

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

Funding Opportunity Title: Go green on campuses and in surrounding communities
Funding Opportunity Number: DOS-PTA-201907
Announcement type: Cooperative Agreement
CFDA Number: 19.040
Deadline for Applications: May 31, 2019, 23:59 SAST
Total Amount Available: \$90,000
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 carry out an exchange for South African and American undergraduate students and nearby youth community leaders dedicated to developing and implementing environmentally supportive on-campus/in-community projects. Five South African universities and one US university, in partnership with community youth organizations located in their surrounding neighborhoods, will be selected through a competitive application process. The grantee, in consultation with staff from the US mission in South Africa, will develop a program application. The grantee will advertise the opportunity, collect applications from interested student groups at universities in South Africa and the US and hold a selection panel, including staff from the US Mission, to select participating universities. Selected universities must demonstrate support from their administration for implementing reasonable, cost efficient environmentally responsible policies and programs on their campuses. They must also demonstrate the establishment of meaningful partnerships with relevant youth-oriented organizations in neighboring communities.

The grantee will organize a week-long program during the month of January (summer university break in South Africa, winter break in the US). Five students from each participating university (five in South Africa, one in the US) and two-three youth representatives from each partnered community organization will reside throughout the week in student housing on one selected South African university campus. The program will include substantive sessions on aspects of environmental preservation/conservation (e.g. recycling programs, water conservation and management, sustainable food supplies, transportation alternatives, clean energy, etc.) as well as opportunities for university-community organization teams to meet with an assigned mentor and develop a plan to implement a conservation/environmental preservation plan on their campuses and in their communities. The grantee will identify the mentors (six total- one for each university group), speakers/specialists for the substantive sessions and draft a detailed agenda. The grantee will negotiate accommodation and meals on the selected campus. The grantee will make all transportation arrangements, including the international airfares for the American participants coming to participate in the week-long program and the South Africans selected to visit their American counterparts after the completion of the implementation phase. At the end of the week-long program, each university-community partnership should have a environmental conservation implementation plan complete and ready for implementation.

Upon completion of the week-long program, all participants will return to their host universities/communities where they will spend the next four months implementing their plan. Efforts, both successful and not successful, should be reported via social media. Appropriate social media sites will be established by the grantee. At the end of the 4 month implementation phase, each university-community organization team will virtually present how their plans were implemented to a committee including representatives from the US Mission to South Africa, the grantee organization and subject-area specialists. The implementation effort presentations should include challenges faced, successes as well as failures. The committee will select one of the five South African teams as the team that made the most progress and/or demonstrated the greatest effort to realize their plans. That team will be sent to the US later in the year to visit the US participating team, tour their campus, visit the surrounding community, observe how the US team implemented their plan, etc. The US segment should be 7-10 days and largely involve homestays with the participating US students and youth leaders.

The grantee will be responsible for monitoring and evaluating the project's progress. A comprehensive monitoring and evaluation plan should focus both on outputs (e.g. quality of the environmental implementation plans at the end of the week long training, activity on the social media site, quality and intensity of implementation efforts) and impacts (e.g. changes in student/youth leader attitudes toward their role in saving the environment, of each other and their US counterparts, the sustainability/long-term viability of continuing with the environmentally respectful projects initiated through this project, changes in university policy with regard to the environment, etc.).

Please carefully follow all instructions below.

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

Program Objectives:

- To train South African and American undergraduate students and community youth leaders on environmentally sound and responsible practices and best practices from various contexts.
- To provide opportunities, under the guidance of a mentor, for students and youth leaders to develop a plan to make their campuses and communities environmentally more respectful and supportive places.
- To provide opportunities for South African and American students/youth leaders to implement their environmental plans on their campuses/in their communities, document and share their efforts.
- To heighten participants' awareness of their role in saving our environment and provide them with tools to do so.
- To make 6 university campuses and adjacent communities environmentally more friendly places.
- To create collaborative links between campuses and their surrounding communities and among the 6 campus/community groups.

Participants and Audiences:

25 South African undergraduate students from 5 different campuses and 15 youth/community NGO activists from adjacent communities to those 5 selected campuses. 5 American undergraduate students from one university and 3 youth/community NGO activists from that selected university's adjacent community.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 months

Number of awards anticipated: one award

Award amounts: awards may range from a minimum of \$60,000 to a maximum of \$90,000

Total expected funding: \$90,000

Type of expected funding: FY19 Fulbright Hays Public Diplomacy Funds

Anticipated program start date: September 27, 2019

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement.

The U.S. Mission to South Africa will be responsible for:

1. Participating in the selection of 5 South African universities and one US university
2. Participating in the selection of 25 South African student and 15 South African youth/community activist participants and 5 American student and 3 American youth/community activist participants
3. Approving the agenda and logistical plans for the week-long training program
4. Participating in the final presentation at the end of the week-long training program in which each of the 6 groups presents their environmental implementation plans
5. Helping judge the 6 groups' implementation efforts at the end of the four month implementation period and selecting one South African team to go to the US
6. Approving the details (substantive and logistical) for the US-based program.
7. Monitoring, evaluating and reporting on the project.

The grantee will be responsible for:

1. Drafting an application for university student groups to complete
2. Distributing the application to relevant university student groups in South Africa and the U.S.
3. Collecting and evaluating the submitted applications
4. Selecting participating student groups and their affiliated youth/community NGO colleagues
5. Drafting an agenda/program for the week-long South Africa training program
6. Identifying and engaging appropriate specialists to present during the training program
7. Identifying mentors (one per student group)
8. Attending to all program logistics including arranging international and domestic air/land travel, airport pickups/drop offs, accommodations, meals/incidentals, venue arrangements, visa applications, medical insurance,
9. Creating and monitoring a virtual platform for the student/youth leader groups to document and share their implementation efforts
10. Arrange a finale, including a distinguished judging panel, during which each of the 6 student/youth leader teams presents its efforts in implementing its environmental plan on campus/in the adjacent community. The American team will participate via a web-based video media (e.g. Skype Video).

11. Arrange press/media participation during the finale.
12. Work with the American participants to develop a US program for the selected South Africans.
13. Report on the project's progress, including success highlights and challenges.

Program Performance Period: Proposed programs should be completed in 12 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.

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. 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

Applicants are only allowed to submit one proposal per organization.

Applicants must have organizational representation (i.e. a pre-existing office) in at least one of the following cities: Pretoria, Johannesburg, Cape Town, and Durban.

D. APPLICATION AND SUBMISSION INFORMATION

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 for further consideration.

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.

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.

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

Application forms required below are available at <https://www.grants.gov/>.

1. Content and Form of Application Submission

The following documents are **required**:

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.

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?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program 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 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.

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 May 31, 2019, 23:59 SAST.

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 2, 2019, with anticipated award date to be by September 27, 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.

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.

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.