

NOTICE OF FUNDING OPPORTUNITY (NOFO)
Bureau of Western Hemisphere Affairs (WHA)
U.S. Department of State (DOS)

I. AWARD INFORMATION

Announcement Type: New Announcement

Funding Opportunity Title: Building Leaders for Cuban Civil Society

Assistance Listing Number: 19.750

Award Amount: \$1,234,567
Proposals that exceed this amount will be deemed NOT competitive

Number of Awards: One (1) Award

Cost Sharing Requirement: Not Required

Assistance Type: Grant

Funding Type: Economic Support Funds

Closing Date for Submission of Applications: Complete proposal packages must be submitted **through www.grants.gov by July 27, 2020, 11:59 pm, EST**

Deadline for Receipt of Questions: **July 13, 2020, 5:00 pm, EST**

Electronic Requirement: Yes
E-mailed, faxed or mailed proposal packages, or individual submission documents, will **NOT** be considered.

Eligibility Category: U.S.-based non-profit/non-governmental organizations subject to section 501(c) (3) of the U.S. tax code; Overseas non-governmental non-profit organizations; Foreign Public Entities and Public International Organizations (PIO); U.S.-based institutions of higher education, and accredited overseas universities.

Pursuant to 2 CFR 200.400 g, it is U.S. Department of State policy **not** to award profit under Federal assistance instruments.

Type of Applicant: Organizations. Individuals are not eligible to apply.

Number of Applications: One (1) per applicant organization.

Note: Organizations may form consortia and submit a combined proposal. However, only **one** organization may be designated as the lead applicant. The lead applicant must meet the eligibility criteria listed in this NOFO.

Anticipated Award Date: The successful applicant will receive notification within approximately four to five weeks of the closing of this announcement. The U.S. Department of State is under no obligation to fund any of the proposals submitted under this funding opportunity.

Est. Project Start Date: September, 2020

Est. Project End Date: September, 2023

Project Duration: 36 months

This funding opportunity is posted on www.grants.gov and may be amended. Answers to questions from eligible interested organizations will be posted as attachments to this NOFO. Applicants should regularly check the www.grants.gov for the most recent information pertaining to this funding opportunity.

WHA reserves the right to fund any or none of the applications submitted and reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project and the availability of funds. The authority for this NOFO is found in the Foreign Assistance Act of 1961, as amended. The Funding Assistance Number for this funding opportunity is 19.750. This NOFO consists of the following sections:

- I. Award Information
- II. Funding Opportunity Description
- III. Application Submission
- IV. Application Evaluation
- V. Award Issuance and Administration
- VI. Agency Contacts

Eligible organizations interested in submitting an application are encouraged to review this NOFO thoroughly to understand the type of project sought and the application submission requirements and review process as outlined in this NOFO.

I. AWARD INFORMATION

U.S. foreign assistance for Cuba seeks to empower Cubans to freely determine their own future by increasing human capacity, promoting community-level engagement, and expanding civil society networks. Since 1996, the United States has provided assistance to increase the flow of information on democracy and human rights to Cuba through a variety of U.S. and foreign non-governmental organizations (NGOs).

The U.S. Department of State has engaged with independent civil society groups on education, communication, and civic issues. The Department of State's Bureau of Western Hemisphere Affairs (WHA) seeks to build upon these earlier, successful capacity-building efforts and provide professional development opportunities to emerging civil society and community leaders through, among other options, medium- to long-term off-island training and site visits. Individuals involved in civil society in Cuba have had few models to follow as they grow to serve the needs of their communities.

To support further progress, the U.S. Department of State has allocated \$1,234,567 in funds appropriated under the Economic Support Fund heading of the Department of State, Foreign Operations, and Related Programs Appropriations Act, 2019 (Div. F, P.L. 116-6) for a project that supports emerging Cuban leaders by training and elevating the skillsets of independent actors in Cuba to coordinate among themselves on the island, to advocate for democratic principles, and to convey the needs of the Cuban people to a broader audience. Assistance to Cuba is governed by a complex series of statutory and other restrictions. The Cuban Liberty and Democratic Solidarity (LIBERTAD) Act of 1996 (also referred to as the "Helms-Burton Act," P.L. 104-114) authorizes the furnishing of assistance and other support for individuals and independent NGOs to support democracy-building efforts for Cuba. All activities must be implemented in accordance with the relevant legislation. These funds cannot support or fund Cuban government entities' involvement in the program implementation. The individuals who apply to participate in this professional development program should be made aware of the program's sponsorship and funding source.

