

**U.S. DEPARTMENT OF STATE
BUREAU OF COUNTERTERRORISM
Notice of Funding Opportunity**

Funding Opportunity Title: Counterterrorism Legislative Rapid Response Teams

Funding Opportunity Number: SFOP0008178

Deadline for Applications: July 13, 2021

Assistance Listing Number: 19.701

Total Amount Available: \$493,827

Deadline for Receipt of Questions: June 11, 2021, 5:00pm EST

A. PROGRAM DESCRIPTION

The Bureau of Counterterrorism (CT) of the U.S. Department of State announces an open competition for organizations to submit application to oversee the convening and management of a multi-disciplinary, legislative rapid response team (LRRT) to provide knowledgeable guidance to host countries as they develop or reform laws, legislative frameworks, and/or legal procedures relevant to counterterrorism and aligned with internationally established good practices and accepted human rights standards.

Changing circumstances and shifting priorities frequently lead countries to request assistance from the U.S. government in fashioning legal frameworks for their counterterrorism efforts. Strategic consideration and approaches to legal reform through legislation benefit from multi-disciplinary guidance and input. The LRRT will serve as a flexible cadre of experts willing to deploy at the invitation of host countries to act as consultants and engage key stakeholders in developing strategic and thoughtful approaches to designing or reforming counterterrorism laws as well as other laws and legal procedures that impact counterterrorism equities. The delivery of assistance is considered 'rapid response' in that smaller subsets of the LRRT (advisory teams) will be deployed with relatively short notice (four to six weeks) and expected to engage with host country stakeholders consistently over an initial period of seven to fourteen days. Unless circumstances prevent in-person engagement, the advisory team is expected to travel to engage with key stakeholders within the host country and to support their efforts to develop a country-specific strategy and implementation plan for the enactment and/or reform of counterterrorism-related legislation.

At the invitation of host countries, the implementing grantee will be notified by CT of the identity of each host country and provided with information regarding the nature of assistance sought. As each advisory team is selected for deployment, the implementer will assist the advisory team in customizing and refining the approach and format of consultations and guidance based upon the unique circumstances of the host country.

This will be a cooperative agreement with substantial involvement by CT. The selected implementer will be responsible for carrying out the following activities to prepare the LRRT for deployment and to facilitate longer-term guidance:

1. *Identify and invite a multidisciplinary team of subject matter experts with demonstrated knowledge and expertise in counterterrorism law, legislative drafting, and/or legislative reform that is able to travel worldwide upon short (3-4 week) notice for 7-10 day deployments.*

2. *Collaborate with subject matter experts to identify and facilitate the creation of basic approaches and formats for structuring the delivery of guidance during deployments and accomplishing the above-stated objectives of assistance, in both short-term and longer terms.*
3. *Develop methodology by which advisory teams will be selected once host countries are identified by CT.*
4. *Create contextual materials and prep advisory team, including an analysis of existing legal frameworks potentially impacting the indicated focus area of counterterrorism as well as a gender analysis, examining how gender inclusion and impact considerations will be incorporated into consultative and strategic process.*
5. *Arrange travel and draft meeting agendas and strategic documents in coordination with CT and embassy in host country.*
6. *Provide after-action reports based upon the substance of advisory team interactions with host country stakeholders and facilitate methods in which guidance and assistance can continue (over subsequent 4-6 months) in coordination with advisory teams and with consideration of host country preferences.*
7. *Provide strategic analysis examining the impact of the structured engagements and recommendations for future engagements, including opportunities and challenges.*

Note: In preparing for deployments, implementer will work closely with relevant U.S. government personnel and staff at the U.S. embassy in the host country to understand circumstances of requested assistance, to coordinate initial briefing between implementer and embassy, and to establish specific requirements, agendas, and plans for each structured engagement. If circumstances do not permit safe travel, implementer will coordinate with U.S. embassy personnel and to arrange virtual alternatives.

Priority Country or Region: Although this program is global in scope, priority regions include West Africa, South America, Central Asia, and Southeast Asia.

