

**Department of State – U.S. Embassy in Kinshasa
Notice of Funding Opportunity (NOFO)**

Program Office: U.S. Embassy in Kinshasa Public Affairs Section
Funding Opportunity Title: Congo American Language Institute (CALI)
Announcement Type: Cooperative Agreement
Funding Opportunity Number: AF-DRC-FY20-02
Deadline for Applications: July 13, 2020
CFDA Number: 19.040 - Public Diplomacy Programs

CONTACT INFORMATION

- A) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- B) For assistance with the requirements of this solicitation, contact Grants Coordinator, Public Affairs Section, U.S. Embassy, Democratic Republic of the Congo at email: KinshasaPDGrants@state.gov.

IMPORTANT NOTE

All application materials must be submitted by email to KinshasaPDGrants@state.gov or electronically through www.Grants.gov. Applications materials submitted via other means will **not** be accepted. Organizations may submit only one proposal.

Authorization to submit proposals through www.Grants.gov is a multi-step process that requires prior successful registration with four separate sites including DUNS, NCAGE, SAM, and www.Grants.gov. Please begin the registration process with each one immediately to ensure that the process is completed well in advance of the deadline for applications. The entire registration process can require **up to six weeks** for the registration to be validated and confirmed. See *Section D: Submission Requirements* for further details.

Due to the volume of applicants and inquiries, Public Affairs Section (PAS) does not accept letters of intent, concept papers, or requests for meetings or phone calls prior to application.

CONTENTS

A. PROGRAM DESCRIPTION..... 3
 Executive Summary..... 3
B. FEDERAL AWARD INFORMATION 8
C. ELIGIBILITY INFORMATION 8
D. APPLICATION AND SUBMISSION INFORMATION..... 9
 Technical Requirements..... 9
 Content and Form of Application Submission 9
 Application Deadline 12
 Submission Requirements..... 12
E. REVIEW AND SELECTION PROCESS..... 13
F. FEDERAL AWARD ADMINISTRATION INFORMATION..... 15
G. FEDERAL AWARDED AGENCY CONTACTS..... 17
H. OTHER INFORMATION 17

A. PROGRAM DESCRIPTION

Executive Summary

The Public Affairs Section of the U.S. Embassy in the Democratic Republic of the Congo announces an open competition to administer the Congo American Language Institute (CALI), pending the availability of funds. CALI is an English Language Program of the Public Affairs Section of the U.S. Embassy in the Democratic Republic of the Congo. Since 1962, CALI has provided quality English instruction to government officials, students preparing for studies abroad, and other professionals in the city of Kinshasa.

CALI supports cultural and educational programming by the Public Affairs Section of the U.S. Embassy in the Democratic Republic of the Congo. CALI offers a six-level program of English instruction: beginner to advanced classes. For advanced English speakers, CALI offers additional courses, including business English, advanced conversation, TOEFL preparation, and writing skills.

CALI provides both on- and off-site English courses for several local and international companies, government agencies, the United Nations and NGOs. In addition, CALI offers several English training and outreach programs targeting underserved populations, called the Access Microscholarship Programs. CALI implements professional development events for teachers and other education administrators throughout Democratic Republic of the Congo.

Public Diplomacy Goals

The funding opportunity announced in this Notice of Funding Opportunity (NOFO) strengthens and expands English language learning opportunities for the people of the Democratic Republic of Congo, especially students, professionals, and government officials. The NOFO aims to support the Department of State's initiatives to promote and strengthen English language teaching and learning in the Democratic Republic of the Congo.

The framework for the relationship between the United States and the Democratic Republic of the Congo is the Privileged Partnership for Peace and Prosperity, which focuses on improving governance, promoting peace and security, combating corruption, advancing human rights, and creating conditions for greater U.S. investment and economic growth. Public Diplomacy programming supports this framework through communication with Congolese and international audiences, education and cultural programming, and professional and educational exchanges. English language programs are a key component of our efforts in the Democratic Republic of the Congo and are based on an enduring program that has engaged key audiences in the DRC and provided professional, educational, and personal opportunities for Congolese program participants.

Proposals funded under this award will further the U.S. Embassy to the Democratic Republic of the Congo's public diplomacy goals as follows:

1. Promote economic growth through development of a broader cohort of English-language competent employees, entrepreneurs, and public sector representatives who can interact with international and U.S. partners.
2. Strengthen people-to-people ties between the United States and the Democratic Republic of the Congo through shared information, experiences, exchanges, and/or expertise.
3. Strengthen civil society and local organizations to build long-term, self-sustaining relationships and institutional linkages between U.S. and Congolese organizations, including capacity building support for Congolese organizations.
4. Promote community cohesion through positive messages and inclusive perspectives that increase social tolerance and counter extremist narratives.

