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

Funding Opportunity Title: U.S.-Russia Peer-to-Peer Dialogue Program Management
Funding Opportunity Number: SLMAQM-18-CA-2038
Deadline for Applications: September 6, 2018
CFDA Number: 19.900
Total Amount Available: $850,000

A. PROGRAM DESCRIPTION
The U.S. Embassy Moscow / Public Affairs Section (PAS Moscow) of the U.S. Department of State announces an open competition for organizations to submit applications to implement and manage the U.S. Peer-to-Peer (P2P) Dialogue Program. The successful recipient of this cooperative agreement will work closely with PAS Moscow to implement the P2P Program, which is designed to foster greater contacts between Americans and Russians and support unique projects centered on Russian-American, peer-to-peer interaction and cooperation, including but not limited to, an exchange of best practices between Russians and Americans on a topic of mutual interest. The successful recipient will be responsible for conducting outreach and advertising for the P2P Program, managing the selection process, and serving as the primary contact and resource for all sub-awards issued under this award. Please carefully follow all instructions below.

PLEASE NOTE: This is a notice of funding opportunity to implement the P2P competition in conjunction with the Public Affairs Section of the U.S. Embassy in Moscow. Peer-to-Peer partners who wish to compete for project funding should not respond to this NOFO.

Program Objectives:

Since 2012, the U.S.-Russia Peer-to-Peer (P2P) Dialogue Program has provided an opportunity for U.S. and Russian partner organizations to receive up to $75,000 in funding to support unique projects centered on Russian-American, peer-to-peer interaction and cooperation, including but not limited to, an exchange of best practices between Russians and Americans on a topic of mutual interest. P2P Projects are initially funded for a period of 12 months or less and should provide equal or near-equal benefit to both sides of the peer-partnership.

The successful recipient of this award will be responsible (in coordination with the PAS Moscow, per the cooperative agreement award specifics) for conducting outreach and advertising for the U.S.-Russia Peer-to-Peer Dialogue Program competition, managing the selection process, issuing and managing each sub-award under the competition, and serving as the primary contact and resource for all sub-awards issued under this award.

Participants and Audiences:
Each sub-award issued as a result of the peer-to-peer dialogue competition should include one U.S. partner organization and one Russian partner organization. Projects awarded under the P2P Program must be non-political in nature and focus on Russian-American peer-to-peer dialogue or people-to-people engagement on themes of mutual interest that support greater understanding of shared values, including but not limited to the merits of inclusive societies, and may support institutional and professional development of individuals and organizations.

B. FEDERAL AWARD INFORMATION

Length of performance period: 24 months
Number of awards anticipated: 1 award
Award amounts: maximum of $850,000
Total available funding: $850,000
Type of Funding: FY17 AEECA
Anticipated program start date: October 1, 2018

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation.

As a cooperative agreement, the Public Affairs Section of U.S. Embassy Moscow will have substantial involvement in the program implementation including, but not limited to, the following aspects:

- Active participation or collaboration with the recipient in the implementation of the award.
- Final review and approval of proposed sub-grantees under the primary award and subsequent competition for 12 month peer-to-peer projects.
- Review and approval of substantive provisions of proposed sub-awards or contracts beyond existing Federal policy.
- Involvement where the Department’s program office requires specific programmatic oversight over the award beyond normal monitoring.

Program Performance Period: Proposed programs should be completed in 24 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:
2. Cost Sharing or Matching

There is no minimum or maximum percentage of cost share required for this competition. However, PAS Moscow encourages applicants to provide maximum levels of cost sharing in support of its proposal. Please note that in the event of a tie among applications with equivalent scores after evaluation against all other factors, cost-share amounts will be used to break the tie.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, the grantee must maintain written records to support all costs which are claimed as cost share contribution, as well as costs to be paid by the Federal Government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the E CFR §200.306, Office of Management and Budget’s Circular 2 CFR Part 200, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event the grantee does not provide the minimum amount of cost sharing as stipulated in the approved budget, grant funding will be reduced in like proportion.

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

Application forms required below will be sent directly to selected applicants.

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)
   - SF424A (Budget Information for Non-Construction programs)
   - SF424B (Assurances for Non-Construction programs)
   - AQM Budget Template (with instructions)

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 (10 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.
   - 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. 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. Include a logic model as appropriate.
   - 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 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 and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
   - Annual Audit Documentation
   - 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](http://fedgov.dnb.com/webform)

NCAGE application: Application page here: [https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx](https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx)
Instructions for the NCAGE application process:
4. Submission Dates and Times

Applications are due no later than 18:00 Moscow time on Thursday, September 6, 2018. Emails that show a time stamp produced by the Department of State system as having been received after 18:00 Moscow time will be ineligible for consideration.

5. Funding Restrictions

The funding provided to support this anticipated program is subject to restrictions under U.S. law including the restrictions in section 110(d)(1) of the Trafficking Victims Protection Act (22 USC § 7107(d)(1)) and section 7070(a) of the Department of State, Foreign Operations, and Related Programs Act, 2015 (Div. J, P.L. 113-235).

Applicants are advised that funding provided under this NOFO may not be used to directly or indirectly benefit (monetarily or non-monetarily, i.e. wider recognition of or promotion for an organization, etc.) the Government of the Russian Federation at any level, including Russian government entities such as state and regional universities, research institutions, libraries, medical centers, public schools, cultural centers, museums, etc. Additionally, Russian government officials or employees from any Russian governmental organization, including but not limited to the examples above, are not eligible to participate in grant-funded activities.

These funding restrictions also apply to any and all sub-awards provided under the U.S.-Russia Peer-to-Peer Dialogue Program.

Please note: Students from Russian government owned or controlled universities or public schools are eligible to participate in grant-funded activities.

6. Other Submission Requirements

All application materials must be submitted by email to GrantsRussia@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 – 15 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 (peer-to-peer partnerships, grants competitions, etc.) 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 – 20 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. Please keep the following point in mind:

- Proposals keep estimated overhead and administrative costs as low as possible and have proposed expenditures that are reasonable, allowable, and allocable to the proposed project activities and reflect the applicant’s understanding of the allowable cost principles established by Office of Management and Budget (OMB) in 2 CFR 200. Amount of funding contributed by the applicant, sub-awardees, and other partners shows a commitment to the success of the project.

**Monitoring and evaluation plan – 20 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. Please keep the following points in mind:

- Setting short-term and long-term goals that are clear, attainable, measurable, and placed in a reasonable time frame;
- Linking program activities to stated goals; and

Developing performance indicators that are quantifiable, have realistic targets, and are categorized into outputs or outcomes. The recipient will be required to report to Embassy Moscow on progress made towards indicator targets.

2. Review and Selection Process
A Grants Review Committee made up of representatives from Public Affairs Moscow and the Office of Public Diplomacy in the Bureau of European and Eurasian Affairs at the U.S. Department of State 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: Payments shall be disbursed via EFT upon receipt of a signed SD-270 form and required reporting, in at least four installments. Please note that no more than 80% of funding will be advanced prior to the end of the grant performance period.

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. At a minimum, quarterly financial and narrative reporting will be required. A final, comprehensive report will also be required, due no later than 90 days after completion or termination of all project activities.

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: GrantsRussia@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.