Program Objective: The primary objective of this project is to provide knowledgeable guidance to host countries as they develop or reform laws, legislative frameworks, and/or legal procedures relevant to counterterrorism and in accordance with internationally accepted human rights standards. Expected outputs for advisory team deployments include but are not limited to (1) strategic analysis of relevant existing counterterrorism legal resources and frameworks; (2) identification of opportunities and challenges that may impact development or expansion of legal resources; and (3) guidance for methods of addressing opportunities and challenges according to the host country's existing legal framework and with consideration of the host country's preferences and circumstances.

Participants and Audiences: Audience consists of seven to ten countries (TBD) that indicate a willingness to consider development or reform of their legal frameworks and legislation related to counterterrorism and who agree to strategic guidance through structured, consultative engagement. Anticipated participants include but are not limited to key stakeholders such as legislators and their staff, ministry officials, and local civil society interlocutors.

B. FEDERAL AWARD INFORMATION

Length of performance period: 18 to 24 months
Number of awards anticipated: One
Total available funding: \$493,827
Type of Funding: NADR/ATA
Anticipated program start date: No later than September 2021

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement.

Program Performance Period: Proposed program should be completed in two years or less, although no-cost extensions may be considered based upon extenuating circumstances.

Optional: The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions and academic centers
- Public International Organizations (PIOs) and Governmental Institutions

Cost Sharing or Matching: N/A

Other Eligibility Requirements

In order to apply, each applicant must be registered in www.SAM.gov before submitting its application and provide a valid DUNS number (Data Universal Numbering System/DUNS number from Dun & Bradstreet) in its application. Please see Section D.3 for information on how to obtain these registrations.

Separate application packages must be submitted if the applicant is submitting more than one proposal.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at SAMS Domestic.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

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

- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. **Mandatory application forms**

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

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

3. **Proposal (12 pages maximum, excluding title page, table of contents, attachments, mandatory application forms):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Table of Contents:** Lists application contents and attachments and the page number they can on which each begins.
- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the relevant U.S. embassies and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Program Goals:** The highest-order outcome or end state to which a program, project, process or policy is intended to contribute.
- **Program Objectives:** A statement of the condition or state one expects to achieve toward accomplishing a program, project, or process goal. These should be SMART (Specific, Measurable, Achievable, Relevant, and Timebound).
- **Program Activities:** A specific action undertaken over a specific period of time through which inputs are mobilized to produce specific outputs. An activity can be a sub-component of a program, project, or process.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model, as appropriate, which is a rigorous methodology used for program or project design that focuses on the causal linkages between project inputs, activities, outputs, short-term outcomes, and long-term outcomes. It is a visual representation that shows the sequence of related events connecting a planned program's objectives with its desired outcomes.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles, responsibilities, and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Hosts:** List the names and type of involvement of key host organizations and sub-awardees.
- **Program Monitoring Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure

they are happening in a timely manner? The successful applicant will be required to use CT-provided Performance Monitoring Plan (PMP) template and report against selected indicators on a quarterly basis.

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

5. Gender Analysis: Proposal must include a gender analysis that demonstrates how, for each deployment, the proposed program will account for the different ways in which it might impact, and be impacted by, different genders, as well as identifies challenges and opportunities for narrowing gender inequalities in program implementation. This should be a standalone document rather than a section of the proposal narrative.

6. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- Gender Analysis
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.

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

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

4. Submission Dates and Times

Applications are due no later than 5:00 p.m on 07/13/2021

5. Funding Restrictions

Funding is subject to national policy requirements, or vetting, such as Leahy or RAM or SPOT.

6. Other Submission Requirements

All application materials must be submitted electronically through www.Grants.gov or SAMS Domestic.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. Criteria are listed in order of importance.

Quality and Feasibility of the Program Idea:

- The proposal responds to the NOFO.
- The proposal exhibits originality but is feasible.
- The program idea is well developed, with detail about how program activities will be carried out.
- The proposal includes a reasonable implementation timeline.
- The proposal directly connects proposed activities with the desired outcomes (goals and objectives).