II. FUNDING OPPORTUNITY DESCRIPTION

BACKGROUND

The Building Leaders in Cuban Civil Society Project will support the participation of cohorts of young emerging leaders from Cuban civil society in a professional development project, ideally for three to six months, but no longer than one year per cohort. The project will bring three to four small cohorts of civil-society leaders and/or young professionals to a third country for in-depth training in required skillsets for fostering grassroots civil society in Cuba as a means of developing the skills needed to build up Cuban democracy. Such skills may include, but are not limited to, communications for spreading democratic ideals, presenting democracy-building and human rights ideas to audiences, and starting or growing community-level organizations related to democracy-building. Targeted skills to develop could include reaching remote areas to spread ideas related to democracy or democratic principles, presenting a program or project idea to potential NGO partners related to democracy-building, learning international communication tools and operating in the international organization community, and/or assessing unmet community needs, or other topics consistent with LIBERTAD. Once completed, the participants would return to Cuba to conduct a follow-on project to enhance the democracy-building ideas from the training project and/or develop small-group trainings to pass on the skills learned through the project. Through participation in the project, participants will develop a set of leadership and communication tools and skills to manage and grow civil society organizations that will actively support democratic principles in Cuba.

PROJECT GOALS

The purpose of the WHA-supported Building Leaders in Cuban Civil Society Leaders project is to allow the participants to establish themselves in Cuba as professional resources for grassroots efforts in democracy and human rights promotion, and further open communications and coordination across the island and internationally. Project alumni will have the tools to promote causes by attracting wider audiences, communicating messages effectively to other leaders and partners, and mobilizing independent actors within civil society to promote freedom of expression and assembly.

PROJECT DESCRIPTION AND OBJECTIVES

WHA seeks project proposals that will develop the skills and abilities of a new generation of independent leaders to bolster Cubans' abilities to develop independent civil society communities and express ideas regarding human rights and democracy to peers and those outside Cuba. This cadre of professionals will model effective leadership of civil society organizations that effectively advocate for public interests, promote community engagement, support diversity, and further democratic practices in Cuba.

In order to fulfill this purpose and meet this goal, this project will build the professional capacity of 25-40 Cubans, ages 20-40, to advance community-focused causes related to human rights and democracy. The project will provide in-depth training and a skills-development project in a single third country for up to four cohorts. At this time, no project activities should be planned

to take place in the United States. Each cohort will last no more than six months to a year in duration, over a three-year period, depending on the proposed activity schedule. Participants will learn to function professionally and effectively, communicate new ideas to diverse audiences, and learn training skills in order to conduct future training among their peers. Project proposals should outline processes to ensure that off-island opportunities align with the specific thematic interests of applicants from a broad cross-section of civil society, such as journalists with a media outlet, political activists with party campaigns, community organizers with grassroots organizations, etc.

Project proposals must be centered on furthering democracy and governance goals, but may be customized to best suit the proposing organization's project and participant age-group, and must include the elements outlined below.

1. Recruitment and Selection

Recruitment Plan and Partners:

Applicants for the administration of this project will propose a robust recruitment and selection plan that will include:

- a) Outreach that will generate a strong pool of qualified participant candidates
- b) Promotional materials that will be developed and disseminated
- c) Details on engaging geographically, racially/ethnically, and socio-economically diverse candidates
- d) Participant selection criteria and a candidate screening process

Staff of the implementing organization **should not plan to travel to Cuba** to conduct on-island recruitment. Therefore, applicants must provide detailed plans to recruit and interview Cuban candidates from the United States or one third country. Prior to final participant selection, the implementing organization will recommend the principal and alternate participants to WHA.

