

APPLICATION AND SUBMISSION INSTRUCTIONS

Please see Notice of Funding Opportunity for Complete Instructions and Guidelines

Title: Strengthening Governance Transparency and Accountability in Panama
Funding Opportunity Number: S-M070-21-GR-501
Application Period Opens: April 20, 2021
Deadline for Applications: June 18, 2021
CFDA Number and Title: 19.750 – Bureau of Western Hemisphere Affairs (WHA) Grant Programs
Total Amount Available: \$750,000
Award Floor: \$100,000
Award Ceiling: \$750,000

This notice is subject to availability of funding. The U.S. Department of State is under no obligation to fund any of the proposals submitted under this funding opportunity.

All application materials must be submitted in English through Grants.gov.

Contact PanamaGrants@state.gov with any questions or concerns.

REQUIRED REGISTRATIONS:

All organizations applying for grants must obtain the following registrations:

- NCAGE code (Non-US Organizations) / CAGE code (U.S. Based Organizations)
- DUNS number (Unique Identifier Number from Dun & Bradstreet)
- SAM.gov Active Registration

We recommend following the order NCAGE, DUNS, SAM.gov. All registrations are always **free of charge**.

Important Note: It is very important that in the registrations in NCAGE, DUNS, and SAM.gov you enter the exact same name of the organization and the exact same address, character for character (we recommend no symbols, no accents and using only one address line in NCAGE). If NCAGE and DUNS do not match exactly, the system will reject the SAM.gov registration.

Step 1: Apply for an NCAGE/CAGE code and a DUNS number.

NCAGE application:

Application page here: <https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage>

For help from within the U.S., call 1-888-227-2423. Toll Free 1-877-352-2255

For help from outside the U.S., call 1-269-961-7766

E-mail dlacontactcenter@dla.mil and NCAGE@dlis.dla.mil or contact the Federal Service Desk (FSD) Live Chat <https://www.fsd.gov/fsd-gov/home.do> for any problems in getting an NCAGE code.

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>

For technical difficulties, contact SAMHelp@dnb.com.

Step 2: After receiving the NCAGE Code and DUNS number (please make sure organization name and address match exactly in both registrations) proceed to register in SAM.gov by logging onto: <https://www.sam.gov> SAM.gov

USER GUIDE available at: <https://www.sam.gov/SAM/pages/public/help/samUserGuides.jsf>

Non-Federal User Guide, click on Download PDF or view online:
<https://www.sam.gov/SAM/pages/public/help/samUserGuides.jsf>

For free help with your SAM entity registration, please contact the Federal Service Desk (FSD) Live Chat at <https://www.fsd.gov/fsd-gov/home.do> or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally).

Registration Renewal Process

SAM.gov registration must be renewed annually, free of charge, by logging directly into your account in <https://www.sam.gov> Please be advised, there are some companies that troll public records of grant applicants and tell them, usually by e-mail, that they have to pay a fee for SAM.gov or some other part of the federal assistance process. This is never the case. The entire process is free and does not involve any third-party companies or organizations. Please disregard any such solicitation.

TECHNICAL FORMAT REQUIREMENTS

For all application documents, please ensure:

- A) All pages are numbered, including budgets and attachments,
- B) All documents are formatted to 8 ½ x 11 paper, and
- C) All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

Complete applications must include the following for proposal submissions:

1. Completed Cover Sheet that includes a project title, name of the solicitation organization, and Data Universal Numbering System (DUNS). (See Tab F of NOFO)
2. Completed and signed SF-424, SF-424a [and SF424b] submitted to www.grants.gov, as well as, if applicable, the organization's most recent audit. The SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.
3. Table of Contents (not to exceed one [1] page) that includes a page-numbered contents page, including any attachments.
4. Executive Summary (not to exceed two [2] pages) that includes:
 - a) The target country(ies)
 - b) Name and contact information for the project's main point of contact
 - c) A statement of work or synopsis of the project, including a concise breakdown of the project's objectives, activities, and expected results
 - d) The total amount of funding requested and project length
 - e) A brief statement on how the project is innovative, sustainable, and will have a demonstrated impact
5. Proposal Narrative (not to exceed ten [10] pages in Microsoft Word). Please note the ten-page limit does not include the Table of Contents, Executive Summary, Attachments, Detailed Budget, Budget Narrative, or NICRA. Applicants are encouraged to submit multiple documents in a single Microsoft Word, (i.e., Table of Contents, Executive Summary, Proposal Narrative, and Budget Narrative in one file).
6. Budget Narrative (preferably in Microsoft Word) that includes an explanation and justification for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost share offered. For ease of review, U.S. Embassy Panama recommends **applicants order the budget narrative as presented in the detailed budget**. Program management and/or personnel costs should include a clarification of the roles and responsibilities of key staff and percentage of time devoted to the project.

