

U.S.OPA-PD TEMPLATE NOFO FY22

**U.S. DEPARTMENT OF STATE
U.S. OFFICE OF PALESTINIAN AFFAIRS
PUBLIC DIPLOMACY SECTION
Notice of Funding Opportunity**

Funding Opportunity Title: U.S. Public Diplomacy Palestinian Peacebuilding Program
Funding Opportunity Number: OPAPDFY22009
Deadline for Applications: *August 15, 2022*
Assistance Listing Number: *19.021*
Total Amount Available: *\$100,000.00 For all awards issued. [May be divided into multiple awards]*

A. PROGRAM DESCRIPTION

The Public Diplomacy Section (PD) of the U.S. Office of Palestinian Affairs (U.S.OPA) announces an open competition for a grant through this Notice of Funding Opportunity (NOFO). The U.S. Public Diplomacy Palestinian Peacebuilding Program is designed to partner with Palestinian, American, and International non-profit/non-governmental to implement activities which advance the applicant's goals and the U.S.OPA-PD mission: *to advance a comprehensive and lasting peace through a negotiated two-state solution to the Israeli-Palestinian conflict and the development of a vibrant, representative, and responsive Palestinian civil society, private sector, and governing institutions through substantive engagement with American people, institutions, ideas and ideals in order to improve American-Palestinian relations and create greater opportunities for mutually beneficial partnership and cooperation.*

Priority Region: *Jerusalem, West Bank, and Gaza or a combination of two or three of them.*

Program Objectives:

All proposed projects must aim to advance the U.S.OPA-PD mission goals stated above, contain a substantive American element, and achieve one or more of the following specific objectives:

- *Promote negotiation, non-violence, social change, and civic education*
- *Help participants imagine alternatives to occupation, violence, despair, or apathy*
- *Train and empower participants to tell stories from the conflict that highlight human dignity, empathy, and outside-of-the-box thinking for local and international audiences*
- *Build capacity of peacebuilding institutions and organizations led by Palestinians.*
- *Create opportunities for Palestinians to engage representatives of the U.S. government – including the U.S. Office of Palestinian Affairs—on issues of importance to them, including U.S. foreign policy and international affairs as well as local issues and perspectives*

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- *Advance equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability.*
- **Each proposal must have a substantial monitoring and evaluation component that will contribute to research in the field of peacebuilding to help make data-based decisions that make an impact on the ground**

We will give special consideration to proposals which incorporate the following elements as techniques or tools for meeting the strategic goals identified above:

- *Cooperation in project implementation between two peacebuilding organizations.*
- *Alumni of U.S. government programs and exchanges. This could include building upon previous programs or launching new initiatives with alumni from past projects.*
- *Grassroots elements that support underserved communities.*

The project proposal does not need to have an Israeli element or a component of bringing Israelis and Palestinians together, but it must be building the conditions and laying the groundwork for a negotiated solution to the Israeli-Palestinian conflict. Please describe your theory of change and how you believe your project serves this goal as part of your proposal.

The work plan should identify clear problems related to the strategic goals described herein, and propose feasible solutions based on a concrete and coherent methodology to address the problems identified. We encourage proposals that show creative approaches.

Participants and Audiences:

Palestinians in East Jerusalem, West Bank and Gaza.

B. FEDERAL AWARD INFORMATION

Length of performance period: 6 to 18 months

Number of awards anticipated: 1 or more awards (dependent on amounts)

Award amounts: awards may range from a minimum of \$20,000 to a maximum of \$100,000

Total available funding: \$100,000

Type of Funding: FY22 Smith Mundt Public Diplomacy Funds

Anticipated program start date: September 2022

This notice is subject to availability of funding.

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

Program Performance Period: Proposed programs should be completed in *18 months* or less noting that at least the last 3-6 months of the period of performance -- after the end of the substantive project activity -- should be dedicated to short- and medium-term measurement and evaluation of project success to measure indicators and determine if leading goals and objectives have been met.

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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 types of applicants are eligible to apply:

Palestinian, American, and International not-for-profit organizations are eligible to apply. Preference will be given to Palestinian organizations when possible.

2. Cost Sharing or Matching

Cost share is allowed but not required and will not factor into the merit review process.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

The following types of projects are not eligible for funding:

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

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D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

The **required application forms** for this Notice of Funding Opportunity are available on the U.S. Office of Palestinian Affairs webpage <https://il.usembassy.gov/palestinian-affairs-unit/cultural-and-educational-programs/grants-and-funding-opportunities/> and on grants.gov. Please note the **optional templates** (Project Proposal template; Detailed Budget Spreadsheet template; and Budget Narrative template). The templates are designed to make the application process easier. Applicants may choose to use these optional templates if desired or if they do not have their own standard proposal format.

