

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY IN PRETORIA
Notice of Funding Opportunity**

Funding Opportunity Title: *2022 U.S. Exchange Programs Logistics Management*

Funding Opportunity Number: *PAS-ZAF-FY22-03*

Deadline for Applications: *January 27, 2022 at 11:59 p.m. SAST*

Assistance Listing Number: *19.022 Educational and Cultural Exchange Programs
Appropriation Overseas Grants*

Total Amount Available: *\$207,000 (TBC)*

A. PROGRAM DESCRIPTION

The U.S. Embassy in South Africa's Public Affairs Section is pleased to announce a call for proposals for the following projects.

The grantee(s) will work cooperatively with the U.S. Public Affairs Sections at the U.S. Embassy in Pretoria and U.S. Consulates in Cape Town, Durban, and Johannesburg to manage the logistics for participants in the Mandela Washington Fellowship, Fulbright Programs, and the Community College Initiative Program. Please carefully read the specific logistics requirements for each program and note the different award start dates, durations, and funding limits. For all programs, prospective grantee(s) should account for measures related to pandemic mitigation (single-room accommodation, COVID testing, etc.). Prospective applicants may submit separate proposals for all three opportunities. **This notice is subject to availability of funding.**

Mandela-Washington Fellowship 2022:

MWF started in 2014 as a flagship program of the Young African Leaders Initiative (YALI) that empowers young people through academic coursework, leadership training, and networking. The Fellowship provides 700 young leaders from Sub-Saharan Africa with the opportunity to hone their skills at a U.S. college or university with support for professional development after they have returned home.

The grantee will facilitate:

- Logistics and related expenses for a three-day pre-departure orientation (PDO) in Gauteng including venue selection and payment, small gift bags, overnight accommodation and meals for 45 participants, and a \$250 speaker honorarium. Costs should include transport to and from the U.S. Consulate in Johannesburg for visa interviews and pre-departure COVID testing. Approximately 70% of candidates require domestic flights and/or road travel allowances and all candidates require accommodation.
- A \$200 travel allowance per fellow to be issued prior to international travel.
- Domestic logistics and related expenses for 45 participants upon their return to South Africa, from their arrival airport to their home cities upon program completion, including travel allowance, transportation, hotel, and meals if needed.

- The notational program dates are March 31, 2022 to December 31, 2022. Program budget should not exceed \$60,000.

Fulbright Programs 2022-2023:

Fulbright Foreign Student Program – South African Fulbright Students pursue PhD research, a Master’s degree, or PhD qualification at an American higher education institution. Scholarships provide funding for up to two years of study.

Fulbright Visiting Research Scholar Program – Under this program, South African scholars and academics conduct independent post-doctoral research at a U.S. academic or research institution for three to nine months.

The grantee will facilitate:

- Domestic travel and accommodation arrangements as well as flight bookings to final U.S. destinations for up to 30 Fulbright Scholars and Students.
- Domestic travel, accommodations, and other related expenses for participants’ regional interviews. Approximately, 30% of candidates require domestic flights and/or travel allowances.
- Logistics related to a 2-day pre-departure orientation to be held in Gauteng, including a \$250 speaker honorarium. Approximately, 70% of candidates require domestic flights and/or road travel allowances and all candidates require accommodation.
- Domestic travel and accommodation arrangements for visa interviews at regional consulates. Approximately, 25% of candidates require domestic flights and/or travel allowances.
- Logistics for travel to the United States including international airfare, travel allowance, transportation from home city to domestic departure city, pre-departure COVID testing, hotel, and meals in departure city, if needed.
- The notational program dates are March 31, 2022 to January 31, 2024. Program budget should not exceed \$110,000.

Community College Initiative Program 2022-2023

This program provides scholarships to South African tertiary students to spend up to one academic year (August – May) in a non-degree program at U.S. community colleges to build technical skills through professional internships, service learning, and community engagement activities.

The grantee will facilitate:

- Travel logistics and other related expenses for approximately 21 South African students including domestic travel related to academic testing, interviews, medical exams, and passports. Approximately, 25% of candidates require domestic flights and/or travel allowances.

- Logistics and related expenses for a three-day pre-departure orientation (PDO) in Johannesburg including venue selection and payment, a \$250 speaker honorarium, and overnight accommodation and meals for participants. Approximately, 70% of candidates require domestic flights and/or road travel allowances and all candidates require accommodation.
- Domestic logistics and related expenses for 21 students to travel to the U.S. including travel allowance, transportation from home city to departure city, and hotel and meals in departure city if needed. (NOTE: Grantee need not account for international travel expenses.)
- The notational project dates are February 14, 2022 to October 31, 2023 and the budget should not exceed \$37,000.