Participants:

Project participants will be Cuban citizens and residents who demonstrate an interest in communications and/or other leadership roles. As emerging leaders, participants may be university students or young professionals. The participants should also demonstrate the aptitude (maturity, independence, self-reliance, etc.) for success in a project abroad. Participants must demonstrate a stated desire to return to and work in the management of independent organizations and/or activities in Cuba. The implementing organization's recruitment plan must actively seek a candidate pool representing gender, racial, socio-economic, and geographic diversity in Cuba. The implementing organization(s) must actively recruit women and minorities as participants.

Location of Activities and Visa Requirements:

The project should be conducted in one third-country location identified by the applicant. Preference will be given to those organizations that have the ability to implement this project in areas not typically visited or inhabited by the Cuban diaspora.

Project activities are to take place in a third country where each participant must be able to receive the appropriate visa(s) and commit to returning to Cuba upon completion of the project. Applicant organizations should note that the Department of State will not support holding third-country activities in Venezuela, Nicaragua, or Bolivia. English language skills will not be a requirement if events are to take place outside an English-speaking country, but the applicant should specify plans for incorporating English- or third-language elements if activities will take place in a non-Spanish-speaking country.

The award implementing organization and all sponsored participants must comply with all visa regulations in the relevant country.

Pre-departure Orientation:

The proposal should describe plans for a substantive pre-departure orientation for participants – any combination of video-conferencing, in-person sessions, written materials (provided in hard copy, USB drives, or CD/DVD), and/or low-bandwidth websites – to effectively prepare for the project. This will include the provision of details on the project components, cross-cultural adjustment, travel and financial matters, terms and conditions of the project, and health insurance. Materials should also address any COVID-related travel and contingency planning to apprise participants of any developments related to the global pandemic. Guidance should also outline what to bring to the project's host country, how to communicate with home, and other logistical and health-related matters.

2. Project Activities

To promote networking among emerging civil society leaders, participants will travel to a third country, preferably Spanish-speaking, in two to four cohorts over three years. Cohorts need not be the same size. Each cohort will follow the sequence of components below after pre-departure orientation:

- **Orientation and Training:** Participants will start with a group orientation and up to one month of specialized training and site visits to familiarize the group with democratic practices across the world and in the host country. As it can be difficult for Cubans to adjust to a way of life off the island, this orientation should include a wide range of topics and skills. The training will focus on professional development needs for emerging civil society leaders, including information technology training for research, documentation, advocacy, and outreach, as well as train-the-trainer activities aimed at increasing the impact of the project once participants have returned to Cuba. Training will also cover the topics of ethics, accountability, and social inclusion.
- **Site Visits/Observations/Workshops:** Participants will participate in immersion experiences with well-organized NGOs and international organizations in the host country. Participants should develop a proposal and select an area of interest focused on democracy-

building and engage with organizations that work to further these areas. Based on WHA's previous program experience, thematic areas such as environmental protection, health, animal welfare, literacy and education, youth development, gender-based violence, supporting persons with disabilities, legal aid, and substance abuse are of interest to young Cubans. By visiting with the organizations and observing the formal activities, participants will be able to explore methods for effective communication, conflict resolution, reaching disparate audiences, and engagement in international fora. The implementing partner can also arrange workshops, either with its own staff or working in tandem with other organizations the partner proposes. These workshops should each address a unique challenge faced by young Cuban leaders and foster the skills necessary to overcome that challenge.

- **Capstone:** As part of the skills development project, participants will write a short paper and prepare a presentation for their interest-area proposal. This proposal and presentation will be the culmination of the project in the host country. The audience should consist of possible partners/contributors to the proposal, representatives of the international community, and/or other human rights organizations. A successful capstone presentation will incorporate the skills participants learned over the course of the project, and allow for networking among potential future partners/donors/implementers that can continue to work with the participant in their interest area. Participants will also develop a plan of action to implement in Cuba that includes organizing their own project and/or training sessions to pass on the skills learned. The implementing organization must provide follow-on support to participants, perhaps through a mentorship program developed with civil society actors across the host country or other Latin American countries.

