors begin planning for electoral security and contributing to existing planning efforts centered in the Libyan High National Elections Commission (HNEC) and supported by the UN and international partners. Proposals should focus on **enabling Libyan security actors—both formal and informal, including potentially non-state armed groups (NSAGs)⁸—to provide electoral security to a similar standard across Libya, contributing to voters' expectations of similar security conditions across Libya and in turn encouraging turnout and detracting from potential spoilers' ability to credibly reject results.** Proposals should also focus on **preventing and mitigating incidents of violence surrounding elections, to head off escalation and ensure that disruptions remain localized.**

A. PROBLEM STATEMENT

The U.S.-supported UN political reconciliation process for Libya anticipates national parliamentary and presidential elections, a constitutional referendum, and/or municipal elections in the 2018-2019 timeframe. Parliamentary and presidential elections may occur as early as December 10, according to a tentative agreement reached by Libyan leaders in late May 2018 in

¹ See Section 1. D for a definition of *Electoral Security*

² See Section 1. D for a definition of *Electoral Violence*

³ See Section 1. D for a definition of *Electoral Security Strategy*

⁴ See Section 1. D for a definition of *Electoral Security Plans*

⁵ See Section 1. D for a definition of *State Security Institutions*

⁶ See Section 1. D for a definition of *Government of Libya*

⁷ See Section 1. D for a definition of *Relevant Non-state Actors*

⁸ See Section 1. D for a definition of *Non-state Armed Groups (NSAGs)*

Paris. Peaceful and inclusive elections in Libya will be a critical step in Libya's political transition. Planning for electoral security remains a substantial gap. U.S. support to enhance Libyan authorities' and communities' preparedness to secure elections will promote peaceful elections and public acceptance of the results as legitimate, allowing for stabilization and formation of a unified, inclusive government capable of partnering with the United States in countering terrorism.

Elections in Libya during the 2018-2019 timeframe will carry numerous risks for violence during the pre-election, election, and post-election phases.⁹ Electoral violence in Libya could comprise any coercive, threatening, or physically violent acts intended to prevent or influence an electoral process, or sway its outcome. Political actors, political and ideological interest groups, and armed actors—including NSAGs—who risk losing authority, influence, and/or access to resources may turn to violence. In the pre-election phase, these could include attacks—such as the May 2 ISIS attack on the HNEC—aimed at disrupting election-related planning and activities. On Election Day(s), these could include attacks or other coercive tactics with the purpose of influencing votes, preventing candidates from campaigning, disrupting polling, or preventing individuals or communities from participating. Coercive or violent incidents could cast doubt on elections' legitimacy. Post-election, losing candidates who refuse to accept the results may mobilize their supporters and affiliated armed groups to compete for power by force of arms. To reduce violence before and during elections—and to ensure the results of elections are perceived as legitimate—security plans must be in place that allow security providers to deter and respond to incidents and prevent escalation. To reduce post-election violence risks, electoral security across Libya must be sufficient and standardized enough that potential spoilers cannot cite security lapses to reject election results.

Current electoral security planning efforts by Libyan government and civil society actors are nascent and unevenly coordinated. They require clearly defined objectives, coordination processes, and delineation of roles and responsibilities for each stakeholder. HNEC and the United Nations Support Mission in Libya (UNSMIL) have begun broad strategic planning, but these planning efforts are preliminary. Although HNEC is widely perceived as apolitical, has broad national reach, and will therefore likely play a pivotal role in design and implementation of electoral security, planning and implementation should systematically incorporate security providers and other security stakeholders at local levels. Broader strategic plans must be translated into national and/or local tactical plans and training for preventing and responding to violence. Lack of staffing and resource capacity significantly limits HNEC's and security institutions' ability to develop and implement electoral security plans. Plans will also need to address the role NSAGs will play during electoral processes. A successful electoral security plan will balance national policy decisions, local dynamics and capacity, and the need for citizen trust and engagement. It will also include clear communication of processes and roles to key security and political stakeholders and the Libyan electorate.

