

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

Funding Opportunity Title: *The Role of the Media in Countering Violent Extremism*
Funding Opportunity Number: *XXX-XXX-FYXX-XX*
Deadline for Questions: **July 10, 2019, 11:59 PM GMT+1**
Deadline for Applications: *September 6, 2019, 11:59 PM GMT+1*
CFDA Number:
Total Amount Available: \$200,000

A. PROGRAM DESCRIPTION

The U.S. Embassy Algiers seeks to organize a regional workshop in Algiers for journalists from Algeria, Morocco, Mauritania, Niger, Chad, Burkina Faso, and Senegal on the role of the media in countering violent extremism. The workshop will apply lessons from a Countering Violent Extremism (CVE) Manual for journalists, written by an experienced bi-lingual journalist-researcher (and designated sub-grantee).

Program Objectives:

This NOFO seeks to increase the knowledge, capacity, and effectiveness of media in the targeted countries (particularly in remote areas) to counter extremist narratives and messaging and avoid feeding into terrorist propaganda.

The U.S. Embassy Algiers Public Affairs Section funded production of a first-of-its-kind CVE Journalism Manual – in English, Arabic, and French – for Algeria, from which Algerian participants will draw to share their experience during the regional workshop. An experienced journalist-researcher researched and wrote the manual in collaboration with Algerian counterparts. In order to maintain consistency on the manual and approach, applicants will be required to work with the original content developer and should include a place-holder \$20,000 consultant fee, not including travel expenses, in their proposed budget. Additional details will be furnished to the selected recipient prior to award. The proposed consultant is prepared to work with any selected implementer. The author of the manual is a designated sub-awardee who will assist with workshop content and facilitate select workshop sessions, and may draw on relevant lessons from the manual and its creation process.

The award recipient will host a workshop for regional journalists from Algeria, Burkina Faso, Chad, Mauritania, Morocco, Niger, and Senegal to exchange experiences and apply select lessons from the CVE Journalist manual. Up to three journalists from each country may be included in this pilot workshop. The purpose of the workshop is: (1) to bring together Maghreb and Sahel journalists to exchange experiences among participants (giving Algerian participants the chance to draw from their manual), (2) to train participants on universal good practices for journalists such as personal safety and protecting sources, (3) to explore building blocks for their own CVE manuals. The workshop will include hands-on activities challenging participants to brainstorm ideas for stories that could counter extremist narratives in their respective areas. Follow-on workshops in each of the participating countries would expand upon the training of

key principles with additional participants and further explore how to tailor reporting to address local conditions with the goal of producing an article, a broadcast or show.

Participants and Audiences:

- Journalists
- CVE experts
- Civil society representatives

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 months

Number of awards anticipated: 1 award (with designated sub-grantee)

Total available funding: \$200,000

Authority: Foreign Assistance Act of 1961 as amended

Source of Funding: Economic Support Funds (ESF)

Anticipated program start date: September 30, 2019

This notice is subject to availability of funding.

Funding Instrument Type: *Grant.*

Program Performance Period: Proposed programs should be completed in *12 months* or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply: *U.S. - based non-profit/non-governmental organizations having a 501(c) (3) status with the IRS; overseas non-governmental non-profit organizations; Foreign Public Entities (FPEs) and Public International Organizations (PIOs).*

For-profit commercial firms are not eligible to apply in response to this NOFO. No exceptions.

Individuals are not eligible to apply.

2. Cost Sharing or Matching

Cost sharing is 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.

Optional: 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

Application forms required below are available at *U.S. Embassy Algiers website or grants.gov*.

2. Content and Form of Application Submission

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

Content of Application

Please ensure:

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

The following documents are **required**:

1. Mandatory application forms

- **SF 424** (Application for Federal Assistance – organizations):
https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf
- **SF424A** (Budget Information for Non-Construction programs)
<https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
- **SF424B** (Assurances for Non-Construction programs)
<https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

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

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation (M&E) Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant? The M&E Plan should include both of the following:
 - Narrative explaining how M&E activities will be carried out, including any planned baseline assessments, and who will be responsible for M&E activities;
 - Logical Framework (using the attached template) listing by project objectives the output- and outcome-based performance indicators and quarterly and cumulative targets with baselines (if available); data collection tools; data sources; types of data disaggregation, if applicable; and frequency of data collection.
- **Future Sustainability and/or Multiplier Effect:** Explain applicant’s plan for sustainability of the program beyond the grant period, and/or how the project will have a multiplier effect, if applicable.

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

5. Attachments

- Logical Framework (see above “M&E Plan”)
- 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

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

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

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

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

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

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

NCAGE application: Application page here:

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

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%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@dliis.dla.mil for any problems in getting an NCAGE code.

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

4. Submission Dates and Times

Applications are due no later than *August 1, 2019, 11:59 PM GMT+1*

5. Funding Restrictions

6. Other Submission Requirements

Applications may be submitted electronically through www.Grants.gov, or by email to AlgiersPress@state.gov.)

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that should be addressed in all proposals. The USG will award a Grant or Fixed Amount Award to the applicant(s) whose offer represents the best value to the USG on the basis of technical merit and cost.

Each application will be evaluated by a Grants Selection Panel at the U.S. Embassy in Algiers. The evaluation criteria have been tailored to the requirements of this NOFO.

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 – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives – 20 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

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 will evaluate all eligible applications.

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

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

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates *30 days*

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: *PMS, 80% advance and 20% reimbursement.*

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. *The U.S. Embassy representative(s) will attend the capstone regional workshop. This will serve as an onsite-visit in addition to standard reporting files (SF425 and PPR).*

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

Any prospective applicant desiring an explanation or interpretation of this NOFO must request it in writing by the *deadline for questions* specified on page 1 (cover page). Information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as a ‘Questions and Answers’ attachment to this NOFO.

Any questions concerning this NOFO should be submitted in writing, by email, ElliottVLS@State.gov along with the project’s title as outlined in the NOFO; the funding opportunity number; and applicant’s legal name and organizational status.

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.