3. Follow-on with Alumni

Staying engaged with alumni is important for evaluating the success of the project, building a community of independent organizations and actors on the island, and continuing to support alumni in engaging in networks of professional peers in Latin America and the country of project activities. Applicant organizations should describe various approaches to facilitate this engagement. All proposed follow-on activities for alumni will be developed in close consultation with WHA and must reflect the goals and objectives of the project. Proposals should include an outline of and timeline for follow-on alumni programming, a plan for its coordination, and a plan to foster and sustain longer-term linkages with alumni.

4. External Evaluation

Applicants must identify an external evaluator that will complete a comprehensive evaluation of the results of the project, guided by the stated purpose and goals. To the extent possible, given limitations on access to alumni and the time frame of the award, the evaluation should also measure the longer-term impact of the award, including the participants' abilities to more effectively lead, manage, and grow independent messaging and communications projects or networks in support of democratic principles in Cuba. The proposal must include a detailed plan for this evaluation and costs for the evaluation should be included in the line-item budget.

BUDGET GUIDANCE

The Federal grant amount of \$1,234,567 will support the participation of 25 to 40 emerging leaders in a professional development project over a maximum of three years. In past years, WHA projects have included a cost range per participant of \$10,000 to \$14,000, but factors such as the length of the project, cohort size, and activity locations will affect these costs. The budget will include roundtrip airfare between Cuba and the selected country, room and board, local transportation, provision of orientation and training, and other project-related expenses. Allowable project costs may include, but are not limited to, the following:

- Recruitment and advertising materials and expenses
- Pre-departure orientation expenses
- Passport and visa fees, as necessary, including travel costs for interviews
- Roundtrip airfare between Cuba and the selected project country
- Monthly stipend for room and board
- Winter clothing, if necessary
- Travel between project locations and local transportation (excluding automobile purchases)
- Training expenses (e.g., travel, lodging, meals, materials, honoraria for speakers)
- Health insurance (accident and sickness) – compliant with host-country legislation
- Contingency funds for unexpected travel, COVID-19-related costs, or other participant issues
- External evaluation costs

NOTE: Grant funds may not be used for expenses related to participant spouses, children, or family relocation or reunification, including for family costs related to the global pandemic.

DESIRED RESULTS AND REQUIRED ELEMENTS

Desired Outcome: Participants will complete an in-depth and dynamic training and skills-building project that includes orientation, site visits, workshops, and a capstone event, as well as a plan for a follow-on project and/or training upon return to Cuba. The project will allow the participants to establish themselves in Cuba as professional resources for grassroots efforts in democracy promotion across the island and internationally. Alumni will have the tools to promote causes by attracting broad audiences, communicating messages effectively, and mobilizing independent actors within civil society to promote freedom of expression and assembly.

Target population: Project participants will be Cubans who demonstrate an interest in promoting a more democratic society. Potential candidates need not necessarily self-identify as dissidents but should be advocates who promote universal rights, social inclusion, and individual, non-governmental opportunity. As emerging leaders, participants will be between 20 and 40 years of age and will be college students or young professionals. Many will speak only Spanish; therefore, the orientation and training must be conducted in Spanish (or interpreted for select components). If the host country speaks a language other than Spanish, the cost of

language training and/or interpretation must be included in the proposal. The implementing organization must actively recruit women and minorities.

The proposal narrative should be organized into the following components:

- 1) Introduction
- 2) Narrative- Problem Statement and Rationale: Successful applicants under this funding opportunity will describe an approach based on a problem statement and rationale analysis. Please provide background on the context in which the proposed project will be operating. This must incorporate findings from the required gender analysis provided in the Proposal Submission Instructions.
- 3) Theory of Change: Provide a theory of change in the proposal that describes the connections between the project's activities, key short-term outputs, key intermediate outcomes, objectives, and the long-term goal.
- 4) Planned Activities/Implementation Plan: Applicant should include, but is not limited to, the following elements:
 - a. *Project Goal and Objectives*: Fully explain the project's goal and objectives. The overarching goal should outline what the activities and objectives should be building towards. The objectives of the project should describe the applicant's expectations for the end of the project. The objectives should be measurable, results-focused, and achievable within the timeframe of the project.
 - b. *Activities*: All activities should be clearly developed and sufficiently detailed to understand the resource and time requirements, and to the expected contribution to the project's objectives and goals. Please identify target areas for activities, target participant groups or selection criteria for participants, and the plan to engage relevant stakeholders and local partners as appropriate.
 - c. *Resources and Timeline for Activities*: Demonstrate the process of implementing the proposed activities to build upon one another and are logically sequenced to achieve the desired outcomes. The applicant must submit a plan that sets out a realistic outline of tasks and deliverables, anticipated time frames, challenges, opportunities and due dates, and persons responsible for achieving each task. This should be a narrative description.
 - d. *Risk Mitigation and Contingency Plans*: Applicants should consider the implications that COVID-19 may have on the project and any possible restricted activities. The risk assessment should include a contingency plan for the various restrictions that may occur due to COVID-19. In addition, the operating environment in Cuba is subject to change due to shifting political situations and realities. The proposal should include a robust risk plan for all possible situations