B. FEDERAL AWARD INFORMATION

Length of performance period: Six to 22 months

Number of awards anticipated: three awards

Award amounts: awards may range from a minimum of \$37,000 to a maximum of \$110,000 (TBC)

Total available funding: \$207,000 (TBC)

Type of Funding: FY22 Fulbright Hays Public Diplomacy Funds

Anticipated program start date: February 14, 2022

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreements. Cooperative agreements are different from grants in that PAS staff are more actively involved in proposal execution and anticipate having moderate to substantial involvement once the award has been made. This may include, but is not limited to, regular phone calls and emails, requests for updates on logistics status, suggestions for venues and vendors, input for the agenda and PDO briefing book, as well as other communication as required.

Program Performance Period: Proposed programs should be completed in 22 months or less. 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:

PAS encourages applications from U.S. and South African registered not-for-profit organizations, including civil society/non-governmental organizations with programming and travel management experience.

Applicants may submit separate proposals for each program.

For-profit or commercial entities are not eligible to apply.

2. Cost Sharing or Matching

No cost-share required.

3. Other Eligibility Requirements

To be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI). Until April 4, 2022, the Data Universal Numbering System (DUNS) number from Dun & Bradstreet remains the official identifier for doing business with the U.S. Government. Applicants should ensure they have a valid UEI and must also have a valid registration on www.SAM.gov before they can receive an award. Please see Section D.3 for information on how to obtain these registrations. (Individuals are not required to have a DUNS number or be registered in SAM.gov.)

D. APPLICATION AND SUBMISSION INFORMATION

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.

Applications should be submitted by email to PretoriaGrants@state.gov by 11:59 p.m. SAST, January 27, 2022.

Applications are accepted in English only. Final grant agreements will be concluded in English.

Applications must include a detailed budget spreadsheet and budgets must be submitted in U.S. dollars.

All pages must be numbered, and all Microsoft Word documents must be formatted in 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*)
- **SF-424A** (*budget information for non-construction programs*)

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

2. Summary Coversheet: Cover sheet stating the applicant's name and organization, proposal date, project title, start and end date of the proposed period of performance, and brief purpose of the project.

3. Federal Assistance Proposal (three pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. Your proposal must include all the items below:

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives.
 - **Introduction to the Organization or Individual:** A description of past and present operations, showing ability to carry out the project, including information on all previous projects with the U.S. government.
 - **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?
 - **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Budget:** After filling out the SF-424A Budget, separately explain the budget expenses in detail. See Section VII. Guidelines for Budget Submission for more detail. A suggested budget template is available under this NOFO on our website at <https://za.usembassy.gov/education-culture/public-diplomacy-small-grants-program-2-2/> .

Required Registrations:

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

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

Step 1: Apply for a DUNS number and a NCAGE number (these can be completed simultaneously, but your information must match exactly or else you will encounter errors registering at www.SAM.gov.)

- **DUNS Number:** Any entity that receives PAS financing must register for a DUNS number, which is a unique nine-digit identification number. DUNS Number assignment is free for organizations required to register with the federal government for grants. Begin the process here: <http://fedgov.dnb.com/webform> (or phone 011 790 3060);
- **NCAGE Application (for non-U.S. entities):**
<https://eportal.nspa.nato.int/AC135Public/CageTool/home> ;

- Instructions for the NCAGE application process:
<https://eportal.nspa.nato.int/AC135Public/Support/en/Products/NCAGE/>
- For help from within the United States, call 1-888-227-2423
For help from outside the United States, call 1-269-961-7766

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

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.

E. APPLICATION REVIEW INFORMATION

A Grants Review Committee will evaluate all eligible applications. Each application submitted under this announcement will be evaluated and rated based on the criteria outlined below. Applications will be reviewed based on their completeness, coherence, clarity, and attention to detail as well as the following factors:

Organizational Capacity: The organization has expertise in its stated field and PAS is confident of its technical capacity to undertake the project.

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

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.

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. 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: All payments will be processed via electronic funds transfer (EFT) and in at least 2 tranches per program/fellowship.

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:

- [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).

Reporting Requirements: Awards issued under this announcement will require program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement as well. Final programmatic and financial reports are due 90 days (unless otherwise specified) after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: [PretoriaGrants@state.gov](mailto: PretoriaGrants@state.gov).

Questions and Answers or FAQ will be posted under the NOFO announcement on our website at <https://za.usembassy.gov/education-culture/public-diplomacy-small-grants-program-2-2/> .

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.