U.S. DEPARTMENT OF STATE
U.S. EMBASSY Niamey
Notice of Funding Opportunity

Funding Opportunity Title: **Improving Economic and Social Development in Niger**
Funding Opportunity Number: S-NG600-19-GR-001
Deadline for Applications: August 25, 2019
CFDA Number: 19.700
Total Amount Available: From $1,000 to $25,000

A. PROGRAM DESCRIPTION

The U.S. Embassy Niamey announces an open competition for organizations to submit applications to carry out projects aiming at improving the socio economic development in Niger that focus on supporting agriculture, education, health, breeding, access to water, entrepreneurship and women empowerment.

Program Objectives:

The Ambassador's Special Self-Help (SSH) program is a grass-roots assistance program that allows U.S. embassies to respond quickly to local requests for small community-based development projects.

The purpose of the Special Self-Help program is to fund grants for small development activities that generate public awareness of U.S. foreign assistance efforts but that fall outside the structure of other established U.S. assistance projects. The program is intended to be flexible and allow the Ambassador to respond directly to requests from local communities for assistance with small community projects that have immediate impact and further mission policies and objectives. Equally important, the Special Self-Help program is structured to encourage communities to be self-reliant and undertake similar activities on their own in the future.

All Special Self-Help projects are community-based, initiated locally, administered at the local level, and include significant community participation and contributions in cash, labor or materials. The implementation period for individual self-help projects is short - less than one year, and projects are small.

Ranked last on the United Nation's Human Development Index and home to the world's highest population growth rate, Niger is facing numerous challenges including erratic economic growth, a strong demographic pressure, security threats, and the low resilience of production systems to climate change, and recurrent food and nutrition insecurity. To address these issues and improve the living conditions of a poor population, this year the SSH program will prioritize projects supporting agriculture, education, health, breeding, access to water, entrepreneurship and women empowerment.

Participants and Audiences:

Projects must benefit Nigeriens, taking into account their vulnerability and gender diversity.

B. FEDERAL AWARD INFORMATION

Length of performance period: 6 to 12 months
Number of awards anticipated: up to 10 awards
Total available funding: From $1,000 to $25,000
Type of Funding: FY18 Economic Support Funds under the Foreign Assistance Act
Anticipated program start date: October 1, 2019

This notice is subject to availability of funding.

Funding Instrument Type: Fixed Amount Award/Grants.

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

C. ELIGILIBITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- Local nonprofit organizations

2. 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.

- All applicants must have a valid Standard Agreement (Protocole d'Accord Type - PAT) with the government of Niger.

- Applicants must submit projects that have a significant impact, benefiting the greatest number of people possible at the urban and local community or village level. Projects that directly benefit a limited number of people are discouraged.

- All applicants must have strong experience in one of the thematic areas listed above (agriculture, education, health, breeding, access to water, entrepreneurship and women empowerment, or a related field)

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at *Embassy website or* www.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*) at *Embassy website or* www.Grants.gov
- **SF424A (Budget Information for Non-Construction programs) at** *Embassy website or* www.Grants.gov
- **SF424B** (*Assurances for Non-Construction programs*) *at* *Embassy website or* www.Grants.gov

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 (**9 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 or Individual 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 achieve the objectives. How these activities will have a significant economic and / social impact on the targeted community, and benefiting the greatest number of people?
- **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 any key partner organizations or sub-awardees.
- **Program Monitoring and Evaluation 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?
- **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 program.
- Letters of support from program partners describing the roles and responsibilities of each partner.
- If your organization has a NICRA (see "Indirect Costs" in the definitions section below) 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

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.

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

6. Submission Dates and Times:

Applications are due no later than August 15, 2019.

7. Funding Restrictions

These funds cannot be used for any of the following:

- *Purchase of alcoholic beverages*
- *Illegal drugs consumption and smuggling*
- *Support to terrorist activities*
- *Weapon smuggling*
- *Activities that involve trafficking in persons*

8. Other Submission Requirements

All application materials must be submitted by email to Niameygrants@state.gov Applications may be submitted electronically through www.Grants.gov.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Based on the weighted scores below, a Grants Review Committee will evaluate all eligible applications using the criteria shown in this section. The relative importance of each criterion is indicated by the number of points assigned. A total of 100 points is possible.

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. This includes a financial management system and a bank account.

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.

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.

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:

The payment mechanism will be through Electronic Funds Transfers (EFT). The Embassy has the discretion to advance 80 % of the award amount at the opening of the project, followed by the final 20% after the grantee submits the final reports (narrative and financial).

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 and narrative reports following the kickoff and at the end of the project. The award document will specify how often these reports must be submitted.

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:
SouleymaneG@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 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.