More information about the Public Affairs Section can be found at:
<https://cd.usembassy.gov/education-culture/>

Additional information is provided below.

Congo American Language Center (CALI):

The total amount of funding for this award will be up to \$600,000, pending the availability of FY 2020 funds. Public and private non-profit organizations may submit proposals to cooperate with the Public Affairs Section of the U.S. Embassy in the Democratic Republic of the Congo (PAS) in the administration and implementation of CALI. Organizations with no prior experience in administering English language teaching programs are not eligible for this competition.

Applicant organizations must demonstrate the ability to successfully administer all aspects of CALI, including a six-level program of English instruction, as well as classes for advanced English speakers including business English, advanced conversation, TOEFL preparation, and writing skills. Students graduate from CALI after successful completion of level 6. CALI offers four sessions of intensive courses per year. Intensive courses meet five times a week, 10 hours a week for a total of 100 hours. The TOEFL Preparation Class meets 5 days a week for a total of 100 hours of instruction. All advanced courses meet twice a week for a total of 50 hours per session. The institute averages 1,850 students per session.

Additional administrative responsibilities include, but are not limited to: the identification and leasing of an appropriate institutional building for CALI classroom teaching and administrative offices; the oversight of all aspects of facility management for the building; the fair hiring and fair compensation of CALI teachers and staff; the development of contemporary English language teaching and study materials in collaboration with, and pending the approval of, the U.S. Department of State Regional English Language Officer (RELO); publicity for CALI and the recruitment of students, professionals, and government officials; the placement of students in appropriate levels of English classes; the development and oversight of CALI teacher training, as well as workshops for teachers and education professionals who are not affiliated with CALI; the implementation of Access Microscholarship Programs in coordination with PAS; the monitoring and support of CALI students and staff; the oversight and planning of community engagement activities; the management of CALI finances; and the evaluation of all CALI components, including classroom teaching and workshops.

Sufficient teachers to maintain a maximum student/teacher ratio of 1:20 will be hired as full-time CALI teachers under this award. Hiring priority must be given to the 34 existing CALI teachers who have familiarity with the program curriculum. Proposals should address the process of teacher recruitment and retention, as well as teacher evaluation and professional development. Proposals should also address classroom size (the maximum number of students per classroom) and should provide a sample session schedule of classes. Applicant organizations should provide job descriptions for teachers, administrators, and staff, including maintenance and janitorial staff.

Applicant organizations must present a plan to ensure that all program and promotional materials, including verbal presentations, state prominently that CALI “is a program of the U.S. Embassy in the Democratic Republic of the Congo.” All promotional materials must be approved by the Public Affairs Section of the U.S. Embassy in the Democratic Republic of the Congo. Only the U.S. Embassy in the Democratic Republic of the Congo may issue certificates of completion or other awards to CALI students or other CALI participants.

Pending the availability of FY 2020 funds, it is the intent of the Public Affairs Section of the U.S. Embassy in the Democratic Republic of the Congo to award one cooperative agreement for this program. Should an applicant organization wish to work with other organizations in the implementation of this program, the Public Affairs Section requests that sub-award agreement(s) be developed. The same requirements apply to the sub-award recipient as to the primary award recipient.

In a cooperative agreement, the Public Affairs Section is substantially involved in program activities above and beyond routine grant monitoring. The Public Affairs Section's activities and responsibilities for this program are as follows:

- Participating in the design and direction of program activities, including curricula;
- Approving key personnel;
- Approving and providing input for all program agendas and timelines;
- Providing guidance in execution of all program components;
- Monitoring the target goal for number of students;
- Providing guidance on content and speakers for workshops;
- Providing guidance concerning student issues;
- Performing an annual performance evaluation/review; and
- Monitoring satisfactory performance as a condition of continued administration of the program.

Applicant organizations must note that CALI must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. 'Diversity' should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance CALI's goals and objectives and the students' classroom experience.

Project Goal: Strengthen English language learning by providing high-quality English classes and U.S. cultural and educational programming for students, professionals, and government officials.

Objective 1: Students improve their English language skills.

Objective 2: Materials align with Embassy DRC themes such as promoting economic growth and strengthening ties between the United States and the Democratic Republic of the Congo.

Objective 3: Expand teachers' access to culturally-appropriate English language teaching materials that employ modern English language teaching pedagogy.

Monitoring and Evaluation

1. The Data Collection Methods listed below:
 - a. Demographics: The selected grantee will collect demographic information on all students to include: gender, age range, home address, level of formal education, profession, etc.