Unclear timeframes and sequencing complicate electoral security planning efforts. Libyan political leaders have not yet agreed on a constitutional basis for holding elections, presenting a major obstacle to potential December elections. Libyans have not reached final consensus on the

⁹ See Section 1. D for definitions of *Pre-Election Phase*, *Election Day(s)*, and *Post-Election Phase*

order in which parliamentary elections, presidential elections, a constitutional referendum, and municipal elections—each of which carry their own unique violence risks—will occur.

B. ACHIEVABLE OBJECTIVES

At least one award under this announcement shall achieve the following objective:

Libyan security actors, in coordination with HNEC, develop and implement a comprehensive national Libyan electoral security strategy and corresponding national and local plans.

A successful project should also achieve one or more of the following objectives:

1. Libyan security actors—both formal and informal—have increased capacity to provide and oversee security during the pre-election phase, on Election Day(s), and during the post-election phase.
2. Effective coordination and communication enhanced between electoral security actors¹⁰ at national and local levels.
3. The Libyan electorate is informed of the role of different security actors in elections and what to expect on Election Day(s).
4. Security stakeholders at the local level have the capacity to prevent and mitigate escalation of violent incidents.

C. PROJECT DESIGN

This solicitation invites applications in support of a long-term U.S. objective: peaceful, transparent, and inclusive elections that Libyans accept as legitimate and lead to the formation of a unified government.

Funds are available to support projects with potential to promote this objective through activities that immediately develop a comprehensive electoral security strategy and national and local implementation plans with relevant Libyan national, local, and international stakeholders; provide advisory and/or technical support and/or training for election security implementation to Libyan state security institutions¹¹ such as the GOL Ministry of Interior (MOI) and Ministry of Defense (MOD) and potentially relevant non-state actors; provide advisory and/or technical support and/or training for the establishment of informal local electoral security coordination mechanisms; increase Libyans' capacity to improve physical security conditions at election-related sites; improve communication and civic education regarding electoral security to the Libyan electorate; establish mechanisms for civil society actors to monitor and report security vulnerabilities or electoral violence incidents; reduce the risks of electoral violence by increasing public trust in the electoral process; and provide the Libyan electorate with necessary information about Election Day(s) security procedures. These activities should be tailored to mitigate and respond to specific electoral violence risks identified by the Department of State, as well as additional risks identified by implementers during their engagement with Libyan electoral security stakeholders¹² and the Libyan electorate.

¹⁰ See Section 1. D for a definition of *Electoral Security Actors*

¹¹ See Section 1. D for a definition of *State Security Institutions*

¹² See Section 1. D for a definition of *Electoral Security Stakeholders*

Project activities shall include:

1. Advisory/technical support to electoral security providers¹³ to participate fully in development of a comprehensive electoral security strategy and plans that implement a unified, consistent security posture across Libya on Election Day(s) and through the immediate post-election period. As part of electoral security planning support:
 - a. Foster coordination and communication mechanisms between and among GOL and informal security actors, HNEC, and other national and local bodies.
 - b. Technical support to develop and implement an outreach and communications plan that informs the Libyan electorate of security procedures and the roles and responsibilities of Libyan security actors on Election Day(s) and in the immediate post-election period.
2. In priority areas based on strategic assessments from the planning process, establish/bolster informal local electoral security mechanisms/committees that incorporate security actors (formal and informal), civil society, municipal councils, and traditional local leaders (such as tribe or minority representatives) and help them:
 - a. Develop electoral security plans tailored to their local contexts;
 - b. Develop mechanisms to track and prevent/respond to violence risks; and
 - c. Coordinate with security providers and HNEC on electoral security.
3. Train-the-trainer activities for: security providers responsible for providing or overseeing security, persons responsible for monitoring, and local security stakeholders. Topics may include electoral security procedures; assessing local HNEC offices and local polling stations; roles and responsibilities (as set forth in the strategy and plans) of security actors and codes of conduct; monitoring; responses to violent incidents; dispute resolution procedures; etc.

Project sub-activities may include:

1. Technical support to state security institutions, in coordination with HNEC and other security actors, to define electoral security objectives and mandates;
2. Technical support to state security institutions to develop and propagate a code of conduct for electoral security providers, based on national strategy and local strategy plans, and buy-in from municipal level security actors and quasi-governmental, NSAGs, and other informal security actors;
3. Technical support to state security institutions to synchronize strategic communications campaigns with HNEC and UNSMIL to ensure consistent messaging; and
4. Cross-sector training to establish common foundational awareness of electoral security roles and expectations among polling staff, security providers, and other electoral security stakeholders.

