

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY IN KOSOVO
Notice of Funding Opportunity**

Funding Opportunity Title: Managing American Corners Kosovo Grants

Funding Opportunity Number: PAS-PRISTINA-FY20-07

Deadline for Applications: June 20, 2020

CFDA Number: 19.040 -- Public Diplomacy Programs

Total Amount Available: n/a

Deadline for pre-application questions: June 1, 2020

A. PROGRAM DESCRIPTION

The U.S. Embassy in Kosovo announces an open competition for organizations to submit applications to manage the U.S. Embassy grants for American Corners in Kosovo. Please carefully follow all instructions below.

Priority Region: *Kosovo*

Program goal and description:

The goal of this Notice of Funding Opportunity (NOFO) is to solicit a non-government organization to manage U.S. Embassy in Kosovo's financial support in the form of grants for our American Corners in Kosovo. In brief, there are three (3) American Corners in Kosovo now, and they each receive from two to four small grants per year.

Organizations should propose a simple US dollar percentage-based financial proposal of what they plan to charge to manage grants on behalf of American Corners.

In general, applicants should bear in mind that they will perform two major tasks:

- manage grants on behalf of American Corners. In brief, this means making sure budget is spent on time and according to the grant proposal.
- procure goods and services on behalf of the Corners. In brief, this means being able to purchase goods and services through various channels, including printed and online books and other resources from the United States.

American Corners staff will have full control over their budget, and no spending will be made without their prior approval. In brief, this means that if there is a need to change or modify an item, American Corner staff should approve before purchasing. A concrete example can be an electronic device (PC) that may no longer be available on the market, and needs to be replaced by another similar item.

Applicants should have:

- The capacity to purchase online and offline. Should be able to purchase through online platforms in Kosovo and U.S. E.g. may include purchasing kindle books directly from amazon, or adding credits to American Corners' social media (e.g. Facebook) so that they are able to promote and boost their events and activities.
- The staff capacity to support both financial management of grants, and logistical capacities for purchasing goods and services. In terms of services, applicants should build and develop a database of speakers and experts they hire on behalf of American Corners.

- The dedicated staff to properly address the needs of all three American Corners.
- The ability to award sub-grants to other organizations if/when requested by the U.S. Embassy or American Corners.
- Established rules and regulations regarding avoidance of conflict of interest in conducting business.
- The ability to handle cash payments.
- Staff that speak English, Albanian, and Serbian.
- The willingness and ability to travel across Kosovo, including the northern part of Kosovo, where one of our American Corners is located.

In the financial proposal in the form of percentage as stated above, applicants should also budget for the time they need to spend communicating, meeting, and reporting regularly to each American Corner, and to the U.S. Embassy's contact person. Depending on the type of grant, the Embassy can request narrative and financial reports from quarterly reports to only one final report per grant.

Once received the grant, the selected applicant should expect to develop a Standard Operating Procedure to manage the American Corners grants. This SOP should be based on the grant agreement and the selected applicant's established rules. The SOP should be developed in cooperation with the American Corners' staff and the U.S. Embassy's contact person.

Background on American Corners

American Corners in Kosovo are small American-style libraries jointly sponsored by the Public Affairs Section of the U.S. Embassy in Kosovo and local libraries. The mission of the American Corner program is to promote mutual understanding between the people of Kosovo and the people of the United States. American Corners provide access to current, reliable information about the United States through book collections, the Internet, and local programming.

There are three American Corners in Kosovo:

- American Corner Pristina, located at the National Library of Kosovo in Pristina. Link: www.pristina.ackosovo.com
- American Corner Prizren, located at the Public Library of Prizren in Prizren. Link: www.prizren.ackosovo.com
- American Corner Mitrovica, located at the Public Library in Mitrovica North, in Mitrovica North. Link: www.mitrovica.ackosovo.com

All American Corners in Kosovo provide free membership and information to the general public about the United States through their rich and diverse resources, such as books, DVDs, magazines, databases, free internet access, etc. They also provide a wide range of programming and activities, such as: creative do-it-yourself activities; English language learning; teachers' workshops; webinar sessions on English language teaching and learning; English courses for journalists; poetry sessions; presentations related to U.S. holidays, culture, geography, politics, etc., observation of international days, movie nights, girls clubs, conversational clubs, game days, summer camps, information sessions on grants and educational exchange opportunities, etc.

Example of an American Corner's yearly budget. (Note: \$ amounts are approximate). The purpose of this example is to give applicants an overview of the scale of the budget they are expected to manage and programs and logistics they will support.

American Corner XY	
DESCRIPTION	Funds Requested
General Strategic Programming	
Introduction to Making Skills Two co-facilitators: 12 full day sessions	\$ 3 500
Designing With Textiles (advanced) Two co-facilitators: 14 full day sessions	\$ 4 000
DreamBuilder: Empowering Women Entrepreneurs One trainer: 12 sessions	\$ 1 500
Future Leaders Debate One trainer: 7 sessions	\$ 300
Local Youth TechCamp (Two-Day) Accommodation: 50 participants	\$ 10 000
General Programming Subtotal	\$ 19 300
Counter-Disinformation Programming	
Media Literacy Program (duration 1 year)	\$ 50 000
Counter-Disinformation Programming Subtotal	\$ 50 000
Technology	
Cricut Maker x 2	\$ 800
Embroidery Machine (x2)	\$ 1 200
Embroidery Thread Kit	\$ 50
Sewing machines (three) X 3	\$ 500
Sewing bobbins (packs)	\$ 50
Machine needles (two packs)	\$ 50
3D Printing pen (5)	\$ 200
Cables for digital equipment	\$ 300
Internet contract for one year (including expanding bandwidth)	\$ 2 500
iPads	\$ 2 000
3D Printer	\$ 1 000
Technology Subtotal	\$ 8 650
Multimedia	
Promotional materials	\$ 1 000
Magazine/journal subscriptions - by US publishers (renewal)	\$ 800
Books	\$ 2 000
Films	\$ 1 000
Website hosting for 3ACs website and activity reporting x 5 years	\$ 1 000