- b. Pre-Test/Post-Test: The grantee will administer a pre-test to determine the participants' base-line knowledge of English. At the conclusion of the course session, the grantee will then administer a post-test to determine what the students learned as a result of participating in the course. If needed, PAS may assist the selected grantee to create the pre-/post- tests; however, collecting, data-entry, and reporting the data to PAS is the grantee's responsibility.
- c. Follow up survey: At the end of the course session, the grantee will administer a survey to determine the most significant change achieved as a result of the course. In addition, the grantee will send an additional survey six (6)-months after the program ends to determine how, if at all, the participant is utilizing knowledge and skills gained from the course. PAS may help the selected grantee create surveys; however, collecting, data-entry, and reporting the survey results is the grantee's responsibility.

Proposals should plan for American English Language Specialists, including the Regional English Language Officer, to work with CALI administrators and teachers to develop teaching materials. The grantee should equip CALI teachers with the necessary skills to teach English language effectively and efficiently, such as: classroom management, syllabus and material development, assessment and evaluation, error analysis, use of IT in language teaching, teaching basic language skills, and student-centered teaching methods and approaches.

English learning materials must include an American component, such as an exploration of United States history, literature, or culture. Proposals should describe the involvement of U.S. participants, expert/s, organization/s, or institution/s in CALI programming, including classes.

Applicant organizations must demonstrate competency to manage all financial and oversight aspects of CALI, including transparent arrangements of sub-grant relationships with partner organizations, if applicable.

The Public Affairs Section will not support the following activities or expenses under this funding opportunity:

- The purchase of space or buildings in support of program activities;
- Development projects;
- New Construction projects;
- Individual travel to conferences;
- Scholarships to support other (non-CALI) educational opportunities or study for individuals;
- Completion of activities begun with other funds;
- Fundraising or fund development projects;
- Projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns;
- Political party or lobbying activities in support of political parties;
- Projects that support specific religious activities;
- Cash prizes for competitions.

B. FEDERAL AWARD INFORMATION

Anticipated Award Amount

The award floor is \$200,000 and the award ceiling is \$600,000.

Duration of Award: A minimum of two (2) years up to three (3) years.

The Public Affairs Section of the U.S. Embassy in the Democratic Republic of the Congo reserves the right to award less or more than the amount of funds described in the absence of worthy applications or under such other circumstances as they may deem to be in the best interest of the U.S. government.

Project and Budget Periods: Grant projects generally must be completed in three years or less. The Public Affairs Section will entertain applications for continuation grants funded under these awards on a noncompetitive 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

Eligible Applicants

All **U.S. and DRC** registered non-profit, non-governmental organizations with relevant programming experience are eligible to apply. This experience should be documented in the organization's proposal. Organizations must provide proof of registration and non-profit status with their proposal application. **U.S.-based organizations should submit a copy of their IRS determination letter. DRC-based organizations should submit a copy of their certificate of registration from the appropriate government organization.**

Cost Sharing:

Cost sharing is anticipated for this funding opportunity.

Program Income:

Program income may be added to the funds committed to the cooperative agreement by the grantee. The program income shall be used for the purposes and under the conditions of the cooperative agreement. Program income must be identified, appropriately documented, and the resulting revenue and expenses properly recorded and accounted for.

Examples of program income include the following when the source of funding is a sponsored award or the revenue is directly generated by a CALI activity:

- registration fees from students enrolling in a course or workshop;
- income from sales of educational materials
- usage fees, such as fees charged for the use of computing equipment; and
- income generated from the sale of teaching and study materials.

As a non-profit enterprise, CALI's mission is not to seek profit from its educational activities; therefore, all program income generated by CALI, including tuition fees, must be redirected toward CALI. Program income should be utilized to cover project expenditures such as costs of teaching materials (including but not limited to books, CDs, paper, and other classroom teaching and student supplies), and salaries for CALI administrators, teachers, other program staff, and janitorial staff. Program income should be budgeted to cover the cost of training at locations other than the central CALI facility.

Program income is reported to PAS annually and at the end of the award via a standard financial report (e.g., federal financial report). Funds remaining in the program income account after the cooperative agreement has terminated must be returned to PAS.

Other Eligibility Requirements

Organizations may submit only one proposal. Any organization that submits more than one proposal 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. Applicants must also have a valid registration on www.SAM.gov. Please see Section D for information on how to obtain these registrations.

Previous federal award recipients who are not/were not in compliance with the terms of their financial and program reporting requirements are ineligible to apply. It is the applicant's responsibility to ensure they are in compliance with all applicable terms, conditions, and Office of Management and Budget guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk if selected for funding.

