

**U.S. Department of State
Bureau of Near Eastern Affairs
Office of Assistance Coordination**

Catalog of Federal Domestic Assistance (CFDA) Number: 19.600

Supporting Libya's Legislative Priorities

Opportunity Number: *SFOP0004340*

Key Information:

Announcement Type	New
Date Opened	April 10, 2018
Questions & Intent to Apply Due (Section VI.I)	May 10, 2018
Application Deadline	June 12, 2018
Expected Date of Notification (Section VI.A)	August 1, 2018
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Funding Opportunity Synopsis:

Project Synopsis:

Libyans involved in the legislative process need additional experience, capacity, and skills to effectively set a legislative agenda and carry out legislative functions. Because multiple electoral events are expected to occur over the next year, the need for a functioning legislature is immediate: lawmakers must move quickly to approve electoral laws. Furthermore, a new parliament that will be formed following elections will need to capably exercise its functions. Funding under this announcement will build on prior support to Libya's legislative bodies through continued technical training and assistance to Libyan legislators and professional/permanent staff who will remain in their positions supporting legislative function regardless of leadership changes. The project will be measured against its ability to effectively train legislative members and staff to provide them with the tools and skills necessary to draft, consult and approve legislation in order to tackle Libya's immediate legislative priorities. This project ties directly into the primary U.S. foreign policy objective in Libya of supporting the country's political transition with the goal of building a legitimate and accountable government.

Eligible Countries and Territories:

In this announcement, we seek to support projects in Libya for this opportunity though, due to security constraints, program support and activities may be conducted from a regional country such as Tunisia. **Please note: Applications that focus on activities in countries and territories other than those discussed will not be considered.**

All applications must be submitted in English. Applicants may submit only one application. Complete information on how applicants can submit proposals for this opportunity can be found in Section IV below.

Background Information about 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.

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I. FUNDING OPPORTUNITY DESCRIPTION

More than two years after the signing of the UN-Sponsored Libyan Political Agreement (LPA) on December 17, 2015, the political reconciliation process in Libya continues to face challenges from spoilers. The House of Representatives (HoR) has not formally recognized the Government of National Accord (GNA) and has stalled critical legislation in part because HoR members do not meet regularly, are unable to get quorum, and lack the capacity to form coalitions.

With multiple electoral events projected for 2018-2019, however, supporting the passage of key legislation and continuing training for legislators is critically important to bolstering the political transition. The Bureau of Near Eastern Affairs Office of Assistance Coordination (NEA/AC) announces a Notice of Funding Opportunity (NOFO) for a project designed to train and build the capacity of Libyan legislative bodies to more effectively carry out their legislative functions.

Previously, NEA/AC has provided support to fund technical assistance and training to legislative staff within various ministries of the GNA and developed a legislative agenda, legislative drafting manual, and legislative training modules. This funding opportunity will build on past programming by working with additional Libyan legislative bodies and expanding the nature and type of training and assistance beyond legislative drafting to include capacity building. **The project will be closely coordinated with and complementary to USAID's ongoing legislative strengthening program implemented by the National Democratic Institute.**

Problem Statement:

Libyans involved in the legislative process need additional experience, capacity, and skills to effectively carry out legislative functions and a legislative agenda. Committees in the House of Representatives, for example, struggle to meet regularly and come to consensus on key legislative issues. Given recent developments in Libya, the need for a functioning legislature is even more immediate. Because elections are anticipated to occur in 2018-2019, Libyan lawmakers and staff must move quickly to draft and approve key electoral laws. Furthermore, given that a new parliament will likely be formed following elections, newly elected legislators and staff will need additional capacity building to meet their duties.

Achievable Objectives:

Providing the necessary training, technical assistance, and capacity building to Libyan legislators and staff will not only prepare them (and any successor legislators) to undertake their legislative responsibilities and boost credibility, but also to tackle the pressing legislative needs ahead of and following anticipated electoral events.

NEA/AC seeks proposals that will build on prior support to the legislative process towards the following objectives:

1. Address capacity-building needs of Libyan legislators and staff to effectively carry out their day-to-day roles and responsibilities, and engage with other state institutions.
2. Empower and enable Libyan legislators and staff to implement a legislative agenda, conduct legislative drafting, and pass key legislation.
3. Build confidence among Libyans regarding the credibility and viability of the GOL's legislative bodies.

Project Design:

Successful applications shall support the above objectives through activities designed to:

1. Enhance Libyan legislative bodies' ability to conduct day-to-day operations such as proper office and staff management; scheduling and time management; internal and external communication, etc.
2. Enable Libyan legislative bodies to carry out legislative functions through skills building in areas such as research and analysis; legislative drafting; legislative procedures; negotiation skills; coalition-building, etc.
3. Increase public outreach by Libyan members, legislators, and staff to increase visibility of their work; demonstrate progress; and incorporate public opinion into the legislative development process.

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).

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.

