Funding Opportunity Title: Imam Exchange Program
Funding Opportunity Number: S-AGIEP-17-GR-001-NEA-082517
Deadline for Applications: September 8, 2017
CFDA Number: 19.021
Total Amount Available: $69,930

A. PROGRAM DESCRIPTION
The U.S. Embassy Algiers announces an open competition for non-profit organizations to submit applications to implement a program in which 5-6 U.S. citizen imams or Muslim religious/community leaders travel to Algeria to participate in an exchange with the Algerian Ministry of Religious Affairs’ regarding effective strategies to combat violent extremism.

Project Objectives:
The purpose of the project is to have 5-6 prominent U.S. citizen imams and/or Muslim religious scholars travel to Algeria for two weeks in the Fall 2017 and participate in a cultural exchange with the Algerian Ministry of Religious Affairs. Participants would meet with the Ministry of Religious Affairs and discuss effective strategies to combat violent extremism, participate in seminars hosted by the Ministry, and visit important cultural sites representing the spectrum of religious thought in Algeria including Sufi orders, Christian churches, and centers of Islamic learning in other states (wilayas). Participants would also be expected to engage in public events, including but not limited to leading discussions at the Imam Training Center and with general audiences especially under-served communities, as well as making media appearances to discuss topics including Muslim-American life.

Participants and Audiences:
Participants:

• Group of 5-6 imams/ religious leaders / community leaders who are:
  o Male or female
  o Familiar with ISIS counter-messaging concept
  o Involved in youth empowerment, civic engagement and counter-violent extremism
  o Aware of ISIS recruitment methods
  o Familiar with outreach to families to prevent violent-extremism
  o Preferably able to speak Arabic

Audience:

• Algerian Ministry of Religious Affairs officials
• Students and Teachers at the Imam Training Center
• General Public especially under-served communities
B. FEDERAL AWARD INFORMATION

Length of performance period: September 30, 2017 to September 30, 2018  
Number of awards anticipated: 1 award  
Total available funding: $69,930  
Anticipated project start date: October-November 2017

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative Agreement  
- Embassy Algiers expects to have substantial involvement in the following  
  - Coordination with the local partners  
  - Schedule of activities in Algeria  
  - Final Approval of Participants

This section must include a description of the substantial involvement.

Project Performance Period: Proposed projects should be completed in 15 days or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations

- Applications may be submitted by: U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3); Private institutions of higher education; Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; and Public and State controlled institutions of higher education.

2. Cost Sharing or Matching

The Algerian Ministry of Religious Affairs has offered to cost-share by providing lodging and local transportation.

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.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Hamdi Sellami  
PASAlgiersYouth@state.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 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

- SF424A (Budget Information for Non-Construction programs) at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1
- SF424B (Assurances for Non-Construction programs) at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project including a resume of each participant.

3. Proposal (2 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 project, including project objectives and anticipated impact.
• **Introduction to the Organization or individual applying:** A description of past and present operations, showing ability to carry out the project, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

• **Problem Statement:** Clear, concise and well-supported statement of why your participation in this exchange is important.

• **Proposed Project Schedule and Timeline:** Indicate your availability to travel between September 2017 and September 2018.

• **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.

• **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 (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**:
   - 1-page CV or resume of key personnel who are proposed for the project
   - Letters of support from project 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.

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)](https://www.sam.gov) 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](http://fedgov.dnb.com/webform)

   **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](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.

4. Submission Dates and Times

Applications are due no later than September 8, 2017

5. Funding Restrictions

The Department of State policy is not to award profit under assistance instruments. Pre-Award Costs – No costs chargeable to any award resulting from this NOFO may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Grant Officer.

6. Other Submission Requirements

All application materials must be submitted electronically through PASAlgiersYouth@state.gov.

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 project 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. This includes a financial management system and a bank account.
**Project Planning/Ability to Achieve Objectives – 15 points:** Goals and objectives are clearly stated and project 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 project includes output and outcome indicators, and shows how and when those will be measured.

**Sustainability – 10 points:** Project activities will continue to have positive impact after the end of the project.

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.
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 project 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:

The Recipient will receive an advancement payment that will be limited to the immediate cash needs to conduct the approved and scheduled activities. Following the completion of the final performance and financial reports the remainder of the award will be disbursed.

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 a final financial and program reports one month following the completion of the project.

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
If you have any questions about the grant application process, please contact: Hamdi Sellami
PASAlgiersYouth@state.gov

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 project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project 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 project, which has a useful life of more than one year (or a life longer than the duration of the project), 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 project. 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 project activities.

Other Direct Costs: Describe other costs directly associated with the project, 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 project 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.
DISCLAIMER

Explanatory information provided by the U.S. Embassy Algiers that contradicts published language is not binding. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. Government. The U.S. Embassy Algiers reserves the right to waive program formalities and to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements as specified above and in the Notice of Award.