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. Please submit all proposal documents as described below via email with “NOFO U.S. Public Diplomacy Palestinian Peacebuilding Program” in the subject line to JerusalemPDJApplications@state.gov.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity and contains clear and measurable indicators of success along with a clear plan for measuring and evaluating whether or not those indicators have been met. (See sections A and E).
- Anyone reading the proposal can clearly understand the specific activities proposed and how those activities will achieve the stated goals and objectives
- The proposal contains a clear budget and budget narrative detailing how the budget proposal supports the proposed activities and goals/objectives of the project.
- The proposal includes a substantive American component which facilitates the exchange of information, ideas and/or experience between Americans and Palestinians.
- All documents are in English; proposals submitted in Arabic or other languages will not be considered.
- All budgets are in U.S. dollars
- All pages are numbered

The following documents are **required** and are available at this [link](#):

1. Mandatory application forms

- **SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance – individuals) at grants.gov**
- **SF424A (Budget Information for Non-Construction programs) at grants.gov**

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- **SF424B** (*Assurances for Non-Construction programs*) or **SF424B** (*Assurances for Non-Construction programs - Individual*) at [grants.gov](https://www.grants.gov) (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)

Applicants may also use the **optional templates** (Project Proposal template; Detailed Budget Spreadsheet template; and Budget Narrative template) if desired. They are [available here](#). The optional templates are designed to make the application process easier but are not required.

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 or the optional template, 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, demonstrating ability to carry out the program, including information on all previous grants from any 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. Objectives should be achievable and measurable. (Also see section A for the goals and objectives of this funding opportunity)
- **Program Activities:** Describe the program activities you will implement to achieve the goals and objectives. Be specific and clear about what exactly you intend to do. For example: if you intend to improve the skills of participants, will you use workshops, training programs, practical exercises, information sharing, something else? On what topics exactly? How many sessions/events? What format? For how many people? When and where?
- **Program Methods and Design:** A description of how the program and each of its specific activities are expected to work to solve the stated problem and achieve the goals and objectives. Include a logic model if appropriate. Remember to explain how your program design and/or proposed activities provide a substantive American component to your program, facilitating the exchange of information, ideas, and/or experience between Americans and Palestinians.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include approximate dates, times, and locations of planned activities and events.

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- **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 proposals. Proposals must include a clear and specific monitoring, measurement, and evaluation plan stating specific and measurable indicators of success and the intended method for measuring achievement of each indicator. Throughout the timeframe of the project, how will the activities be monitored to ensure they are happening in a timely manner and achieving the intended results/outcomes? What measures will be used to determine whether indicators of success have been met? And how will the program be evaluated to make sure it is meeting its stated goals?
- **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 form (above), use a separate page or document to create a budget narrative describing each of the budget expenses in detail. Please find [here](#) two sample templates (budget and budget narrative) that may be used to assist applicants in provision of budget information. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

3. Unique Entity Identifier and System for Award Management (SAM.gov) (*NOTE: This entire section is required in all NOFOs except those only targeting applications from individuals instead of organizations*)

Required Registrations:

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

- www.SAM.gov registration which will generate a UEI

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- NCAGE/CAGE code

Any applicant with an exclusion 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.”

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews its registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at <https://login.gov/>. As a reminder, organizations need to renew its sam.gov registration annually.

US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in www.sam.gov. CAGE must be renewed every 5 years. Site for CAGE: <https://cage.dla.mil/Home/UsageAgree>. Grantees may be asked for more information to finalized and must comply.

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: <https://eportal.nspa.nato.int/AC135Public/CageTool/home> to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

It is in the organization’s best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes **prior** to registering or renewing www.sam.gov. Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization’s legal address in NCAGE/CAGE must mirror www.sam.gov.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed **ineligible**. All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

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4. Submission Dates and Times

Applications are due no later than midnight Jerusalem local time (GMT +3) **August 15, 2022**

5. Funding Restrictions

The following types of projects are not eligible for funding:

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

6. Other Submission Requirements

All application materials must be submitted by email with “**NOFO U.S. Public Diplomacy Palestinian Peacebuilding Program**” in the subject line to JerusalemPDJApplications@state.gov including your organization’s official registration.

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 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 the grant funds and complexity of the proposed project.

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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. As stated above, the goals and objectives of the project must include the U.S.OPA-PD mission goals and one or more of the specific objectives outlined in Section A of this notice. This includes a substantive American component which facilitates the exchange of information, ideas and/or experience between Americans and Palestinians.

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.

Measurement, monitoring and evaluation plan: Applicant demonstrates it is able to measure achievement of key indicators to evaluate program success and provides milestones to indicate progress toward goals and objectives 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.

Note: Preference will be given to organizations not already funded under this NOFO.

2. Review and Selection Process

A selection 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;

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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.

4. Anticipated Announcement and Federal Award Dates: The selection committee hopes to be able to announce the results of the selection committee process in approximately late August 2022 and awards will be issued no later than September 30, 2022

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: Payment will be made by electronic funds transfer. Payment schedules will be determined by the Grants Officer and specified in the award document.

It is strongly preferred that successful applicants have a bank account in U.S. currency to avoid potential loss due to exchange rate fluctuations.

2. Administrative and National Policy Requirements

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

These include:

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

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

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

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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. Generally, grantees are required to submit quarterly program progress and financial reports throughout the project period. Quarterly and semi-annual interim reports should be submitted no later than 30 days after the end of each reporting period. Annual reports should be submitted no later than 120 days after the end of each reporting period. Recipients should be given 120 days after the project or grant period end date to submit final program and financial reports.

G. FEDERAL AWARDING AGENCY CONTACTS

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

JerusalemPDJApplications@state.gov with “NOFO U.S. Public Diplomacy Palestinian Peacebuilding Program” 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.

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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.

Modified total direct costs (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Department of State. 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.