D. APPLICATION AND SUBMISSION INFORMATION

Technical Requirements

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 and Form of Application Submission

Please ensure:

1. The proposal clearly addresses the goals and objectives of this funding opportunity.
2. All documents are in English
3. All budgets are in U.S. dollars
4. All pages are numbered
5. All documents are formatted to 8 ½ x 11 paper; and
6. All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins
7. All applicant authorized signatures are provided where indicated on the various, required forms

When submitting a proposal, applicants are required to include the following documents and information, as applicable:

Mandatory application forms

- SF-424 (*Application for Federal Assistance – organizations*)
- SF424A (*Budget Information for Non-Construction programs*)

Narrative Proposal: Applicants must submit a complete narrative proposal in a format of your choice. The proposal shall not exceed twelve (12) pages. Refer to the evaluation criteria in Section E below for further detail about what makes a strong proposal. All proposals must address the following areas:

- Organizational Description and Capacity
- Project Goals, Objectives, and Activities
- Implementation Timeline
- Monitoring and Evaluation

Monitoring & Evaluation

1. Monitoring and Evaluation Narrative: Applicants should describe how they intend to monitor and evaluate the activities of their award and collect data that tracks award performance.

2. Monitoring and Evaluation Outline: At minimum, the applicant must include their proposed activities and their expected outputs and outcomes as well as the goals and objectives as written in the NOFO. The outline's purpose is to explicitly illustrate how a project's activities lead to tangible results (such as increased beneficiary skills, knowledge, or attitudes) that ultimately address a PAS objective.

The selected applicant will be required to submit a Monitoring and Evaluation (M&E) plan before an award is signed. An M&E plan will require qualitative and/or quantitative indicators that measure the outputs, outcomes, and objectives the applicant expects to achieve. The proposed M&E plan is subject to PAS review and approval prior to finalizing the award. The selected applicant will be required to work with PAS Monitoring and Evaluation Specialists to ensure the M&E plan meets PAS objectives.

Budget

1. Budget and Budget Detail: Applicants must submit a detailed budget and budget narrative justification. Line item expenditures should be listed in the greatest possible detail. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.

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.

2. Audit Requirements: Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/ope/index.htm> and 2CFR200, Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization’s established indirect costs in the award’s detailed budget.

Key Personnel and Project Partners

1. Key Personnel: A résumé, not to exceed 1 page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.

2. Project Partners: Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.

Standard Forms 424 – (SF-424 Family) Application for Federal Assistance, which are available, along with guidance for completing these forms, at:

<http://www.grants.gov/web/grants/forms.html> under the heading, “SF-424 Family”. An authorized signature by the applicant must be provided on this form.

Please note:

1. Other items NOT required/requested for submission, but which *may* be requested if your application is approved for funding include:
 - a. Copies of an organization or program audit within the last two (2) years
 - b. Copies of relevant human resources, financial, or procurement policies
 - c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization’s capacity to manage a federal grant award overseas.
2. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

Applications are accepted in English only, and final grant agreements will be concluded in English.

Application Deadline

Applications may be submitted for consideration at any time before the closing date of this opportunity, however, all submission must be received by **July 13, 2020 at 11:59 p.m.** U.S. Eastern Daylight Time. For the purposes of determining if an award is submitted on time, officials will utilize the time-stamp provided by Grants.gov.

This deadline is firm. If organizations fail to meet the deadline noted above, their application will not be considered for funding and will be considered ineligible.

Submission Requirements

Applicants must submit all application materials electronically to KinshasaPDGrants@state.gov.

The application process is a multi-step process that requires prior successful registration with DUNS, NCAGE, and SAM. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications. The entire registration process can require **up to six weeks** for the registration to be validated and confirmed.

- Thorough instructions on the application process are available at <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf> for the DUNS number application, NCAGE number application, and registration with SAM.

Please note: Only DUNS, NCAGE, and SAM can assist with technical questions or problems applicants may experience during the registration process. Please refer to the contact information for these organizations listed in Section G of this NOFO and on the organization registration page of www.grants.gov.

Organizations must obtain the following:

- UEI (DUNS)
- NCAGE code
- SAM registration, and

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.

Step 1:

Apply for an UEI (DUNS) and an NCAGE number (these can be completed simultaneously)

Step 1a:

UEI (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>

Step 1b:

NCAGE application: Application page here (but need to click magnifying glass and then scroll down to click new registration)

<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%20NCAGE.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. After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov/>

Step 2:

Once DUNS and NCAGE are obtained, continue to SAM registration. www.SAM.gov

Step 3:

Once SAM registration is confirmed, organizations must maintain an active SAM registration (www.SAM.gov) with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency. SAM registration must be renewed annually.