or problems the implementer and participants may face, and a contingency plan for mitigating those risks.

- 5) **Sustainability Plan:** Clearly indicate the plan for long-term capacity building for participants and their networks once back on the island. Outline the possibilities for institutionalization of capacity-building functions, as well as the potential for multiplier effects.
- 6) **Past Performance:** Provide a description of the applicant organization, including a proven record of successful projects and past performance in working with closed societies, particularly Cuba. Describe past performance and experience in working with host governments, local organizations, communities, and marginalized populations. The roles and responsibilities of primary staff under this project should be defined, and the proposal should demonstrate the plan to engage or obtain support from relevant stakeholders.
- 7) **Performance Monitoring Plan (PMP):** The applicant will develop a Performance Monitoring Plan (PMP) with annual and end-of-project targets and results anticipated for key performance indicators. The following table shows required indicators that must be measured, as well as illustrative targets, that the implementing organization will be responsible for monitoring and reporting during and after the project. The applicant should propose additional outputs, indicators, and/or targets as necessary. WHA will regularly monitor the project’s performance to assess whether project activities are on track and targets are being achieved.

Outcome indicators required for the project are provided below. As part of the proposal, the applicant is expected to identify targets for these indicators that can reasonably be achieved within the performance period of the project, based on the expected overall project results described above.

<i>Required Outcome Indicators</i>	<i>Targets:</i>
Number of individuals who report acquiring a robust body of knowledge about multiple facets of democratic advocacy.	TBD
Number of individuals who utilize their international experience to elevate independent organizations and civil society across Cuba and in the international community.	TBD

Required output indicators and targets that should be used for the project are provided below. The applicant should review these and either confirm the targets or propose alternative targets, as appropriate.

<i>Required Output Indicators</i>	<i>Targets:</i>
Pre- and post-activity surveys conducted to assess participants’ development	Two per cohort

Number of people who have completed USG-assisted civic education projects	At least 25
Number of participants who conduct follow-on activities in Cuba to further train colleagues in advocacy skills.	At least 25

The implementing organization will be required to collect baseline data for all the PMP indicators during the first year of the project, as well as pre- and post-activity surveys with each cohort to determine the change in each participant’s knowledge, understanding, and skill set. In addition, applicants should define certain terms included in the outcomes and indicators at the very beginning of the project so that it is possible to measure the change during and at the end of the project. Such baseline information will be critical for both monitoring and evaluation of project progress and results.

In addition to the proposal narrative components, the applicant must provide the five mandatory and one optional attachment(s) provided in the PSI:

- a. Roles and Responsibilities to include the names of key personnel
- b. Timelines/Schedule of Activities
- c. Performance Monitoring Plan (PMP) With Results/Logic Framework
- d. Detailed Budget and Budget Narrative
 - a. See Budget Guidelines (TAB B) in the PSI for more information.
- e. Risk Assessment
 - a. The safety and security of recipients and beneficiaries are of utmost importance. WHA requires all applicants to conduct a thorough risk assessment and take all actions necessary in accordance with those assessments to mitigate those risks. WHA does not take responsibility for the risks incurred by any applicants.
 - b. Applicants should consider the implications COVID-19 may have on the project and any possible restricted activities. The risk assessment should include a contingency plan for the various restrictions that may occur due to COVID-19 using the questions in the sample risk assessment in TAB D.
- f. Gender Analysis (optional but WHA recommended)
 - a. See TAB C in the PSI for more information.

