

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

Funding Opportunity Title: Inglés.Yes! - *English Language Scholarships in Ciudadela Andrés Ibañez, Santa Cruz, Bolivia*

Funding Opportunity Number: PAS-LA PAZ-FY21-04

Deadline for Applications: September 6th, 2021

CFDA Number: 19.040

Total Amount Available: One award of up to \$100.000.00

THIS NOTICE IS SUBJECT TO FUNDING AVAILABILITY

A. PROGRAM DESCRIPTION

The United States Embassy in La Paz announces an open competition for organizations to submit applications to carry out the Inglés.Yes! program, which provides two years of English language instruction to 100 youth (aged 14-20) in Ciudadela Andrés Ibañez (better known as Plan 3000) in the city of Santa Cruz. The anticipated start date for work on this activity is *September 27th, 2021* and one award is anticipated as a result of this Notice of Funding Opportunity (NOFO).

Priority Region: *Ciudadela Andrés Ibañez (Plan 3000), Santa Cruz, Bolivia*

Program Objectives:

The U.S. Embassy in La Paz seeks to start the Inglés. Yes! program in Plan 3000 of the city of Santa Cruz, Bolivia. As a result of this grant, the Inglés. Yes! program seeks to:

- Graduate 100 students from Plan 3000, Santa Cruz with B1 level of English command.
- Adequately prepare classrooms in the host institution for instruction, taking into account online, hybrid, and/or face-to-face formats.

Performance Indicators:

Grant recipients must provide reasonable, meaningful, and achievable performance indicators to measure the success of the project. A minimum of five project phases are outlined below:

- Phase 1: Determine instruction needs of the facilities – for hybrid and /or face-to-face instruction.
- Phase 2: Prepare facilities and launch the Inglés.Yes! application process.
- Phase 3: Host English language teaching workshop for Inglés.Yes! instructors.
- Phase 4: Launch Inglés.Yes! classes.
- Phase 5: Conduct a post-program survey to verify the level of English language proficiency attained.

Grant funds will be used to provide Inglés.Yes! scholarships for 100 students (including the costs of books and reference materials) and to pay program administration costs for two years. No more than 20% of grant funds may be used to purchase necessary equipment and furnishings (computers, TVs, tables, chairs, etc.) to prepare the classrooms for instruction. Remaining funds

may be used to promote the Inglés.Yes! program and provide leadership-building activities for the students.

Participants and Audiences:

The Inglés.Yes! program will graduate 100 students aged 14-20 from Plan 3000 with a B1 level of English language proficiency. The students will be selected through a rigorous application process. Qualifying students will be from low-income families in Plan 3000 and will have demonstrated their commitment to leadership and community development. Students of indigenous or Afro-Bolivian descent will be encouraged to apply to the program. Graduating students will have the opportunity to apply for U.S. Embassy scholarships not included in this grant.

B. FEDERAL AWARD INFORMATION

Length of performance period: *24 to 30 months*

Number of awards anticipated: one

Award amounts: up to *\$100,000.00*

Total available funding: *\$100,000.00*

Type of Funding: *FY21 Public Diplomacy Funds*

Anticipated program start date: *September 27th, 2020*

This notice is subject to availability of funding.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs should be completed in 30 months 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*
- *Public and private educational not-for-profit institutions based in Santa Cruz.*
- *Public International Organizations and Governmental institutions based in Santa Cruz.*

2. Cost Sharing or Matching

No cost-sharing is 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.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Application forms required below are available at: [Grants Corner - U.S. Embassy in Bolivia \(usembassy.gov\)](https://usembassy.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*)
- **SF424A** (*Budget Information for Non-Construction programs*)

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 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.
- **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, use the attached Excel Form for the Budget Narrative.

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.
- **"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.

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

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%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.

5. Submission Dates and Times

Applications are due no later than September 4th, 2021

6. Other Submission Requirements

All application materials must be submitted by email to ***EnglishUSEmbBol@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 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. Anticipated Announcement and Federal Award Dates: Announcement will be made on September 6th, 2021. Federal Award Dates: September 27th, 2021 through March 31st, 2024.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

a. 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.

Disbursement Method:

Disbursements will be made in at least two installments, as needed to carry out the program activities, by direct transfer to the recipient's bank account and once the recipient makes a request on form SF270.

Organizations whose applications will not be funded will also be notified via email.

b. 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.

c. 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.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact:

Ms. Maria Teresa Requena
Public Diplomacy Management Assistant
U.S. Embassy La Paz, Public Affairs Section
Email: RequenaMT@state.gov

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, Department of State officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.