

**U.S. DEPARTMENT OF STATE
PALESTINIAN AFFAIRS UNIT
Notice of Funding Opportunity**

Funding Opportunity Title: DESIGN AND IMPLEMENTATION OF AN ENGLISH LANGUAGE SUMMER CAMP FOR PALESTINIAN STUDENTS, SUMMER 2020
Funding Opportunity Number: PAUPDFY20001
Deadline for Applications: February 21, 2020
CFDA Number: 19.021
Total Amount Available: Tentative Amount of \$250,000.00, split between at least two camps and up to five, at various funding levels (pending funding availability).

A. PROGRAM DESCRIPTION

The Public Affairs Section of the Palestinian Affairs Unit of the U.S. Department of State, in fulfillment of its mission to build lasting connections between Palestinians and Americans, announces an open competition for organizations to submit applications to carry out a program (or programs) to fund the development and execution of several month-long English language summer camps for up to 70 Palestinian students (per camp) from grades 5-12 in East Jerusalem, the West Bank and/or Gaza. The camps should be full-time (at least six hours per day, five days per week), with a consistent curriculum and teaching staff.

This opportunity can fund camps with a variety of themes such as art, sports, vocational training, science, technology or other subjects and activities – these do not need to be camps solely focused on English language instruction. However, the common thread for all the camps is that participants will learn English through activities, and the students will work on developing a project or gaining skills in English throughout the course of the camp. The camp should also include some elements of exposing participants to American cultures and values.

Camps should focus on promoting confidence, independence and conversational English language skills that students can use to improve their overall academic performance and excite them about learning English and engaging with American culture. Awards resulting from this NOFO will fund only one round of camps, but providers should consider that there may be future funding available to bring students back the following year for further development of the same camp the next summer.

The PAU reserves the right to use available funds to give awards to two or more providers.

Infrastructure requirements:

The provider must specify the location(s) of the summer camp and space that will be used for the activities. The provider must either provide verification that the space belongs to the grantee or a written agreement with the holder of the space. The location should have enough space to comfortably accommodate up to 70 children for camp activities and provide them areas for play or non-classroom activities. Providers are also encouraged to share any other unique learning spaces on the premises that are accessible to the program and that add to the overall experience

(theater, garden, sports facility, gym, etc.). The provider also must either provide transportation for students or identify a camp location with easy access to safe and reliable public transportation.

Functional requirements:

- a) In consultation with the PAU, the provider is responsible for selecting participants and providing criteria for this selection process.
- b) The provider is responsible for identifying and recruiting qualified teachers/camp counselors.
- c) The provider is required to produce a substantial final performance report. The provider should monitor students' attendance and performance using indicators of success established in advance by the provider.
- d) The provider will monitor the camp and activities during the period of implementation to ensure the quality of the program. Preference will be given to providers with project staff members with a background in education, prior camp implementation experience and English language instruction.
- e) The provider will develop and submit a curriculum or camp schedule to PAU.

Priority Region: The purpose of this grant is to reach Palestinian students across Gaza, the West Bank, and Jerusalem through these summer camps. Interested parties may submit proposals for a single camp in a single location, or a proposal for multiple camps with multiple implementation locations. The proposal should cover the sites where the provider is confident it can deliver a clean, safe space, with a qualified administrative and teaching staff, over the duration of the program. Each site should have no more than 70 students per camp.

Program Objectives: English language courses and activities are a cornerstone of the cultural programming supported by the PAU in the West Bank, Gaza and East Jerusalem. In addition to standard language courses and teacher training, a priority has been placed on developing English language summer camps for young students to improve conversation skills, confidence and encourage critical thinking. The development of these skills will help to create stronger, more motivated students with better employment opportunities and a broader view of their world, including exposure to American culture and values.

Following the success of a pilot English language summer camp in 2019 hosted in East Jerusalem, the PAU expects to expand their summer camp offerings in 2020 to work with a broader age range of students and with providers across East Jerusalem, the West Bank and Gaza. The expansion of these summer camps will serve a variety of Palestinian students in unique locations, who often don't have access to English language learning opportunities outside their standard classroom curriculum.