As part of strategic planning and implementation of electoral security measures, activities may also include developing recommendations for select security improvements—such as CCTV cameras or perimeter signage—based on feedback from local partners trained to assess Libya’s polling locations; supporting proper usage of physical security equipment; and limited procurement of specialized electoral security equipment if needed. **Lethal materiel cannot be provided.**

¹³ See Section 1. D for a definition of *Electoral Security Providers*

Primary beneficiaries of this project shall include:

- State security institutions, such as the GOL MOI and MOD, and associated security forces;
- Relevant municipal level security actors;
- Relevant electoral security stakeholders, such as municipal government, community and tribal leaders, civil society, election observers/monitors, and judicial personnel.

Secondary beneficiaries should include:

- The HNEC;
- Relevant electoral security stakeholders, such as judicial personnel.
- Quasi-governmental, NSAGs, and other informal security actors involved in electoral security processes may be included, as appropriate, with Grants Officer approval.

Contingencies Surrounding Political and Electoral Processes: Proposals shall include a clear demonstration of how activities will adapt to contingencies—such as violence surrounding the announcement of candidate rules or the sudden postponement of elections—that could significantly alter electoral security activities. Proposals must demonstrate the ability to accelerate programming to meet accelerated timelines—as early as the end of 2018—by focusing on activities that will mitigate violence surrounding Election Day(s) (e.g., from transport of election materials to announcement of results) and in the post-election phase. However, proposals shall also include plans for activities that could mitigate violence earlier in the pre-election phase if elections are postponed. Applicants should also demonstrate how activities could pivot to security surrounding potential constitutional processes, if these become relevant during the period of performance. Finally, applicants should demonstrate the ability to pivot activities in response to shifting political and security conditions in Libya and respond to the trajectory of the UN political process.

Identifying Suitable Training Candidates and a Successful Train-the-Trainer Model:

Identifying and vetting suitable local participants for security training—including for potential train-the-trainer programming—will be a major challenge for projects funded under this solicitation. Successful applications will identify who should receive training, at what level, and on what topics. Applications should address mechanisms for identifying and vetting local partners, including proposing appropriate criteria for final selection of participants. Successful applications will also demonstrate how a train-the-trainer model will be successfully deployed and scaled outward on a feasible timeline, with a focus on outputs as opposed to number of trainees.

Creating a Unified Plan despite Disparate Regional and Local Security Environments:

Applicants should demonstrate an understanding of the security actors operating in the West, East, and South of Libya and propose activities that will create **parallel security plans that offer comparable levels of security** despite differences in security providers and institutions. Similarly, applicants should address how coordination and communication plans will help to bridge the geographic divisions in Libya to create a unified plan and a unified message to the Libyan electorate. Successful applications will present models for bringing together diverse security providers across Libya as a precedent for cooperation, contributing to political reconciliation and long-term consolidation of Libyan security institutions.

Security Sufficient to Assure Domestic Observation: Even with well-coordinated and – trained security providers, the political and economic affiliations of some security providers themselves may cause distrust among Libyan voters. Voters may perceive that security providers are using their roles to influence election results, which could increase chances that results are perceived as illegitimate, thereby increasing risks of post-election violence. One mitigation measure is to ensure a minimum level of security allowing independent domestic observers to operate across Libya, even in rival areas. Although election observation is outside the scope of this solicitation, successful applications will address how electoral security planning, training, and related public communications will contribute to creating an environment of trust in which domestic observers enjoy comparable assurances to observe throughout Libya.

Supporting a Libyan-led Process and Coordinating with Existing Electoral Security

Efforts: Electoral security in Libya must be a Libyan-led process, and applications should reflect an understanding that the applicant will play a supporting/complementary role alongside Libyan actors in planning and implementing electoral security. Applicants must also demonstrate how they will coordinate with, support, and complement existing efforts, including but not limited to those of UNSMIL, UNDP, HNEC, USAID and others. Successful applicants will demonstrate how activities will build on but also influence and synchronize with externally-funded activities (e.g., candidate security as addressed in political party support programming; security arrangements, neutrality, and disparaging hate speech and inflammatory rhetoric surrounding elections and candidates in media and get-out-the vote programming; coordination among formal and informal electoral security stakeholders in reconciliation programming; etc.).

