**U.S. DEPARTMENT OF STATE  
EUR/Tirana**

**Notice of Funding Opportunity**

**Funding Opportunity Title:***The Countering Violent Extremism Small Grants Program FY2022*

**Funding Opportunity Number:***TIRCVEFY22*

**Deadline for Applications**: *March 24 - April 25, 2022*

**Assistance Listing Number:***19.900*

**A. PROGRAM DESCRIPTION**The U.S. Embassy in Tirana, Albania announces an open competition for organizations to submit applications for the Countering Violent Extremism Small Grants Program. Please follow all instructions below.

**Priority Region:***EUR/Albania*

**Program Objectives:**

Program Objectives:

The Countering Violent Extremism Small Grants Program, administered by the Public Affairs Section, is soliciting proposals from non-governmental organizations (NGOs) in Albania that create, develop, and foster countering and preventing violent extremism capacities and that build alert and cohesive communities. Multi-player approaches that bring together and coordinate the actions of central and local governments, civil society, religious communities, media, academia, private sector, and other stakeholders are encouraged. Some of the priority areas include:

• Building safe and resilient communities to violent extremism

• Promoting youth activism in preventing and countering violent extremism

• Strengthening media professional capacities on reporting and promoting counter-extremism narratives capable of reaching target audiences

• Re-integration of individuals and communities at risk of being radicalized enabling them to redirect their lives and become contributing members of their communities

This program supports the Albanian Government’s national strategic priorities of community outreach and engagement, countering extremist propaganda while promoting democratic values, and developing long-term comprehensive CVE policies.

**Participants and Audiences:**

Describe who the intended target audiences should be for the various activity categories

**B. FEDERAL AWARD INFORMATION**

Length of performance period: *6 to 12 months*

Number of awards anticipated: (dependent on amounts)

Award amounts: from $30,000 to $60,000

Total available funding: *(dependent on requests)*

Type of Funding: *FY21/22 AEECA under the Foreign Assistance Act*

Anticipated program start date: *July- August 2022*

**This notice is subject to availability of funding.**

**Funding Instrument Type:**Grant Contract

**Program Performance Period**: Proposed programs should be completed within one year from the starting date determined in the grant contract

**C. ELIGILIBITY INFORMATION**

1. Eligible Applicants

* Albanian not-for-profit organizations, including think tanks and civil society/non-governmental organizations that are able to respond to the NOFO, and have experience and expertise on CVE issues
* U.S. organizations and individuals are not eligible for grants under the program.
* Cost Sharing or Matching is not required and is not part of the evaluation criteria. However, the applicants are encouraged to explore the possibility of a cost-share whenever possible.

1. Other Eligibility Requirements

* 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: US Embassy Tiranawebsite, and grants.gov

1. 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 in their original format

The following documents are **required**:

**1. Mandatory application forms**

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

**2. Proposal (Application Form):**The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. The format must include all the items below.

* Name, address, telephone/fax number, e-mail address of the organization and name of contact person
* Project title
* Executive Summary
* Background of Grantee: A description of the project and who the target audience is
* Project justification
* Project dates (approximate time from the beginning to the completion of the project)
* A summary of the budget (based on the detailed budget form in the Excel format)

**3. Budget Justification Narrative**: After filling out the SF-424A Budget (above), use the Excel document to describe each of the budget expenses in detail.

*Other Information: Guidelines for Budget Submissions* below for further information.

**4. 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

5. Unique Entity Identifier and System for Award Management (SAM.gov) *(NOTE: This section is required and not optional, except for NOFOs targeting applications from individuals instead of organizations)*

**Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management (SAM)](https://sam.gov) 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%20NCAGE.pdf>

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

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

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

1. Submission Dates and Times

Applications are due no later than *April 25, 2022*

1. Funding Restrictions

*Award funds can be used only for activities occurring only in Albania and for payments only to Albanian citizens.*

1. Other Submission Requirements

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

***Please do not modify the application forms. Submission in WinZIP, WinRAR, WeTransfer, Google Drive, etc., is not allowed.***

***Applications that do not meet any of the above requirements and/or submitted after the deadline will be ineligible.***

**E. APPLICATION REVIEW INFORMATION**

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

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

**Organizational Capacity and Record on Previous Grant:** 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:** Goals and objectives are clearly stated and the program approach is likely to provide maximum impact in achieving the proposed results.

**Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Monitoring and evaluation plan:** Applicant demonstrates it is able to measure program success against key indicators and 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:** Program activities will continue to have positive impact after the end of the program.

**Support of Equity and Underserved Communities:**  Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

1. Review and Selection Process

The U.S. Embassy has established the CVE committee which is the body that reviews and evaluates proposals for this program. Applicants may be contacted with questions during this review process and will be informed whether or not their proposal was selected via e-mail.

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:** *pending on award specifics*

* 1. 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](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.25&rgn=div5)
* [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.170&rgn=div5)
* [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.175&rgn=div5)
* [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.182&rgn=div5)
* [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.183&rgn=div5)
* [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&tpl=/ecfrbrowse/Title02/2chapterVI.tpl)
* [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](https://www.state.gov/about-us-office-of-the-procurement-executive/)

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:

* [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.200&rgn=div5) (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).

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* 1. 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.

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](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=027fb85899500d580fc71df69d11573a&mc=true&n=pt2.1.200&r=PART&ty=HTML%20-%20ap2.1.200_1521.i#ap2.1.200_1521.xii).

**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: [pdgrantstirana@state.gov](mailto:pdgrantstirana@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.