

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

Funding Opportunity Title: 2019 South Africa Community College Administrator
Program Pre-departure Orientation Logistics
Funding Opportunity Number: DOS-PTA-201915
Announcement type: Cooperative Agreement
CFDA Number: 19.022
Deadline for Applications: August 5, 2019
Total Expected Funds: \$13,550
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.

A. PROGRAM DESCRIPTION

The Public Affairs Section of the U.S. Embassy South Africa of the U.S. Department of State announces an open competition for organizations to submit applications to manage the logistics for participants of the 2020 South Africa Community College Administrator Program (CCAP). Please carefully follow all instructions below.

Priority Region: Project activities must take place in South Africa, and be directed at South African audiences/participants.

Program Objectives:

The grantee will work cooperatively with the Public Affairs Section at the U.S. Embassy in Pretoria to manage the logistics for participants of the 2020 South Africa Community College Administrator Program. This is an initiative by the Bureau for Educational and Cultural Affairs via implementing partners Santa Fe Community College and Florida State University. The CCAP with South Africa will be a six-week program of study for South African Technical and Vocational Education and Training (TVET) college and Community Education and Training (CET) college principals or managers. Senior officials from the Department of Higher Education and Training (DHET) will also be attending. The program will take place in October – November 2019. A pre-departure orientation will be held in August 2019 and required activities will include:

- Facilitating travel logistics and other related expenses of approximately 20 South African delegates including domestic travel related to passports, visas and pre-departure orientation (PDO).
- Logistics and related expenses for a one-day PDO in Gauteng (Pretoria or Johannesburg) including venue selection; flight and ground transport bookings; conference facilities booking; overnight accommodation and meals for delegates; and payment to vendors.
- Domestic logistics and related expenses for 20 delegates 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.)

Participants and Audiences:

South African Technical and Vocational Education and Training (TVET) college and Community Education and Training (CET) college principals or managers.

B. FEDERAL AWARD INFORMATION

Length of performance period: three to four months

Number of awards anticipated: one award

Award amounts: awards may range from a minimum of \$13,000 to a maximum of \$17,200

Total expected funding: \$13,550

Type of expected funding: FY19 Fulbright Hays Public Diplomacy Funds

Anticipated program start date: August 8, 2019

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation. The U.S. Embassy will play an integral part in the organizing of the CCAP PDO. Due to the short period covered by this grant, this will require regular telephonic and email communication with the grantee; and continuous updating on finalizing of all activities to achieve program objectives.

Program Performance Period: Proposed programs should be completed in four months or less.

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 United States and South African organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations;
- Public and private educational institutions.

Please note that applications from for-profit organizations will not be considered by the Grants Review Committee.

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 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 D for information on how to obtain these registrations.

Applications from organizations that have not applied yet for a DUNS number and CAGE/NCAGE code will not be considered by the Grants Review Committee. Awards cannot be given to organizations without an active SAM.gov registration.

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 no-fee registration processes. No payment is required. **The Embassy of the United States in South Africa and its Consulates are unable to provide guidance or technical support with these registration processes.**

SAM supporting Federal Service Desk can help with:

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

Please see Section D below for additional eligibility requirements.

Applicants are only allowed to submit one proposal per organization.

D. APPLICATION AND SUBMISSION INFORMATION

Please follow all instructions below carefully.

Applications should be emailed 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.

Documents submitted by disc, portable hard drive, cloud-based file sharing service, or other mechanisms will not be reviewed.

1. Content and Form of Application Submission

The following application forms are **mandatory**, and the Grants Review Committee will not consider applications without them:

- **SF-424** (application for federal assistance – organizations).
- **SF-424A** (budget information for non-construction programs).

The **SF-424B** (assurances – non-construction programs) 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.

SF-424 forms are available at <https://www.grants.gov/>.

A good proposal will include the following elements:

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.

Proposal: 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 program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** 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.
- **Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Activities:** Describe the program activities and how they will help achieve the objectives.
- **Locations of all project activities**
- **Target audiences and participants**
- **Project 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.
- **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 and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the 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?
- **Media Outreach Plan:** A media outreach plan that takes into consideration amplifying the organization’s partnership with the U.S. Mission; details on how any promotional materials will include U.S. Mission branding; and details on anticipated cooperation with the U.S. Embassy press office.
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

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

Attachments:

- 1-page CV or resume of key personnel who are proposed for the program.
- Letters of support from program partners describing the roles and responsibilities of each partner .

- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file (this only pertains to U.S. based organizations).
- Official permission letters, if required for program activities.

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%20NCA%20GE.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 and DUNS number, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

2. Submission Dates and Times

Applications are due no later than August 5, 2019.

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

Organizational Capacity and Record on Previous Grants – 40 points: The organization has 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.

Applicants must demonstrate their capacity for:

- Project management
- Communication – written and oral
- Monitoring and evaluation processes
- Financial integrity
- Appropriate staffing
- Capacity to award sub-grants at a national level

Program Planning/Ability to Achieve Objectives – 20 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 20 points: 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.

Monitoring and evaluation plan – 20 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

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 §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

Successful recipient(s) will be notified by August 12, 2019, with anticipated award date to be by August 16, 2019.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or 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 will be made by EFT. For South African bank accounts, the exchange rate on the date of the transaction will be used.

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, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:

<https://www.statebuy.state.gov/fa/pages/home.aspx>.

Note the **U.S Flag branding and marking requirements** in the Standard Terms and Conditions, as well as the **Fly America Act** guidance.

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. It is anticipated that reports will be due within thirty days of each three month period, and within ninety days of the final completion of the award period.

G. FEDERAL AWARDING AGENCY CONTACTS

For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

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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. Note that a separate grant administration fee as a budget line item is not allowed.

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.