The following are **definitions** accepted under this announcement:

Capacity Building:

The United Nations definition of capacity is ‘the ability of individuals, institutions, and societies to perform functions, solve problems and set and achieve objectives in a sustainable manner.’ We define capacity building as any activities designed to enhance the capacity of GOL officials and staff such as through training and technical assistance.

Libyan Legislative Bodies:

This is broadly defined as any branch of government or institution that is recognized by the U.S. government at the time of the activity.

Key Deliverables:

Achieving the goals and objectives of this award will be measured by, but are not limited to, the following:

1. GOL legislative bodies develop (or update) and utilize standard operating procedures, a communications strategy, and an external communications plan for engaging with other state institutions and stakeholders.
2. GOL legislators and staff demonstrate enhanced skills through appropriate measures; and develop (or update) and utilize rules of procedure, a legislative agenda, and an action plan for passing key legislation, including the constitutional referendum law and electoral law.
3. Increased public outreach sessions and development of a feedback loop by GOL legislative bodies to meet with constituents and incorporate public opinion into the legislative process.

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 MEPI 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.

SUBSTANTIAL INVOLVEMENT

NEA/AC shall be involved in the program and management performance of cooperative agreements issued under this NOFO through consultation and technical collaboration on specified program activities.

NEA/AC Responsibilities

Examples of NEA/AC responsibilities for a cooperative agreement may include:

- Vetting of potential activities and/or project beneficiaries;
- Collaboration in establishing annual program objectives and approval of an annual work plan;
- Collaboration in assessing progress and identifying issues that might affect the success of the program;
- Collaboration in the creation of any training materials.

II. AWARD INFORMATION

Funding Mechanism Type:	Cooperative Agreement
Estimated Number of Awards:	1
Estimated Total Program Funding:	\$1,000,000
Estimated Award Ceiling:	\$1,000,000
Estimated Award Floor:	\$750,000
Cost-Sharing or Matching:	Encouraged; not required
Length of Project Period:	Up to 24 months

Contingent on the availability of funds, approximately \$1,000,000 in Economic Support Funds for one cooperative agreement will be awarded through this announcement. If selected to receive an award, an applicant may be awarded funds for up to two years depending on the activities proposed. 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.**

III. ELIGIBILITY INFORMATION

All applications 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. Nothing can be added to an application once it has been submitted and the competition deadline has passed.

A. ELIGIBLE APPLICANTS

NEA/AC is committed to an anti-discrimination policy in all of its programs and activities. NEA/AC welcomes applications irrespective of an applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We encourage applications from organizations working with underserved communities, including women, people with disabilities, and youth.

B. ELIGIBILITY REQUIREMENTS

B.1 Prime Applicant

Eligible applicants include:

- U.S. or foreign
 - o non-profit organizations;
 - o For-profit organizations;
 - o Private institutions of higher education;
 - o Public or state institutions of higher education;
 - o Public international organizations;
 - o Small businesses with function and regional experience in the areas described below.

To be considered for funding under this opportunity, applicants SHALL:

- Meet ALL of the registration requirements listed in *Sections B.2 and B.3* below.
- Meet any requirements listed as MANDATORY in *Section C, Additional Eligibility Considerations*, below.

Additionally, applicants shall have the organizational capacity to implement program components in the MENA region. Applicants shall also have experience in conducting risk assessments and monitoring and evaluating programs and sub-recipients in order to document and assess the short- and long-term outcomes of proposed projects.

Additionally, applicants shall:

- Demonstrate expertise in NEA/AC's strategic focus areas of legislative strengthening and a strong understanding of related needs in Libya.
- Demonstrate capacity to operate an assistance management program of multiple and diverse activities in Libya.
- Demonstrate experience managing and monitoring a significant number of sub-recipients and/or direct assistance projects. Applications must clearly outline this experience, including total volume (total dollar amount, number of partners, and number of projects), size and length of sub-awards managed, and geographic and thematic focus. If the applicant has provided capacity-building support to sub-recipients, please indicate the type of support. A sample sub-award risk assessment and monitoring plan, and sub-award policy/manual, must be provided as part of the proposal.
- Demonstrate in the program and budget narratives how the assistance mechanism will be managed, monitored and evaluated to ensure compliance with the project objectives and Federal regulations. (The successful applicant will be responsible for overseeing the implementation of all sub-recipients, and/or other direct assistance to ensure completion of activities, programmatic efficacy, institutional strengthening, and financial propriety.)
- Demonstrate the ability to involve local partners.

To apply for NEA/AC (Federal) funding organizations, whether based in or outside the U.S., applicants 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).

B.2 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:

1. Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
2. 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.

B.3 System for Award Management (SAM)

SAM.gov 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 organization's account expires, the organization cannot submit a grant application until it is renewed.**

To create a new account, please follow the steps below:

1. Go to <http://www.sam.gov>.
2. 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.
3. 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

C.1 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.

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.

IV. 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 one application.** Please refer to [Section B](#) below for additional submissions guidance and requirements.