Program Planning/Ability to Achieve Objectives:

- The proposal provides a detailed work plan of proposed project activities (including those enumerated in the Program Description section) and includes a clear articulation of how these activities will contribute to or align with the overall project's goals and objectives.
- The project activities articulated in the proposal are specific, measurable, attainable, relevant, and time bound (SMART).
- The proposal addresses how the project will select and engage relevant subject matter experts to participate on LRRT and collaborate with embassy staff to obtain support from relevant host country stakeholders.
- The proposal includes a contingency plan to account for delays in implementation, achieving project objectives, or other timeline issues, that may be a result of the COVID-19 pandemic and associated travel and movement restrictions.
- The proposal includes a thoughtful gender analysis and reflects its findings in the program design.

Organizational Capacity and Record on Previous Grants:

- The organization has expertise in its stated field and has the internal controls in place to manage federal funds, including a financial management system and a bank account
- The proposal demonstrates an institutional record of previous successfully implemented projects in issues and regions outlined in this NOFO.
- The proposal articulates past performance and experience in working on legal reform in in various legal systems
- The proposal clearly defines the roles and responsibilities of primary staff under this project and relevant counterterrorism and legal reform expertise.

- The proposal describes the division of labor among the recipient organization and potential implementing host organization(s) and identifies local host organization(s) that would assist with implementation, where appropriate.

Cost Effectiveness:

- The administration of the proposal budget, including salaries and honoraria, are explained and justified for the work involved.
- Proposed costs are reasonable and necessary and linked to program objectives and demonstrate efficient use of U.S. Government funds.
- Contingency plan demonstrates efficient use of U.S. Government funds.
- The budget justification is detailed.
- Costs are reasonable in relation to the proposed activities and anticipated results.
- The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Project Monitoring Plan:

- The Monitoring Plan includes narrative explaining how monitoring will be carried out and who will be responsible for monitoring activities (including potential contracted experts, if applicable).
- The Monitoring Plan provides realistic methods for measuring changes that can be correlated with project implementation. These methods may include pre/post testing of assistance recipients or target audiences, and public perception polling.
- The Monitoring Plan includes a logical framework that sequentially maps how project activities are expected to produce results.
- The Monitoring Plan includes gender-specific indicators as well as sex and age disaggregation of indicator.

Sustainability of Impact:

- Clearly delineates how objective of supporting potential for sustainable impact is integrated into deployment strategies.

2. Review and Selection Process

A review committee will evaluate all eligible applications. CT will conduct a merit review of all eligible applications as outlined in this NOFO. Applications will be reviewed by an independent review panel consisting of qualified subject matter experts from other Department of State bureaus and offices, U.S. Embassies, or other U.S. Government agencies. Final approval resides with the Department of State Grants Office.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

The successful applicant will receive notification within approximately nine to twelve weeks of the closing of this announcement. Time to award will depend on date of NOFO close and availability of funding. The U.S. Department of State is under no obligation to fund any of the proposals submitted under this funding opportunity.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Furthermore, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: The Department has mandated PMS to be the sole electronic payment method for domestically awarded Federal financial assistance to U.S.-based organizations where the recipient is expected to receive multiple payments. PMS is not usually used for awards where the recipient will receive a single lump-sum payment.

2. Administrative and National Policy Requirements

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

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)

- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

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

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950);
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. At a minimum, written quarterly financial and program reports should be sent to CT's reporting mailbox at ctprogramsreporting@state.gov, the GOR, and uploaded to SAMS. The grant recipient agrees to use CT's program reporting template, describing key activities undertaken during the reporting period towards accomplishment of the state objectives. The award document will specify how often these reports must be submitted.

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

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

G. FEDERAL AWARDING AGENCY CONTACTS

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

ParkinsonI@state.gov

Questions and Answers or FAQ will be posted on SAMS Domestic.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit hosts that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA.

Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S.

Embassy. It also includes in-kind contributions such as volunteers' time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.