

**U.S. DEPARTMENT OF STATE
U.S. Embassy Kinshasa
Notice of Funding Opportunity**

Funding Opportunity Title: Ambassador's Special Self-Help Funds

Funding Opportunity Number: AFKIN-21-01

Deadline for Applications: August 31st, 2021

Assistance Listing Number: 19.700

A. PROGRAM DESCRIPTION

The U.S. Embassy Kinshasa of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to KinshasaSGP@state.gov. Please follow all instructions below.

Priority Region: Democratic Republic of Congo

Cost Sharing or Matching

This program does not require cost sharing.

Contact Information

U.S. EMBASSY SMALL GRANTS PROGRAM

United States Embassy Kinshasa

310 Avenue des Aviateurs,

Kinshasa/Gombe, Rep. Democratique du Congo

Telephone: 243 81 225 5872 ext. 2144

Email: KinshasaSGP@state.gov

Website: <https://cd.usembassy.gov/embassy/grants>

Program Objectives:

The U.S. Embassy has provided small grants to local organizations for more than 20 years. These grants provide the capability to achieve targeted, small-scale goals that may not be included in larger foreign assistance programs. These funds are used to address health and development challenges and promote increased economic opportunities in Africa.

Projects selected for funding must be completed and serve the community within one year. Selected projects must have strong community involvement with a substantial community benefit that is self-sustaining and ongoing. Projects to support vulnerable populations, including women, people living with disabilities, victims of gender-based violence, orphans and homeless children, etc., are particularly desirable.

Small Grants Program (SGP) activities can fall within one or more of the following categories:

- (1) **Education**, focusing on increasing access to education and the improvement of the learning environment in reputable Congolese schools.
- (2) **Health**, requests which focus on the improvement of medical centers, community health and sanitation, and construction of latrines.
- (3) **Development**, for example community water projects that bring clean, safe drinking water to many people.
- (4) **Vocational training and income-generating activities** that provide a benefit to the community. There is an emphasis on including vulnerable or at-risk populations among the intended beneficiaries, including people living with disabilities, orphaned and vulnerable children, and minority groups. Projects must be self-sufficient, sustainable, and have a clear objective that is achievable in one year or less.

Below is a sample list, though not exhaustive, of the types of projects the Department will consider funding:

- Establishing a workshop for a women's vocational center in which they could finish their graduation requirements by creating goods to sell, benefiting about 90 women a year.
- Installing solar power for a nonprofit maternity clinic, allowing continuous emergency care for roughly 2000 impoverished women.
- Expanding a vocational program for out-of-school youth to include mechanical and electrical training.
- Construction of latrines for 900 girls in an elementary school, thereby improving their sanitation and encouraging them to continue their education.
- Installing wells to provide clean water in impoverished communities, benefiting roughly 8000 people.

Participants and Audiences:

Eligibility is limited to registered, non-governmental, community-based organizations, self-help groups, and certain educational institutions and medical facilities.

Applicants are not required to include funding from other donors. However, a demonstrated history of managing grant funds will help to make your application more competitive.

The following types of projects and expenses are **not** eligible for funding:

- Purchase or rental of land or buildings, or vehicles
- Administrative, recurrent, or operational costs
- Revolving loans or “start-up” capital
- Fees or salaries, including those for training, seminars, travel costs, or per diem
- Religious, cultural, or recreational activities
- Meetings, training, information campaigns
- Office furniture, equipment, or supplies
- Uniforms, school fees, and sports equipment
- Any chemical, including fertilizer, pesticides, fungicides, or herbicides
- Small implements which are easily broken, stolen or privatized
- Support to businesses, private or individual enterprises, or beneficiaries who are USG employees

The organization must have an active email account; due to the absence of a public post system in DRC, most communication regarding the grant will be done by email.

B. FEDERAL AWARD INFORMATION

Length of performance period: up to 12 months, beginning normally after September.

Number of awards anticipated: 10 -15 awards

Award amounts: awards may range from a minimum of \$3,000 to a maximum of \$9,000

Type of Funding: FY21 Eastern Congo Unit

Anticipated program start date: October 31st, 2021

This notice is subject to availability of funding.

Funding Instrument Type: Grant, fixed amount award, or cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation.