Note: Additional optional attachments -- Attachments may include further timeline information, letters of support, memoranda of understanding (MOU)/agreement, etc. For applicants with a large number of letters/MOUs, it may be useful to provide a list of the organizations or government agencies that support the project rather than the actual documentation.

Proposals submitted without the mandatory attachments will be ruled technically ineligible.

III. APPLICATION SUBMISSION

It is the responsibility of the applicant to ensure that the application package has been received by www.grants.gov in its **entirety**. Incomplete applications will be considered **ineligible**.

Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

Please refer to the **Proposal Submission Instructions (PSI)** for additional application submission instructions, including information on required documents and format. Please follow both the PSI and the NOFO to ensure that the proposal package submission is in full compliance with the requirements. Proposal submissions that do not meet all of the requirements outlined in this NOFO and PSI will **not** be considered.

The U.S. Department of State bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions via www.grants.gov.

Incomplete application packages will not be considered.

Applicants, including U.S. affiliates of international organizations must provide a valid Data Universal Numbering System (DUNS), and **completed** www.sam.gov registration when submitting application on www.grants.gov in response to this NOFO. **Applicants that do not have a valid DUNS number and completed www.sam.gov registration will NOT be eligible for consideration.**

In accordance with the applicable Federal awarding agency's policy, applicants must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity.

It is U.S. Department of State policy that English is the official language and U.S. dollar is the controlling currency. The proposal and related supporting documents must be in the English language and the accompanying budget in U.S. dollars.

IV. APPLICATION EVALUATION

The U.S. Department of State's Bureau of Western Hemisphere Affairs will issue an award to the applicant whose proposal represents the best value to the U.S. Government on the basis of technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity. In addition, the organization must demonstrate adequate financial management capability to be measured by a responsibility determination. Applications should contain the applicants' best terms from both cost and technical standpoints. The implementing partners' sub-recipients will be subject to U.S. Department of State approval.

Eligible applications will be evaluated by an independent review panel consisting of subject matter experts from other U.S. Department of State bureaus/or offices, and/or other USG agencies. Final approval resides with the U.S. Department of State Grants Officer.

The following criteria will serve as a standard against which all **eligible** applications will be evaluated. Each eligible application will be evaluated and scored on the review criteria using a 100-point scale. The review panel will apply the following criteria when rating proposals:

- 1. Quality of Project Idea** (total possible 25 points)
 - The proposal responds to the NOFO and is appropriate in the country context

- The proposal exhibits originality but is feasible
 - The proposal directly connects proposed activities with the desired outcomes (goals and objectives)
- 2. Project Planning/Ability to Achieve Objectives** (total possible 20 points)
- The proposal provides a detailed work plan of proposed project activities and includes a clear articulation of how these activities will contribute to the overall project's goals and objectives
 - The proposal articulates project activities that are specific, measurable, attainable, and placed in a reasonable time frame (SMART)
- 3. Organizational Capability and Record of Performance** (total possible 20 points)
- The proposal demonstrates an institutional record of previous successfully implemented projects in the target country outlined in this NOFO, or demonstrates the potential capacity to do so
 - The proposal articulates past performance and experience in working with relevant host governments, local organizations, and communities, or if a new implementer, that the organization has the capacity to do so. The proposal clearly defines the roles and responsibilities of primary staff under this project.
 - The proposal describes the division of labor among the implementing organization and potential implementing partner organization(s) and identifies local partner organization(s) that would assist with implementation, where appropriate
 - Proposal addresses the plan to engage or obtain support from relevant stakeholders
- 4. Cost Effectiveness** (total possible 20 points)
- The administration of the proposal budget, including salaries and honoraria, are explained and justified for the work involved
 - Proposed costs are reasonable and necessary and linked to program objectives and demonstrate efficient use of U.S. Government funds

NOTE: This NOFO does not require cost-share. Applicants may voluntarily offer cost share; however, cost share will not be factored in during proposal review.

