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

Funding Opportunity Title: Reacquainted with the United States: Palestinian Journalists Program
Funding Opportunity Number: PAUPDFY21006
Deadline for Applications: 28-MAY-2021
Assistance Listing Number: 19.021
Total Amount Available: $75,000 For all awards issued.

A. PROGRAM DESCRIPTION

The Public Diplomacy Section of the Palestinian Affairs Unit (PAU-PD) announces an open competition for a grant through this Notice of Funding Opportunity (NOFO). The Meet the United States Palestinian Journalists Program is designed to partner with a non-profit organization or educational institution with experience managing exchange programs and programs for media professionals to implement activities which advance the applicant’s goals and the PAU-PD mission: to advance a comprehensive, lasting, negotiated peace between Israelis and Palestinians and the development of a prosperous, stable, and transparent Palestinian society, economy and system of governance 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.

Program Objectives:

All proposed projects must aim to advance the PAU-PD mission goals stated above, contain a substantive American element, and achieve all of the following specific objectives:

Identify and recruit, in consultation with the Palestinian Affairs Unit (PAU), five to six Palestinian field and senior journalists working with local, regional, and international media outlets in West Bank, Gaza and Jerusalem for participation in a week-long exchange program in the United States and possibly some pre- and post-program activities that achieves the following:

- Increase awareness and understanding of program participants of the U.S. policy formation process and related institutions, especially regarding the Middle East and empower participating Palestinian journalists to hone their professional skills and standards.
• Improve understanding among participating Palestinians of the details and subtleties of U.S. policy and the history, culture and value system from which it develops.

• Reestablish relationships between Palestinian journalists and American peers and government interlocutors to improve their access to information about the United States and U.S. policies.

• Empower participants to interact with American peers, to discuss how U.S. reporters and media outlets handle ethical, legal, and editorial considerations that impact or limit their work.

• Improve the level of detail, reliable sourcing, and accuracy in reporting by participating journalists about the United States and U.S. policies.

Proposals that support pre- and post-program engagement with participants will be considered favorably.

Coronavirus travel limitations may necessitate a delay in implementing this program.

Participants and Audiences:
Five to six Palestinian field and senior journalists working with local, regional, and international media outlets in West Bank, Gaza and East Jerusalem.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 to 24 months
Number of awards anticipated: One award.
Award amounts: awards may range from a minimum of $50,000 to a maximum of $75,000
Total available funding: $75,000
Type of Funding: FY21 Smith Mundt Public Diplomacy Funds
Anticipated program start date: August 2021

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative Agreement

Program Performance Period: Proposed programs should be completed in 12 to 24 months or less. At least six months after the travel portion of this program will be devoted to gathering data and conducting analysis and evaluation of program impact and results as part of the fulfillment of the grant terms.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants
The following types of applicants with experience managing exchange programs and programs for media professionals are eligible to apply:

- **Not-for-profit organizations, including think tanks and civil society/non-governmental organizations** (both U.S. and non-U.S.)
- **Public and private educational institutions** (both U.S. and non-U.S.)

2. **Cost Sharing or Matching**

*Not required.*

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.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**

The **required application forms** for this Notice of Funding Opportunity are available on the U.S. Embassy Jerusalem Palestinian Affairs Unit webpage 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 “Meet the United States: Palestinian Journalists 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 (https://www.grants.gov/forms/sf-424-family.html):

1. Mandatory application forms
   - SF-424 (Application for Federal Assistance – organizations) at grants.gov
   - SF424A (Budget Information for Non-Construction programs) at grants.gov
   - SF424B (Assurances for Non-Construction programs) or SF424B (Assurances for Non-Construction programs - Individual) at grants.gov

Applicants may also use the optional templates (Project Proposal template; Detailed Budget Spreadsheet template; and Budget Narrative template), if desired. 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.

- **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: (Detailed Budget Spreadsheet template; and Budget Narrative template) 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

1. 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%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.

2. Submission Dates and Times

Applications are due no later than 12:00 pm EST (19:00 Jerusalem time) on 14-May-2021. Selection Committee results should be made and applicants informed of the results within 30 days of the submittal deadline. Those applicants whose proposals were selected for funding by the committee may be asked for revisions to their initial proposal before funding amounts can be finalized and an award can be signed.

3. 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.

4. Other Submission Requirements

All application materials must be submitted by email with “Meet the United States: Palestinian Journalists 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.

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 PAU-PD mission goals and all 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.
2. Review and Selection Process

A selection committee will evaluate all eligible applications. Every effort will be made to choose a proposal to fund within 30 days of the submittal deadline of 30-APR-2021

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:** 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:

- **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).

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 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. Awardees are given 120 days after the project or grant period end date to submit final program and financial reports.

G. FEDERAL AWARDED AGENCY CONTACTS

If you have any questions about the grant application process, please contact: jerusalempdjapplications@state.gov with “Meet the United States: Palestinian Journalists 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.

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.