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

<table>
<thead>
<tr>
<th>Funding Opportunity Title:</th>
<th>Notice of Funding Opportunity for Alumni Programming</th>
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<tr>
<td>Funding Opportunity Number:</td>
<td>PAS-EGY-FY20-02</td>
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<tr>
<td>Deadline for Applications:</td>
<td>July 23, 2020</td>
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<tr>
<td>CFDA Number:</td>
<td>19.040</td>
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<tr>
<td>Total Amount Available:</td>
<td>$300,000</td>
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<td>Total number of awards expected:</td>
<td>5-50 depending on size of awards</td>
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A. PROGRAM DESCRIPTION
The U.S. Embassy Cairo Public Affairs Section (PAS) of the U.S. Department of State announces an open competition for U.S. Government (USG) funded exchange alumni programming. The proposals must support alumni networking, professional development, community projects, and/or teambuilding.

Please carefully follow all instructions below.

Program Objectives:
The U.S. Embassy Cairo Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available to support programs and projects that aim to strengthen the professional development of the U.S. Embassy Cairo exchange alumni community. The objective of these programs and projects is to amplify return on the investment the U.S. Government has made in exchange programs and conduct strategic engagement to help alumni build on their exchange experiences, network with fellow alumni (either online or in-person) to expand their professional networks, and access alumni-only activities, competitions, and funding opportunities.

Proposals should provide details of the estimated number of participants, activities, program phases, timelines, and budget estimates for each phase. Specific proposals may address one or more of the following activities below, or may also recommend other innovative alumni programming options.

1) Alumni Unite: This program includes the design, recruitment, and implementation of a multi-day, thematic retreat for approximately 150 alumni to engage, network, and enhance their professional development. Alumni Unite helps alumni expand their personal and professional networks and skills to aid their local communities and be more successful in their professional careers.  (Note: Proposals for this program are anticipated to average between $40,000-$50,000.)

2) Give It Back: This multi-cycle program (approximately two cycles per year) entails a mini-grants competition to support alumni-designed and implemented projects that target specific needs and affect positive change in their communities. Historically this has included two cycles of grants annually to fund approximately ten projects in each cycle, for a total of 20 projects. (Note: Proposals for this program are anticipated to be between $40,000-$50,000.)
3) **Professional Development:** This program includes day-long capacity building sessions in various governorates in Egypt on topics that would benefit alumni in their professional capacities. *(Note: Proposals for this program are anticipated to be between $20,000-$30,000.)*

4) **Teambuilding:** This component would include thematic, quarterly training sessions, presentations by experts, or activities to improve alumni awareness of teamwork, teach skills to allow alumni to build synergies and collaborate to effect positive change in their communities, expand capacities to understand different perspectives, and strengthen shared understanding of the vision and mission of the U.S. Embassy’s alumni network and activities. *(Note: Proposals for this program are anticipated to be between $10,000-$15,000.)*

5) **Community Development Programs:** This component allows alumni to leverage their specialized skills and talents to benefit their communities. Alumni teams (of a minimum of three USG exchange alumni) identify a need in their communities, bring people together to meet that need, and create lasting social change. *(Note: Proposals for this program are anticipated to be between $5,000-$10,000.)*

The proposal should include detailed budget estimates for rental fees, salaries for employees of the implementing organization, travel costs, food and beverages, etc. The proposal should also discuss potential involvement and participation from U.S. Embassy staff.

Applicants may submit only one proposal; multiple proposals will not be considered. Projects for business development (e.g. pursuing strategic opportunities to acquire new business, furthering revenue or growth goals, or cultivating partnerships or commercial relationships) will not be considered.

The following types of programs also are not eligible for funding:

- Programs relating to partisan political activity;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of an organization; or
- Projects seeking funds for personal use.

**Participants and Audiences:**

Proposals should be targeted towards alumni of USG exchange programs. (An alumnus is a person who has participated in an U.S. Department of State funded exchange program or a program funded by the U.S. Embassy in Egypt.) The exchange program alumni network managed by U.S. Embassy Cairo consists of thousands of Egyptians and it is extremely diverse. Alumni range from high school students to senior-level professionals and decision makers. Alumni represent all governorates in Egypt and have experience in various fields. All of the
alumni have travelled to the United States to participate in one of the more than 40 exchange programs sponsored by U.S. Embassy Cairo. Strong proposals will adhere to one of the categories highlighted above and will factor in the international experiences, diversity, and needs of the target audience.