Participants and Audiences: Proposed projects may target Palestinian students of a variety of ages for students, but students should not be younger than 5th grade in order to ensure that students have an adequate level of English to develop over the course of the camp. The age range of students in a single camp should not be more than two years, e.g. 10-12, 14-16, 15-17, etc.

Preference will be given to camps with economically disadvantaged students, or students with lack of other access to English language programming.

B. FEDERAL AWARD INFORMATION

Length of performance period: Approximately four weeks per camp.

Number of awards anticipated: Two to five awards (dependent on amounts).

Award amounts: Awards may range from a minimum of \$50,000 to a maximum of \$125,000

Total available funding: \$250,000

Type of Funding: FY20 Smith Mundt Public Diplomacy Funds.

Anticipated program start date: June 2020.

This notice is subject to availability of funding.

Funding Instrument Type: Grant agreement.

Program Performance Period: The start date of the camps must fall during the 2020 school summer break, ideally a month-long stretch between June and July.

Note: The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply: Proposals may be submitted by local, U.S.-based or international non-profit or educational organizations.

2. Cost Sharing or Matching

Cost sharing is not required and will not be considered in merit review.

3. Other Eligibility Requirements

Proposals must be submitted in English.

Providers can craft proposals of varying size with a budget ceiling of \$250,000 (pending availability of funds), depending on the provider's capability, infrastructure, and ability to provide camps in a variety of geographical locations. The PAU reserves the right to split the project between two or more providers and may request that providers adjust their final proposals and budgets as necessary. All possible costs for parents – instruction, camp uniforms, books/materials, transportation, enhancement activities, administration – should be covered. Please see the budget section below for more information on these items.

It is preferable that at least some of the teachers or counselors have degrees or diplomas in English language teaching or education and a minimum of two years' experience teaching English. The instructors should be comfortable and fluent in English and have some cross-cultural experience; preferably with U.S. culture (familiarity with the culture is stressed over actually having visited the U.S.). Ideally, teachers/camp counselors will have worked in non-traditional or non-classroom settings at some point. Additionally, preference will be given to camps who have some American program staff who can ensure the inclusion of programming with some focus on American culture and values.

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 should complete the required application forms and budget templates of the proposed project. **Please submit documents via e-mail to JerusalemPDJApplications@state.gov with "Summer Camp NOFO 2020" in the subject line.**

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available are attached to the Notice of Funding Opportunity.

2. Content and Form of Application Submission

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

Content of Application

Please ensure:

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

The following documents are **required**:

1. Mandatory application forms

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

- **SF424B** (*Assurances for Non-Construction programs*)

All available at: <https://www.grants.gov/web/grants/forms/sf-424-family.html>

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

3. Proposal: The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

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

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner

- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities
- Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA GE.pdf>

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

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

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

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

Submission Dates and Times:

Applications are due no later than February 21st, 2020

Funding Restrictions:

The following types of projects are not eligible for funding:

- o Projects relating to partisan political activity
- o Charitable or development activities
- o Construction projects
- o Projects that support specific religious activities or promote only one faith/religion
- o Fund-raising campaigns
- o Lobbying for specific legislation or projects
- o Scientific research
- o Projects intended primarily for the growth/institutional development/maintenance of the applicant organization or its partner organizations.

Other Submission Requirements:

All application materials must be submitted by email to JerusalemPDJApplications@state.gov with “Summer Camp NOFO 2020” in the subject line.

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

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

Organizational Capacity and Record on Previous Grants: 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 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 they are 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. Applicant must also be willing to agree to some form of long-term follow-up, including but not limited to things such as a survey of participants and their parents

both as a baseline, and a six-month or a year post-camp follow-up assessing quality of English language skills, and other positive academic or social outcomes related to the camp.

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

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

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 §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates: By March 16th, 2020.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start

incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made by electronic funds transfer. Payment schedules will be determined by the Grants Officer and specified in the award document, according to the program's milestones.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted. As these camps are short-term projects, recipients will be expected to submit a brief progress report halfway through each camp. Additionally, final progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address provided in the award.

G. FEDERAL AWARDING AGENCY CONTACTS

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

JerusalemPDJApplications@state.gov with "Summer Camp NOFO 2020" in the subject line.

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.