Multimedia Subtotal	\$ 5 800
Design and Furnishing	
New shelves and decorations	\$ 5 000
Design and Furnishing Subtotal	\$ 5 000
Building Expenses and Renovation	
Renovation of the MakerSpace	\$ 30 000
Building Expenses and Renovation Subtotal	\$ 20 000
Summary	
General Programming	\$ 19 300
Counter Disinformation Programming	\$ 50 000
Technology	\$ 8 650
Multimedia	\$ 5 800
Design and Furnishing	\$ 5 000
Building Expenses and Renovation	\$ 20 000
Total Request	\$ 108 750

Participants and Audiences:

Three (3) American Corners in Kosovo. American Corners' staff range from one two three staff per Corner. Applicants should bear in mind that all American Corners operate within local libraries, which often are involved in Corners' program implementation.

Applicants should visit all American Corners online presence to get familiar with the scale of their programs so that they are able to better allocate and budget for their resources.

B. FEDERAL AWARD INFORMATION

Length of performance period: 1 year

Number of awards anticipated: 1 award

Award amounts: awards may range from a minimum of \$n/a to a maximum of \$n/a

Total available funding: \$n/a

Type of Funding: FY20 Smith Mundt Public Diplomacy Funds

Anticipated program start date: July 2020

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement.

Roles and Responsibilities:

The U.S. Embassy in Kosovo

- Provide financial support to American Corners
- Clear all consolidated resource lists (books titles, games, movies, magazines and similar items of any type and form) before they enter American Corners' shelves

- Approve any subaward, and approve any processes related to it such as moving from one phase to the other.

American Corners in Kosovo

- Manage their programs and grants in cooperation with the selected NGO
- Propose funding proposals to the Embassy
- Feed the NGO with narrative reports on programmatic implementation of their activities

Local Implementing Partner (NGO)

- Manages grants and subawards on behalf of American Corners in Kosovo
- Make sure to award subawards in line with the Department of State Standard Terms and Conditions detailed below under 2. *Administrative and National Policy Requirements*
- Manages all purchased (goods and services) authorized by American Corners staff
- Make sure goods and services provided are offered in a timely manner and at locations designed by American Corners.
- Meet regularly with American Corners staff and advise them on grant procedures and spending as needed
- Maintain a database of prices for items, contractors, experts, speakers for future reference
- Maintain a database of all property items purchased on behalf of American Corners.
- For cost effectiveness, consolidate purchases for American Corners when possible
- Consolidate American Corners funding proposals to be submitted to Embassy, while preserving each American Corner financial privacy.

Program Performance Period: Proposed programs should be completed in 1 (one) year. 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

1. Eligible Applicants

The following organizations are eligible to apply:

- Local (Kosovo) not-for-profit organizations, including think tanks and civil society/non-governmental organizations

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Applicants are only allowed to submit only one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

D. APPLICATION AND SUBMISSION INFORMATION

1. 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 A4 paper, and
 - All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.
 - Application submitted in a zip format or through a cloud service will be rejected.

The following documents are **required**:

1. Mandatory application forms

1. Mandatory application forms (to download forms, copy and paste links below in your browser)

- SF-424 (Application for Federal Assistance – organizations) at https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf
- SF424A (Budget Information for Non-Construction programs) at: <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
- SF424B (Assurances for Non-Construction programs) at: <https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>
- Instructions how to fill out these forms can be found here: <https://www.grants.gov/web/grants/forms/sf-424-family.html>

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

- **Proposal Summary:** Short narrative that outlines the proposed plan to manage American Corners grants.
- **Introduction to the Organization:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Program Activities:** Describe the organization's capacities to manage grants, and proposed plans to effectively manage American Corners grants and sub-awards.

- **Program Methods and Design:** A description of how the organization plans to communicate with American Corners and with the Embassy regarding American Corner grant management.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the grant activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

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. Attachments :

- 1-page CV or resume of key personnel who are proposed for the program
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.

2. 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 (except individuals) 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@dls.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.

3. Submission Dates and Times

Applications are due no later than June 20, 2020

4. Other Submission Requirements

All application materials must be submitted by email to PristinaGrants@state.gov.
Important note: Email subject line should include this element: **PAS-PRISTINA-FY20-07 – American Corner Grant Management.**

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

- **Quality and Feasibility of the Program Idea:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.
- **Organizational Capacity and Record on Previous Grants:** The organization has staff expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.
- **Program Planning:** Planning is clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
- **Budget:** The budget justification is detailed. Costs are reasonable in relation to the anticipated grant management tasks and overhead. The budget is realistic, accounting for all necessary expenses to achieve proposed management tasks.
- **Monitoring and evaluation plan:** Applicant demonstrates it is able to measure program success.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

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

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

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

Payment Method: Payment shall be tied to program milestones or disbursed on an as-needed basis. Automated Clearing House Electronic Funds Transfer (ACH/EFT) method will be used for all payments.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: PristinaGrants@state.gov.

Questions and Answers will be posted on the same website where this NOFO is posted. Deadline for pre-award questions is June 1, 2020

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 partners 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.