

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY SOUTH AFRICA PUBLIC AFFAIRS SECTION
NOTICE OF FUNDING OPPORTUNITY**

Funding Opportunity Title: 2019 South Africa Mandela Washington Fellow Program Logistics

Funding Opportunity Number: DOS-PTA-201902

Announcement Type: Cooperative Agreement

CFDA Number: 19.022 ECA Overseas Grants

Deadline for Applications: March 12, 2019: 23:59 SAST

Contact:

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726. For assistance with the requirements of this solicitation, please contact the U.S. Embassy South Africa Grants Administrator: PretoriaGrants@state.gov

I. Funding Opportunity Description

The U.S. Embassy South Africa Public Affairs Section, U.S. Department of State (PAS) is pleased to announce a call for proposals for the following project:

The grantee will work cooperatively with the Public Affairs Sections in Pretoria, Durban, Cape Town, and Johannesburg to manage the logistics for participants in the 2019-2020 Mandela Washington Fellows (MWF) Program. MWF started in 2014 as a flagship program of the Young African Leaders Initiative (YALI) that empowers young people through academic coursework, leadership training, and networking. The Fellowship provides 700 young leaders from Sub-Saharan Africa with the opportunity to hone their skills at a U.S. college or university with support for professional development after they have returned home. The grantee will facilitate the following:

- Travel logistics and other related expenses for approximately 46 South African students including domestic travel related to interviews and the pre-departure orientation.
- Logistics and related expenses for a three-day pre-departure orientation (PDO) in Johannesburg including venue selection and payment, and overnight accommodation and meals for participants.
- Domestic logistics and related expenses for 46 students to travel to the U.S. including travel allowance, transportation from home city to departure city, and hotel and meals in departure city if needed. (NOTE: U.S. cooperating agencies will arrange for participants' round-trip international air travel so no travel expenses for international flight need to be included.)
- Return logistics following the program to include a de-brief and reception for all participants.
- Recruitment logistics and support for the 2020 cohort, starting in August, 2019.

II. Award Information

Funding Instrument Type: Cooperative Agreement.

Cooperative agreements are different from grants in that PAS staff are more actively involved in proposal execution and anticipate having moderate to substantial involvement once the award has been made.

Maximum amount for the award: \$40,000

Notional Project start date: May 15, 2019

Notional Project end date: December 31, 2019

III. Eligibility Information

PAS encourages applications from U.S. and South African registered not-for-profit organizations, including civil society/non-governmental organizations with programming experience.

For-profit or commercial entities are not eligible to apply.

PAS encourages applicants to provide cost-sharing from additional sources in support of the project, although cost sharing is not required.

Applicants are only allowed to submit 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.

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and CAGE/NCAGE number, as well as a valid registration on www.SAM.gov. Please see Section IV for information on how to obtain these registrations. For information about SAM registration, please Contact SAM supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for free help. DUNS, CAGE/NCAGE, and SAM registration are all available without a fee.

SAM supporting Federal Service Desk can help with:

- Creating an account
- Assigning roles to an account
- Entity Registrations
- Exclusions
- Searching for data in SAM

IV. 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.

Applications should be submitted by email to PretoriaGrants@state.gov.

Applications are accepted in English only. Final grant agreements will be concluded in English.

Applications must include a detailed budget spreadsheet and budgets must be submitted in U.S. dollars.

All pages must be numbered, and all Microsoft Word documents must be formatted in 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*) at www.grants.gov.
- **SF-424A** (*budget information for non-construction programs*) at www.grants.gov.
- The **SF-424B** (*assurances – non-construction programs*) at www.grants.gov is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.

2. Summary Coversheet: Cover sheet stating the applicant name and organization, proposal date, project title, start and end date of the proposed period of performance, and brief purpose of the project.

3. Federal Assistant Proposal (three pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. A suggested template is provided. You may use your own proposal format, but it must include all the items below:

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives.
- **Introduction to the Organization or Individual:** A description of past and present operations, showing ability to carry out the project, including information on all previous
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.

4. Budget: After filling out the SF-424A Budget, separately explain the budget expenses in detail. A suggested template is provided. See section **A: Other Information: Guidelines for Budget Submission** for more detail.

Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

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

Step 1: Apply for a DUNS number and a NCAGE number (these can be completed simultaneously, but your information must match exactly or else you will encounter errors registering at www.SAM.gov.)

- **DUNS Number:** Any entity that receives PAS financing must register for a DUNS number, which is a unique nine-digit identification number. DUNS Number assignment is free for organizations required to register with the federal government for grants. Begin the process here: <http://fedgov.dnb.com/webform> (or phone 011 790 3060);
- **NCAGE Application (for non-U.S. entities):**
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>;
 For help from within the United States, call 1-888-227-2423
 For help from outside the United States, call 1-269-961-7766
 Instructions for the NCAGE application process:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>
 NCAGE application (for non-U.S. entities): Application page here:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

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

V. Review and Selection Process

Each application submitted under this announcement will be evaluated and rated on the basis of the criteria outlined below. Applications will be reviewed on the basis of their completeness, coherence, clarity, and attention to detail as well as the following factors:

Organizational Capacity: The organization has expertise in its stated field and PAS is confident of its technical capacity to undertake the project.

Quality and feasibility of the program idea: The program idea is well developed, with detail about how project activities will be carried out. The proposal includes a reasonable implementation timeline.

Budget: 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.

A Grants Review Committee will evaluate all eligible applications.

VI. Award Administration

Award Notices: The cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it

will be provided to the recipient. Organizations whose applications will not be funded will also be notified in writing.

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

Reporting Requirements: Awards issued under this announcement will require program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement as well. Final programmatic and financial reports are due 90 days (unless otherwise specified) after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

A. Guidelines for Budget Justification

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

Travel: Estimate the costs of travel and per diem for this project. If the project 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 project, which has a useful life of more than one year (or a life longer than the duration of the project), 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 project. **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 project activities.

Other Direct Costs: Describe other costs directly associated with the project, 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 project 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 percent 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.

Cost sharing does not apply to Fixed Amount Awards.

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