NOTE: Applications that do not include all the required documentation described in [Section A.1](#) below will not advance past the Technical Eligibility Review stage. Further, applications that exceed the allowable page limits will not be reviewed beyond the allowable limit. **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, SF-424a, and SF424b):

Applicants must complete all three forms online to be considered for funding.

Guidance on how to complete the SF-424 and SF-424a is provided in Appendix 3.

In addition to following all guidance outlines below regarding application materials, applicants are strongly encouraged 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 10 pages**. More details on preparing the Project Narrative are provided in Appendix 3. **Applicants are strongly encouraged to review Appendix 3 before preparing their Narrative.**

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. This section **may be no longer than 3 pages.**

Security Safeguards and Risk Mitigation Summary:

The Security Safeguards and Risk Mitigation Summary 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. The narrative describes 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. There is a **3 page limit** for this section of the application.

Contingency Plan:

The Contingency Plan should highlight potential challenges and limitations to project implementation in the operating environment and propose contingency plans should program activities be impacted. There is a **1 page limit.**

Monitoring and Oversight Summary:

The Monitoring and Oversight Summary should explain how the applicant plans to effectively monitor and provide oversight of project activities inside of Libya to include method, frequency, and corrective action policies and procedures. There is a **2 page limit** for this section of the application.

Negotiated Indirect Cost Rate Agreement: **NOTE: This item is required only IF applicable.** 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.

A.2 Optional Documents

Applicants may submit additional documents for consideration with their application. These documents are not required and there is a **15 page limit** for this section of the application. Below are examples of some additional documents an applicant may wish to submit.

- **Professional bio for lead project personnel in applicant and partner organizations:** Summary professional information may be included within the project narrative or as a separate document included in the optional documents of the application.
- **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.
- **Work Plans, Project Timeline, and/or Calendar of Activities:** A work plan is a detailed list of proposed activities, milestones, and approximate dates. Applicants may choose to include a work plan, project timeline, and/or calendar of proposed activities.

A.3 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. In addition, applicants are strongly encouraged to include a Table of Contents with their submission.

Adhering to the standards outlined above will help to ensure the accurate submission of the document. Failure to comply with these requirements may affect the successful transmission and consideration of an application.

B. SUBMITTING AN APPLICATION

Applicants must submit their application electronically using either [Grants.gov](https://www.grants.gov) OR [State Assistance Management System \(SAMS\) Domestic](https://www.sam.gov). The applying organization must have an account with SAMS Domestic and the system requires an active SAM.gov registration and a UEI. **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 the system. It is the responsibility of the applicant to monitor its application to ensure that it is successfully received and validated.

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.**

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](https://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.

C. SUBMISSION DATES AND TIMES

Applications must be time stamped before 17:00:00 eastern time (ET) on **June 12, 2018**. **There will be no grace period, and any application not received by the application deadline will not advance to the Technical Review stage.**

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.

D. FUNDING LIMITATIONS, RESTRICTIONS, AND OTHER CONSIDERATIONS

D.1 Awards to Commercial Firms or For-Profit Organizations:

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 must be deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

D.2 Audit Requirements:

Foreign organizations that expend \$750,000 or more in a fiscal year in Department of State 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

D.3 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.

V. APPLICATION REVIEW AND SELECTION PROCESS

A. APPLICATION EVALUATION CRITERIA

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

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.
- 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.
- Feasibility: The applicant proposes activities that are feasible, and are also practical, 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 Plan: The applicant articulates programming assumptions and potential challenges to project implementation and proposes contingency plans.
- Division of Labor: The application describes the division of labor among the applicant and any partners.
- Marginalized Populations: The applicant identifies and addresses support for marginalized populations in all proposed activities and objectives and provides specific means for their inclusion.

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 (e.g., legislative strengthening).
- 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.
- Applicant and/or partner staff have relevant language competencies.

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 management, monitoring, and evaluation.
- 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 Economic Support Fund grants. Applications will be screened initially to determine whether applicants meet the requirements and priorities outlined in [Part I](#); meet the eligibility requirements outlined in [Part III](#); and submitted the required documents outlined in [Part IV](#). 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 V, Section A](#). Technical 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.

VI. 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 applicants who proceeded passed the Technical Eligibility Review stage about the status of their application by August 1, 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 Progress Reports and a Quarterly Financial Report. Progress Reports 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. Financial Reports 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; 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 APPROVALS AND 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) days prior to any international 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 mark 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.2. **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 sub-awardees receiving funds of \$25,000 or more to <http://www.fsrs.gov>. More information about this requirement can be found at this site.

I. AGENCY CONTACTS

For questions regarding this funding opportunity including: completing an application, financial and grants management issues, or technical matters, contact:

Program Specialist

Ayhan Ucok
nea-grants@state.gov

All questions and a confirmation of Intent to Apply must be submitted in writing to nea-grants@state.gov by May 10 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, and unless specifically indicated, the notification is not mandatory.

The intent to apply is optional and will not be binding.

For questions regarding creating an account 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](#)

II. 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 published 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.