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. Eligibility

Eligibility is limited to non-governmental organizations based within the DRC. Applicants must have a demonstrated expertise in their program field. Expertise and established relationships with international NGOs, other international donors, and/or local organizations will be considered favorably.

2. Cost Sharing or Matching

This program does not require cost sharing.

3. Other Special Eligibility Criteria

In order to be eligible to receive an award, all organizations must have a unique entity identifier (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 unique entity identifier or be registered in SAM.gov.

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.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at: embassy website, grants.gov, or directly to the U.S. Embassy in Kinshasa, using the following address:

U.S. EMBASSY SMALL GRANTS PROGRAM

United States Embassy Kinshasa

310 Avenue des Aviateurs,

Kinshasa/Gombe, Rep. Democratique du Congo

Telephone: 243 81 225 5872 ext. 2144

Email: KinshasaSGP@state.gov

Subject line: Ambassador's Special Self-Help Funds

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

- **SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance -- individuals)** at https://obamawhitehouse.archives.gov/omb/grants_forms
- **SF-424A (Budget Information for Non-Construction programs)** at https://obamawhitehouse.archives.gov/omb/grants_forms
- **SF-424B (Assurances for Non-Construction programs)** at https://obamawhitehouse.archives.gov/omb/grants_forms (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)

2. 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.

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:** A short narrative, limited to 300 words in length, 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.
- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program 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.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program 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 timeframe 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 program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities
- Unique Entity Identifier and System for Award Management (SAM.gov)

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 (except individuals) 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@dliis.dla.mil for any problems in getting an NCAGE code.

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

3. Submission Dates and Times

Applications are due no later than August 31st, 2021

4. Funding Restrictions

The following types of projects and expenses are **not** eligible for funding:

- Purchase or rental of land or buildings, or vehicles
- Administrative, recurrent, or operational costs
- Revolving loans or “start-up” capital
- Fees or salaries, including those for training, seminars, travel costs, or per diem
- Religious, cultural, or recreational activities
- Meetings, training, information campaigns
- Office furniture, equipment, or supplies
- Uniforms, school fees, and sports equipment
- Any chemical, including fertilizer, pesticides, fungicides, or herbicides
- Small implements which are easily broken, stolen or privatized
- Support to businesses, private or individual enterprises, or beneficiaries who are USG employees

The organization must have an active email account; due to the absence of a public post system in DRC, most communication regarding the grant will be done by email.

5. Other Submission Requirements

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

E. APPLICATION REVIEW INFORMATION

1. Criteria

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants – 25 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.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 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 – 15 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.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

Consistent with the federal grant regulations, the Department reserves the right to give priority for its funds to those organizations that are and have been supportive, in policy and programs, of USG policies.

Applications will be first reviewed for technical eligibility. If approved, a committee made up of the U.S. Ambassador and other U.S. Mission employees, will make a final decision based on the application, site visit, and any other information available about your organization.

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 §200.206 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 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:

Payments will be done electronically by wireless transfer. If using local Congolese banks, US Embassy Kinshasa recommends the following banks:

RAWBANK, ECOBANK, TRUST MERCHANT BANK SARL, BANQUE COMMERCIALE DU CONGO, EQUITY BANK, CITIBANK KINSHASA, SOFIBANQUE, STANDARD BANK CONGO SARL, FBNBANK DRC, AFRILAND FIRST BANK, ACCESS BANK RD CONGO SARL, BANK OF AFRICA.

Funds will be dispersed once Recipient achieves projected milestones. All local taxes are the Recipient's responsibility and will not be reimbursed by funds from the USG Grant.

2. Administrative and National Policy Requirements

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free*

Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),

- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

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. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

1. Milestone Reports

Milestone Reports will document your progress at the identified stages from your grant paperwork. This provides the documentation to support further funding requests and also provides the embassy an opportunity to help you address any challenges that have arisen. Each report should be submitted within 30 days after reaching the milestone. They should include information about your performance, but do not need to include detailed information about your expenditures; describing your activities should provide the evidence that the money has been spent responsibly.

The dates identified in the grant paperwork are only estimates; however, we recommend sending at least an email within that time to inform us of the state of progress and provide a new estimated date for the milestone.

2. Final Reports

Final reports are required for finishing the grant process. This should provide a comprehensive report on the project and include appropriate documentation with photographs.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact:

KinshasaSGP@state.gov

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.