

**U.S. DEPARTMENT OF STATE
U.S. CONSULATE GENERAL JERUSALEM in coordination with
U.S EMBASSY JERUSALEM, TEL AVIV BRANCH OFFICE
Notice of Funding Opportunity**

Funding Opportunity Title: Promoting Cross-Cultural Cooperation
Funding Opportunity Number: PD-TLVJER-2019-01
Deadline for Applications: January 31, 2019
CFDA Number: 19.021- Public Diplomacy Programs – Investing in
People in the Middle East and North Africa
Total Amount Available: \$400,000

A. PROGRAM DESCRIPTION

The Public Affairs Sections of U.S. Consulate General Jerusalem and U.S. Embassy Jerusalem, Tel Aviv Branch Office, announce a competition for a grant through this Notice of Funding Opportunity (NOFO). Local, international, and American non-profit/non-governmental organizations are invited to submit proposals for implementation in Jerusalem, the West Bank, and Israel to promote cross-cultural cooperation based on common interest to drive sustainable relationships by building civil society capacity and/or strengthening problem solving and negotiation skills.

Two types of awards are available under this NOFO:

- a. **Mentoring:** \$300,000 will be reserved for awards up to \$50,000 to established organizations, who have at least five years' experience implementing projects to promote cross-cultural cooperation. Preference will be given to organizations that are registered in the United States. Proposals selected under this emphasis must include an element of mentoring a civil society organization that is new to these types of projects. It is for the applicants to determine how the mentorship will exactly take place and in which form as long as it includes a process of helping developing organizations **outside** the applying established organization.
- b. **Grassroots:** \$100,000 will be reserved for awards up to \$25,000, with preference given to organizations that have less than five years of experience in implementing these types of projects.

1. Program Objectives:

The initiative focuses on two main strategic goals:

- a. To **promote cross-cultural cooperation** based upon a foundation of shared practical interests and to strengthen civil society capacity through mutually beneficial projects, which encourage innovation and economic growth.
- b. To support and **facilitate efforts to strengthen problem solving and negotiation mechanisms**, particularly in Jerusalem.

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

- Cooperation in project implementation between two cross-culture organizations.
- New partners or civil society groups with whom the U.S. government has not previously cooperated.
- Alumni of U.S. government programs and exchanges. This could include building upon previous programs or launching new initiatives with alumni from past projects.

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.

B. FEDERAL AWARD INFORMATION

Length of performance period: 6-18 months

Number of awards anticipated: 6-8 awards (dependent on amounts)

Award amounts: Awards may range from a minimum of \$1,000 to a maximum of \$50,000 for the Mentoring awards proposals and to a maximum of \$25,000 for the Grassroots proposals

Total available funding: \$400,000

Type of Funding: FY19 Smith-Mundt Public Diplomacy Funds

Anticipated program start date: May 1, 2019

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 USG staff is more actively involved in the grant implementation.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Local, international, and American not-for-profit organizations are eligible to apply.

Organizations applying under the Mentoring emphasis must have at least five years' of work in promoting cross-cultural cooperation and preference will be given to organizations registered in

the United States. Organizations that have not previously received program funding from the USG are encouraged to apply under this announcement.

2. Cost Sharing or Matching

Cost sharing is not required but encouraged. Please note that funds from any other federal U.S. government source may not be used to match funds applied for under this funding program or vice-versa.

3. 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.5 for information on how to obtain these registrations.

4. 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
- Scientific research
- Projects intended primarily for the growth/institutional development/maintenance of the applicant organization or its partner organizations

D. APPLICATION AND SUBMISSION INFORMATION

1. Application Package

Application forms required below are available by clicking the “Related Documents” tab (Grants.gov - Funding Opportunity: **PD-TLVJER-2019-01**)

2. Submission Requirements

Applications are due no later than 5:00 PM on January 31, 2019. All application materials must be submitted by email to JerusalemPDJApplications@state.gov and TelAvivGrants@state.gov

3. 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. Federal application forms

SF424 (*Application for Federal Assistance- organizations*)

SF424A (*Budget Information for Non-Construction programs*)

SF424B (*Assurances for Non-Construction programs*)

2. Grant Application Form: Complete all sections of the attached “Promoting Cross Cultural Cooperation” application form.

3. 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 Justification* below for further information.

4. Attachments (optional)

- 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) or indication that the registration process with SAM.gov is ongoing.

5. Required Registrations:

The following registrations must be completed before an award is granted under this notice. The registrations do not need to be complete at the time of application. Applicants should include a notice and evidence in their application packet that the registration process is ongoing.

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 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%20GE.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.

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 – 25 points: 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 – 25 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. Proposals for the Mentoring emphasis must have at least five years' of work in promoting cross-cultural cooperation.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results. Proposals for the Mentoring emphasis must include an element of mentoring a civil society organization that is new to these types of projects.

Budget – 10 points: 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 – 15 points: 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 – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A Grants Review Committee comprised of employees from U.S. Consulate General Jerusalem and U.S. Embassy Jerusalem, Tel Aviv Branch Office will evaluate all eligible applications.

3. Anticipated Announcement and Award Dates

U.S. Consulate General Jerusalem and U.S. Embassy Jerusalem, Tel Aviv Branch Office will conclude negotiations and finalize grant awards to successful applicants as soon as possible. The goal is to finalize grant awards within three months after the application deadline. The U.S. government reserves the right to reject any or all proposals received.

4. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards

when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

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.

Organization whose applications will not be funded will also be notified via email.

Payment Method: Payments will be made by electronic funds transfer or check in at least two installments, as needed to carry out the project activities. 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, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:

<https://www.statebuy.state.gov/fa/pages/home.aspx>

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. Generally, grantees are required to submit quarterly program progress and financial reports throughout the project period. 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.

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

G. FEDERAL AWARDING AGENCY CONTACTS

For questions about the grant application process contact: TelAvivGrants@state.gov and JerusalemPDJApplications@state.gov

H. OTHER INFORMATION

1. Guidelines for Budget Justification Narrative

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 program staff, consultants, 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 Share: refers to contributions from the organization or other entities other than the USG. 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.