

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY Lusaka, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity**

Funding Opportunity Title: U.S. Embassy Lusaka PAS Education Advising Support

Deadline for Applications: February 15, 2020

CFDA Number: 19.040 – Public Diplomacy Programs

Total Amount Available: \$12,000

A. PROGRAM DESCRIPTION

The U.S. Embassy to Zambia Public Affairs Section (PAS) of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to assist with U.S. Embassy education advising activities. Please carefully follow all instructions below.

Project Objectives:

EducationUSA is a U.S. Department of State network promoting U.S. higher education to students around the world by offering accurate, comprehensive, and current information about opportunities to study at accredited postsecondary institutions in the United States. EducationUSA is the official source on U.S. higher education.

The U.S. Embassy's EducationUSA Zambia program is seeking a registered Zambian non-profit, non-governmental organization to assist with our educational advising activities. Specifically, our grantee partner will assist talented Zambian students who are highly competitive for full financial aid but who do not have the financial means to apply to universities in the United States. This program is known as "Opportunity Funds." The funds for this program that are administered by our grantee partner will be used for the following:

- Application and test fees;
- SEVIS and visa fees; and
- Settling in allowances.

It is the U.S. Embassy that determines which students are eligible for Opportunity Funds and advises students on the process to apply to U.S. universities and helps Opportunity Fund students navigate the process of selecting U.S. universities to which to apply. Each year, we have about 20-30 Opportunity Fund students.

Our grantee partner will assist Opportunity Fund students to register for the SAT, SAT subject tests, and TOEFL exams, as required by students' select U.S. universities. The grantee will also assist students in the final steps to submit university application forms. Some U.S. universities waive application fees for Opportunity Fund students and some do not. Our grantee partner will work with students who are accepted to U.S. universities to register with the U.S. Student and Exchange Visitor Information System (SEVIS) for a U.S. student visa. Our grantee partner must have an international credit card to which SAT and TOEFL registration fees, university application fees, and SEVIS and visa application fees can be charged. Often, Opportunity Funds are remaining after these processes are complete so that we can offer a small settling-in

allowance to Opportunity Fund students heading off to the United States to study. Our grantee partner will award settling in allowances to such students.

Steps taken by our grantee partner, as detailed above, will be done in conjunction with our U.S. Embassy EducationUSA Advisor and program staff. We recommend that our grantee partner attend information sessions given by the EducationUSA Advisor to the Opportunity Fund students so that grantee work can be carried out successfully.

Applicants are strongly advised to review our Integrated Country Strategy for more information about our Mission goals. Successful proposals will align with Mission goals available here: https://www.state.gov/wp-content/uploads/2019/01/ICS-Zambia_UNCLASS_508.pdf

Participants and Audiences:

- Zambian students who want to study in the United States

The Public Affairs Section cannot fund:

- Individuals;
- For-profit organizations or companies;
- Commercial or trade activities;
- Projects relating to partisan political activity;
- Humanitarian/social aid and charities or charitable activities;
- Construction projects;
- Projects that support specific religious activities;
- Fundraising campaigns;
- Lobbying for specific legislation or projects
- Scientific research;
- Projects intended primarily for the growth or institutional development of the organization
- Professional development for individuals, including conferences and trips abroad;
- Projects that duplicate existing projects;
- Individuals or organizations from outside of Zambia; or
- Conferences

Authorizing legislation, type and year of funding:

Funding authority rests in the U.S. Information and Educational Exchange Act of 1948 or Smith-Mundt Act.

B. FEDERAL AWARD INFORMATION

Length of performance period: Approximately 12 months

Number of awards anticipated: One award

Award amount:

Anticipated project start date

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative Agreement.

Project Performance Period: Proposed projects should be completed in 12 months or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages applications from Zambian:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with education program experience.
- Non-profit educational institutions.

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

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, as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a DUNS number or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at: https://zm.usembassy.gov/pas_small_grants/

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- “PAS Small Grants Proposal form” found on the U.S. Embassy website at: https://zm.usembassy.gov/wp-content/uploads/sites/20/FY20-PAS-Grant-Form-and-Guidelines_Fillable.pdf
- U.S. form SF-424 “Application for Federal Assistance” found on the U.S. Embassy website at: <https://zm.usembassy.gov/wp-content/uploads/sites/20/2020/07/SF424.pdf> (To be completed by applicant).
- U.S. form SF-424A “Budget Information” found on the U.S. Embassy website at: <https://zm.usembassy.gov/wp-content/uploads/sites/20/2020/07/SF424A-budget-form.pdf>
- U.S. form SF-424B “Assurances” found on the U.S. Embassy website at: <https://zm.usembassy.gov/wp-content/uploads/sites/20/2020/07/SF424B-assurances-form.pdf>

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

3. 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 project, including project objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the project, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed
- **Project Goals and Objectives:** The “goals” describe what the project is intended to achieve. What aspect of the relationship between the U.S. and XXX will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the project activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the project is expected to work to solve the stated problem and achieve the goal.
- **Proposed Project Schedule:** The proposed timeline for the project 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 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.
- **Project 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?

- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

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

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the project
- Letters of support from project partners describing the roles and responsibilities of each partner
- Official permission letters, if required for project activities

3. Unique Entity Identifier and System for Award Management (SAM.gov)

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 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/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>. <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 GE.pdf>

For help from within the U.S., call 1-888-227-2423

For 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, proceed to register in SAM by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

4. Submission Dates and Times

The Public Affairs Section will accept proposals at any time before the closing date of March 31, 2018. No applications will be accepted after that date.

5. Funding Restrictions

Award funds cannot be used for:

- Construction
- Vehicle Purchases
- Conferences

6. Other Submission Requirements

All application materials must be submitted by email to LusakaPASGrants@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and PAS is confident of its ability to undertake the project. This includes a financial management system and a bank account.

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.

Goals and objectives: Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.

Embassy priorities: Applicant has clearly described how stated goals are related to and support U.S. Embassy Lusaka's priority areas or target audiences.

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.

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

Sustainability: Project activities will continue to have positive impact after the end of the project.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. 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.

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 project 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: Payments will be made in at least two installments, as needed to carry out the project activities.

Organizations whose applications will not be funded will also be notified *via email*.

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.

G. FEDERAL AWARDING AGENCY CONTACTS

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

H. OTHER INFORMATION

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.

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% 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.