Authorizing legislation, type and year of funding:
Funding authority rests in the Smith-Mundt Act. The source of funding is FY2020 Public Diplomacy Funding

B. FEDERAL AWARD INFORMATION

Length of performance period: September 2020 to September 2021
Award amounts: Awards may range from a minimum of $5,000 to a maximum of $75,000
Total available funding: $300,000
Type of Funding: FY20 Smith Mundt Public Diplomacy Funds

Anticipated program start date: September 2020

This notice is subject to availability of funding.

Funding Instrument Type: Grant, Fixed Amount Award, or Cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation and require a description of the Embassy’s substantial involvement.

Program Performance Period: Proposed programs should generally be completed in 12 months or less. PAS 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 and the U.S. Embassy in Cairo.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages applications from:

• Egyptian not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience;
• Egyptian public and private educational institutions;
• Egyptian individuals representing alumni teams (a minimum of three USG exchange alumni)
• American organizations with a presence (e.g. country or branch office) in Egypt.
For-profit and commercial entities are not eligible to apply.

2. Cost Sharing or Matching

Inclusion of cost share is not required for this opportunity but encouraged. Proposals that demonstrate some form of cost share will be viewed more favorably than those that do not and will be favored to break ties among applications with equivalent scores after evaluation against all other factors.

3. Other Eligibility Requirements

Applicants should not submit more than one application; multiple proposals will not be considered.

In order to be eligible to receive an award, all organizations must have a 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 DUNS number or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1) The following forms are required:

For Individuals:
• SF-424I (Application for Federal Assistance – Individuals)
• SF424A (Budget Information for Non-Construction Programs)
• SF424B (Assurances for Non-Construction Programs)

For Organizations:
• SF-424 (Application for Federal Assistance – Organizations)
• SF424A (Budget Information for Non-Construction Programs)
• SF424B (Assurances for Non-Construction Programs) (only necessary if applicant is not yet registered in SAM.gov)

2) The following documents are requested:
• Alumni Grant Application Form
• Vendor EFT form
• 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.
3) 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.

**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: [https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf](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](https://www.sam.gov). SAM registration must be renewed annually.

4. **Submission Date and Times**

Application packages are due no later than July 23, 2020.
Submission of proposals for funding is free of charge and proposals should be submitted directly by e-mail to egyptalumni@state.gov.

(Note: If you encounter an organization, individual, or web site soliciting a fee or charging money to write or receive proposals on behalf of the U.S. Embassy in Cairo, or to register or renew SAM or DUNS numbers, they are likely fraudulent. We do not work with consultants, and official U.S. government emails always end in .gov. Please send any inquiries to egyptalumni@state.gov.)

Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

E. APPLICATION REVIEW INFORMATION

1) Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below:

a. **Embassy priorities**: Applicant has clearly described how stated goals are related to and support U.S. Embassy Cairo’s priority areas or target audiences. Applicant has clearly explained how stated goals are related to and support the U.S. Embassy Cairo’s goals, priority program areas and target audiences as described in Section A.

b. **Organizational capacity and record on previous grants**: The organization has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account.

c. **Quality and Feasibility of the Program Idea**: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

d. **Goals and objectives**: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

e. **Budget**: 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.

f. **Monitoring and evaluation plan**: Applicant demonstrates it is able to measure program success against key indicators and provide 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.

g. **Media outreach plan**: Applicant describes a clear plan for how the program will be shared with secondary audiences through traditional and/or social media.
Applicant describes clearly how the partnership with the U.S. government will be made visible to the participants and to secondary audiences. Branding waivers will only be granted on a rare basis and with a strong justification of why one is needed in order for the project to be successful.

h. **Sustainability**: Program activities will continue to have positive impact after the end of the program.

2) **Review and Selection Process**:

A review committee will evaluate all eligible applications. All applicants will be notified regarding the funding decisions made by the review committee.

**Federal Awards 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:** All payments will be transferred via electronic funds transfer according to the respective grant timelines and program activities. Payment schedules will be determined by the Grants Officer and specified in the award document, according to the program’s milestones and as needed to carry out the project activities. All organizations and individuals must be able to receive electronic funds from U.S. Embassy Cairo.

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, and the Department of State Standard Terms and Conditions which are available at: [https://www.state.gov/about-us-office-of-the-procurement-executive/](https://www.state.gov/about-us-office-of-the-procurement-executive/).

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.

**G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact: egyptalumni@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. Travel to the United States is not allowed.

**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.