The budget narrative should communicate to U.S. Embassy Panama any information that might not be readily apparent in the budget, not simply repeat with words what is stated numerically in the budget.

7. Detailed Line-Item Budget (preferably in Microsoft Excel) that includes three [3] columns including the request to U.S. Embassy Panama, any cost-sharing contribution and total budget (see Tab C of NOFO and Budget Worksheet). A summary budget should also be included using the OMB approved budget categories (see SF-424 as a sample). **Costs must be in U.S. dollars.**

8. Attachments (not to exceed nine [9] pages total, preferably in Microsoft Word) that include the following in order:
 - a) Page 1-2: Program Monitoring Plan (PMP) (see Tab B of NOFO).
 - b) Page 3: Roles and responsibilities of key project personnel with short bios that highlight relevant professional experience. This relates to the organization's capacity. Given the limited space, CVs are not recommended for submission.
 - c) Page 4: Timeline of the overall proposal. Components should include activities, evaluation efforts, and project closeout.
 - d) Page 5-7: Additional optional attachments. Attachments may include further timeline information, letters of support, memoranda of understanding (MOU)/agreement, etc. For applicants with a large number of letters/MOUs, it may be useful to provide a list of the organizations or government agencies that support the project rather than the actual documentation.

9. If the organization has a negotiated indirect cost rate agreement (NICRA) and will include NICRA charges in the budget, the latest NICRA must be included as a .pdf file. This document will not be reviewed by the panelists, but rather used by U.S. Embassy Panama City project and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations, as described above. If the proposal involves sub-grants to organizations charging indirect costs, please submit the applicable NICRA also as a .pdf file (see below for more information on indirect cost rates). Specify if the organization instead elects to charge the de minimis rate of 10% of the modified total direct costs.

Note: U.S. Embassy Panama retains the right to request additional documentation for those items not included on this form.

GUIDELINES FOR COMPLETING STANDARD FORMS 424 and 424A

Link to forms: [SF-424 Family | GRANTS.GOV](#)

SF-424 – Application to Federal Assistance

Complete all fields except fields noted as “Leave Blank” below.

1. Type of Submission: Application
2. Type of Application: New
3. Date Received: Leave blank. This will automatically be assigned
4. Applicant Identifier: Leave blank

- 5a. Federal Entity Identifier: Leave blank
- 5b. Federal Award Identifier: Leave blank
6. Date Received by State: Leave blank. This will automatically be assigned
7. State Application Identified: Leave blank. This will automatically be assigned
- 8a. Enter the legal name of the applicant organization.
- 8b. Employer/Taxpayer ID Number: N/A.
- 8c. Organizational DUNS: Organizations can request a DUNS number at <http://fedgov.dnb.com/webform>
- 8d. Enter the full address of the applicant
- 8e. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable
- 8f. Enter the name, title, organization, and contact information of person to be contacted on matters involving this application
9. Select an applicant type (type of organization)
10. Enter: U.S. Embassy Panama
11. Enter: N/A
12. Enter the Funding Opportunity Number and title. This number will already be entered on electronic applications.
13. Enter the Competition Identification Number and title. This number will already be entered on electronic applications.
14. Areas Affected by Project: List the country or countries where project activities will take place in alphabetical order.