Given the volume of applications, review may take up to 90 days, and we are unable to individually confirm receipt of proposals.

Address to Request Application Package

This funding opportunity and any amendments can be found at www.Grants.gov (search by Opportunity Number).

E. REVIEW AND SELECTION PROCESS

Criteria.

Each technically eligible application submitted under this announcement will be evaluated and rated on the basis of the criteria detailed below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail.

Past performance on grants awarded by the U.S. Department of State, other United States government, or international donor agencies may also be considered. The proposal submitted by your organization should comply with the requirements of 2 CFR 200 relevant to your organization and the activities of your proposal.

PAS reviews all proposals for eligibility. Eligible proposals will be subject to compliance of Federal and Public Diplomacy regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with the Department's Grants Division A/OPE.

All submissions are screened for technical eligibility. If a submission is missing any required forms/documents, it will be considered ineligible and will not be reviewed by the grants review committee.

Proposals will be approved based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, the priority needs of the Public Affairs Section, and availability of funding. A Grants Review Committee will evaluate all technically eligible proposals. Review criteria will include:

1. **Quality and Feasibility of the Program Idea** (20 points) – The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.
2. **Planning, Feasibility, and Sustainability** (20 points) – The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined. Sustainability may include demonstrating capacity-building results, a plan to generate revenue, or interest and support from the private sector.
3. **Organization's Record and Capacity** (20 points) – The organization has expertise in the subject area and demonstrates the ability to perform the proposed activities. The organization demonstrates capacity for successful planning and responsible fiscal management. Applicants who have received grant funds previously have been compliant with applicable rules and regulations. Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.

4. **Cost-Effectiveness** (20 points) – The budget and narrative justification are sufficiently 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. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable. Program income is anticipated, with
5. **Monitoring and Evaluation** (20 points) – Projects should demonstrate the capacity for engaging in performance management. 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. Expenses directly associated with monitoring and evaluation are considered allowable.

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.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

The successful applicant will be notified via email that its proposal has been selected to move forward in the review process; this email IS NOT an authorization to begin performance. The notice of Federal award signed by the grants officer (or equivalent) is the authorizing document. It shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer

is the 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 through email transmission. The recipient may only incur obligations against the award beginning on the start date outlined in the DS-1909 award document that has been signed by the Grants Officer. Organizations whose applications will not be funded will also be notified via email.

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. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Terms and Conditions

Recipients will be held to the applicable terms and conditions found at <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>. It is the Recipient's responsibility to ensure they are in compliance with all applicable terms, conditions, and OMB guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk.

2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit

Requirements for Federal Awards: All applicants must adhere to the regulations found in [2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards](#).

Branding Requirements: As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity.

Evaluation: In line with the Department of State's Evaluation Policy, the U.S. Embassy Public Affairs Section may include this award in its program evaluation efforts. When applicable and feasible, the Recipient shall cooperate with the Grants Officer (GO), Grants Officer Representative (GOR), and Monitoring, Evaluation, and Learning Specialists (MEL) requests to contribute data on specific performance measures and indicators; consider GO and GOR input on design and methodology of Recipient-led evaluation efforts; provide any evaluation reports produced under the award to the GO and GOR for review; incorporate the project into any third-party evaluations that PAS may initiate.

Reporting Requirements: Recipients are required to submit quarterly (calendar year) program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.

First Quarter (January 1 – March 31): Report due by April 30
Second Quarter (April 1 – June 30): Report due by July 30
Third Quarter (July 1 – September 30): Report due by October 30
Fourth Quarter (October 1 – December 31): Report due by January 30

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

G. FEDERAL AWARDING AGENCY CONTACTS

Questions regarding the administrative and programmatic aspects of this funding opportunity may be directed to the Public Affairs Section at KinshasaPDGrants@state.gov. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

A Bidding Conference will be held via video conference call Tuesday, June 2, 2020 to answer questions from all potential applicants. Email KinshasaPDGrants@state.gov to register for the call and to receive access information.

H. OTHER INFORMATION

Disclaimers

The Federal government is not obligated to make any Federal award as a result of the announcement. 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. The U.S. government also reserves the right to make an award in excess of the award ceiling.

If a proposal is funded, 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 total discretion of the Department of State.

This NOFO is subject to funds availability. Awards may be granted only if appropriated funds are allocated to the United States Embassy in the Democratic Republic of the Congo by Department of State central budget authorities.

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If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.