- 5. Performance Monitoring Plan** (total possible 10 points)
- Narrative explaining the plan to conduct monitoring and evaluation and the individuals responsible for monitoring and evaluation activities (including potential contracted monitoring and evaluation experts)
- 6. Sustainability of Impact** (total possible 5 points)
- Clearly delineates how impact will be sustained beyond the life of the grant

Note: If the applicant organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, include the latest NICRA as a pdf file. Organizations that have previously established indirect cost rates must submit timely indirect cost proposals to the cognizant agency as required by Appendix III & IV of 2 CFR 200. If indirect cost proposals

have not been submitted for re-negotiation as required, out-of-date NICRAs may not be considered.

V. AWARD ISSUANCE AND ADMINISTRATION:

Issuance of this NOFO does **not** constitute a commitment on the part of the U.S. Department of State to issue an award nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. Furthermore, an award cannot be issued until funds have been fully appropriated, allocated, and committed through internal U.S. Department of State procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements. All preparation and submission costs are at the applicant's expense.

The U.S. Department of State reserves the right to fund any or none of the proposals submitted and reserves the right to reduce, revise, or increase the budget in accordance with the needs of the project and the availability of funds.

Pursuant to 2 CFR 200.400 g, it is U.S. Department of State policy **not** to award profit under Federal assistance instruments.

The decision for the award determination rests with the Grants Officer. The Grants Officer is a U.S. Government official delegated the authority by the U.S. Department of State Procurement Executive to award and administer the award.

The award agreement is the only authorizing document and will be issued electronically through the State Assistance Management System (SAMS Domestic).

Pending availability of funds and satisfactory performance, including compliance with the U.S. Department of State and subject award's terms and conditions, WHA may consider extending the period of performance and increasing funding to the subject award.

2 CFR §200.501 requires domestic/U.S. & foreign non-Federal entities that expend \$750,000, or more, in Federal assistance during organization's fiscal year to have a single or project-specific audit conducted for that year. In addition, the entity must report the collected audit data elements on the form SF-SAC and submit it to the FAC. Any findings such as material weaknesses, significant deficiencies, or material non-compliance are reported on the SF-SAC.

Reporting Requirements:

Applicants will be required to submit Quarterly Progress and Quarterly Financial Reports (SF-425), unless special conditions apply, describing key activities undertaken during the reporting period towards accomplishment of the stated objectives. Financial Reports provide a means of monitoring expenditures. More detailed reporting requirements will be outlined in the Award Agreement.

If reports or any other supporting documents are provided in both English and a foreign language, it must be stated in each version that the **English-language version is the controlling version. U.S. dollar is the controlling currency.** Financial reports must be submitted in U.S. dollars.

Other Information:

Mandatory disclosures (2 CFR 200.113)

A non-Federal entity, applicants or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII of the 2 CFR 200 -- Award Terms and Conditions for Applicant Integrity and Performance Matters -- are required to report certain civil, criminal, or administrative proceedings to www.sam.gov.

Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for Noncompliance, including suspension or debarment.

Federal Awardee Performance and Integrity Information System (FAPIS)

A Federal awarding agency, prior to making a Federal award, will review and consider any information about the applicant that is in the designated integrity and performance system accessible through www.sam.gov (currently FAPIS) (see 41 U.S.C. 2313). The applicant, at its option, may review information in the designated integrity and performance systems accessible through www.sam.gov 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 www.sam.gov. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance.

Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation. Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with or support to individuals or organizations associated with terrorism.

Proposals that reflect any type of support for any member, affiliate, or representative or a designate to terrorist organization or narcotics trafficker, including elected members of government, will NOT be considered. This provision must be included in any sub-awards/sub-contracts issued under this award.

VI. AGENCY CONTACTS

Any prospective applicant desiring an explanation or interpretation of this NOFO must request it in writing by the deadline for questions specified on page 1, cover page. Information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as a 'Questions and Answers' attachment to this NOFO. Any questions concerning

this NOFO should be submitted in writing, by email, to WHA to WHAGrants@state.gov along with the project's title as outlined in the NOFO; the funding opportunity number; and applicant's legal name and organizational status.