15. Enter the title of the proposed project (if necessary, delete pre-printed wording)
- 16a. Enter congressional district of Applicant.
- 16b. Enter: 00
Program: Leave blank
17. Enter a start date of September 30, 2020 and a projected end date
18. Enter the amount requested for the project under “Federal” (18a); enter any cost-share under “Applicant” (18b).
 1. Enter “c”
 2. Select the appropriate box. If the answer is “yes” to this question, the organization will be required to provide an explanation.
 3. Enter the name, title, and contact information of the individual authorized to sign for the application.

SF-424A – Budget Information for Non-Construction Programs

Please review the detailed instructions below BEFORE completing this form online

Section A - Budget Summary - Complete Row 1

- 1a. Enter: CARSI Program (This is the only grant program that needs to be entered)
- 1b. Enter: N/A
- 1c-d. Leave these fields blank
- 1e. Enter the amount of federal funds the organization is requesting for this project
- 1f. Enter the amount of any other funds the organization will receive towards this project
- 1g. Enter the total cost of this project

Rows 2, 3, and 4 should be left blank.

Section B - Budget Categories – Enter total project costs in each category in Column 1 as described below. In Column 5, the form should automatically show the sum. Columns 2, 3, and 4 should be left blank.

- 6a-h. Enter the amount for each object class category (Include cost share).
- 6i. Enter the sum of 6a-6h
- 6j. Enter any indirect charges

6k. Enter the sum of 6i and 6j

7. Enter any program income that will be earned as a result of the project. If there is none leave this section blank.

Section C - Non-Federal Resources (Only complete this section if the project includes an applicant cost share or funds from other sources-cost share is not required)

8a. Under Grant Program enter: U.S. Embassy Panama

8b. Enter cost share amount

8c. Enter the amount of any other funding sources for this project

8d. Leave blank

8e. Enter the total amount for all non-federal resources (the form should automatically show this sum)

Rows 9, 10, and 11 should be left blank.

Section D - Forecasted Cash Needs

13. In the first column enter the amount of federal funds the organization expects to expend in the project's first year. Forecasted cash needs by quarter are not required.

14. In the first column enter the amount of non-federal funds the organization expects to expend in the project's first year. Forecasted cash needs by quarter are not required.

15. In the first column enter the sum of 13 and 14 (the form should automatically show this sum). Forecasted cash needs by quarter are not required.

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

16a. Under Grant Program enter: CARSI Program

16b. Enter the amount of federal funds the organization expects to expend in year two of the project.

16c. Enter the amount of federal funds the organization expects to expend in year three of the project.

16d. and 16e. Leave blank

Rows 17, 18, 19 should be left blank.

20. Enter the total amount for each year (The form should automatically show this sum.)

Section F - Other Budget Information

21. Enter: Direct Charges – **Leave Blank**

22. Enter: Indirect Charges – If Indirect Charges are shown in Section B 6, enter the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed)

23. Enter any comments

ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Organizations should be familiar with 2 CFR 200 on cost accounting principles. For a copy of the Code of Federal Regulations, go to http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Non-U.S. based nonprofit organizations are legally required to comply with 2 CFR 200. Public international organizations retain their privileges and immunities as such, but are encouraged to address requirements in outlined in 2 CFR 200.

AUDITS

The recipient’s proposal should include the cost of an audit that:

- 1) Complies with the requirements of 2 CFR 200 Subpart F “Audit Requirements;”
- 2) Complies with the requirements of American Institute of Certified Public Accountants (AICPA) Statement of Position (SOP) No. 92-9, “Audits of Not-for-Profit Organizations Receiving Federal Awards;”
- 3) Complies with AICPA Codification of Statements on Auditing Standards AU Section 551, "Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents," where applicable. When the U.S. Department of State is the largest direct source of Federal financial assistance (i.e., the cognizant Federal Agency) and indirect costs are charged to Federal grants, a supplemental schedule of indirect cost computation is required;
- 4) A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or project-specific audit conducted for that year in accordance with the provisions of 2 CFR 200 subpart F.

The audit costs shall be identified by 2 CFR 200.425.

INDIRECT COST-RATE

An organization with a negotiated indirect cost rate agreement (NICRA) negotiated with a cognizant federal government agency other than the U.S. Department of State must include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. Per 2 CFR 200.414, any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC), which may be used indefinitely. As described in 2 CFR 200.403, factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.