Preventing Political Violence against Women in Elections: Applicants should specify how activities will address the unique vulnerabilities for violence that women may experience during the electoral process, both in public spaces such as polling sites and in private spaces such as the home.

Note: Applicants should read this NOFO in its entirety before writing their proposal, and should refer to the full Evaluation Criteria provided in Section VIII 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 accepted under this announcement:

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.

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; coast guards; border guards; customs authorities; highway police; reserve or local security units; civil defense units; national guards, 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 have some degree of affiliation and/or sponsorship arrangements with 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 civil society organizations interested in elections.

Electoral Violence: A sub-type of political violence consisting of any coercive, threatening, or physically violent act whose objective is to influence an electoral process or its outcome.

Pre-election Phase: Phase of the electoral cycle consisting of both **The Long Run up to Electoral Events** (from 18 months to 90 days prior to Election Day) and **The Campaign's Final Lap** (three months prior to Election Day up to Election Day). During this phase voting registration typically occurs, authorities finalize (or completely overhaul) electoral regulations, and electoral administrators make preparations such as training staff, procuring materials, determining polling unit locations and setting up polling units, pre-positioning and securing voting materials, deploying election workers, and pre-positioning security assets charged with providing security on polling day. Political parties register and select candidates for all administrative levels and engage in campaigning.

Election Day(s): Phase of the electoral cycle when voting takes place. Election day(s) operations include tasks associated with facilitating voting such opening polling units, verifying voter identities, and ensuring voting privacy.

Post-election Phase: Phase of the electoral cycle after Election Day(s) when election officials tabulate ballots and certify results, election administrators announce results, and electoral stakeholders (e.g., voters and candidates) file election disputes over violations of election procedure. Following the announcement and confirmation of results, winning candidates may form coalitions.

Electoral Security: Protection of electoral stakeholders (e.g., voters, candidates, poll workers, media and observers); electoral information (e.g., vote results, registration data, and campaign materials); electoral facilities (e.g., polling stations and counting centers); and electoral events (e.g., campaign rallies) against death, damage or disruption in the pre-election phase, on Election Day(s), and in the post-election phase.

Electoral Security Strategy: Broad framework that outlines stakeholders' roles and responsibilities for responding to identified electoral security risks.

Electoral Security Plans: Determination of specific actors and institutions responsible for implementing specific electoral security tasks (e.g., protection of electoral stakeholders, information, facilities, or events) at specific locations during specific phases of the electoral cycle.

Electoral Security Actors: Institutions, organizations, and individuals involved with organizing and/or implementing electoral security procedures, including the electoral management body (HNEC in Libya), police, military, and relevant ministries.

Electoral Security Providers: Formal and informal actors tasked with providing physical security during the electoral process, such as candidate protection and security for physical election sites and assets (e.g., polling units).

Electoral Security Stakeholders: State, non-state, international organization, and individual actors that play some role in electoral conflict, security, or mediation.

II. MEASUREMENT OF RESULTS

Applicants shall provide a logic model or a theory of change to demonstrate how the proposed project (including activities, the project design, and the surrounding context) will achieve the stated objectives. The logic model or theory of change 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/theory of change 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 to Three
Estimated Total Program Funding:	\$3,000,000
Estimated Award Ceiling:	\$3,000,000
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 \$3,000,000 in Peacekeeping Operations (PKO) funds for approximately 1-3 awards 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 in close coordination with NEA/AC, LEO, the Bureau of Near Eastern Affairs' Office of Maghreb Affairs, CSO, and PM to adjust activities as needed throughout the duration of the program in response to shifting political and security conditions in Libya, and developments in the UN political process. 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 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.

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.

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 and must address one or both lines of effort described in Section 1. Funding Opportunity

Description. 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 or theory of change to demonstrate how the proposed project (including activities, the project design, and the surrounding context) will achieve the stated objectives. The logic model or theory of change 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 August 7, 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 20, 2018. Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application. NEA/AC reserves the right to award funding to applicants under this announcement for a period of up to two years after the announcement's close date.

B. REPORTING REQUIREMENTS

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

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

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

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

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

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.