Notice of Funding Opportunity

Funding Opportunity Title: YSEALI Regional Workshop: Marine Sustainability Innovation Acceleration

Funding Opportunity Number: 20-PHL-NOFO-YSEALI01

Deadline for Applications: June 30, 2020

Total Amount Available: $175,000

A. PROGRAM DESCRIPTION

The Public Affairs Section of the U.S. Embassy in the Philippines announces an open competition for a cooperative agreement to develop and implement a Young Southeast Asian Leaders Initiative (YSEALI) Regional Workshop on Marine Sustainability Innovation Acceleration, pending the availability of funding. The six-day workshop (inclusive of travel days) will convene emerging leaders, ages 18-35, from all ten ASEAN member states and Timor-Leste with ongoing marine sustainability initiatives in the Philippines (in Cebu or Subic) to build competencies in developing and sustaining their initiatives to solve regional challenges.

YSEALI is the U.S. government’s signature initiative to engage with emerging leaders in Southeast Asia. The program aims to create a network of young Southeast Asian leaders who work across national borders and the four pillars of YSEALI – sustainable development, economic growth, civic engagement, and education – to solve common problems.

Please carefully follow all instructions below.


Program Objectives:

The YSEALI Regional Workshop on Marine Sustainability Innovation Acceleration will bring together at least 25 groups of YSEALI members (maximum of 3 members per group) from ASEAN member nations and Timor-Leste who have ongoing initiatives to address challenges related to sustainable marine resource management, aquatic biodiversity conservation, marine pollution, or increased cooperation in Southeast Asian maritime and inland waterways. The workshop will help participants develop competencies to accelerate and sustain their projects. Workshop topics should include problem analysis, solution analysis, monitoring and evaluation, branding/marketing, sustainability planning, fund raising/resource mobilization, strategic
partnerships, and cross-border collaboration. Workshop participants will create a network of emerging leaders and collaborate regionally to create innovative solutions to marine sustainability issues in Southeast Asia.

The workshop will include information sessions and trainings led by experts from ASEAN and the United States. Sessions will also deepen participants’ knowledge of current challenges and opportunities in maritime and inland waterways in Southeast Asia. At the workshop’s finale, participants will submit development plans and compete for small grants. The top ten teams will be invited to Manila for a follow-on program. The follow-on program will take place 8-10 months after the workshop, providing a platform to share best practices and continue to deepen links within and across the YSEALI network.

Participants should be encouraged to collaborate with fellow participants across the region and coordinate with government agencies at all levels, business development institutions, community organizations, and youth groups in their respective countries to implement development plans.

**Participants and Audiences:**
Participants will be groups of registered YSEALI members (maximum of 3 members per group), ages 18-35, who have ongoing initiatives to solve challenges related to sustainable marine resource management, aquatic biodiversity conservation, marine pollution, or increased cooperation in Southeast Asian maritime and inland waterways. Participants should demonstrate commitment to develop and sustain their projects.

During the application process, candidates will submit a summary of their initiative, a problem that they are experiencing or that they foresee will hinder their initiative’s sustainability, and their proposed plans to address their identified problem. At the end of the workshop, participants will be asked to submit a finalized development plan for their initiatives using lessons learned from the workshop.

The recipient will create an online application process and coordinate with the U.S. Embassy in the Philippines and other U.S. Embassies in the region to recruit and select participants from all ten ASEAN member countries and Timor-Leste. All participants must be proficient in written and spoken English. Participants must be citizens and residents of an ASEAN member country or Timor-Leste.

The recipient will be responsible for arranging and using cooperative agreement funds to cover all elements related to participant and staff travel including international and domestic flights, visas, travel to and from airports, visas, accommodations, per diem, meals during the program, and insurance.
B. FEDERAL AWARD INFORMATION

Length of performance period: 12-18 months
Number of awards anticipated: One
Award amount: Maximum of $175,000
Type of Funding: FY20 Public Diplomacy Funds
Anticipated program start date (of program planning): September 2020
This notice is subject to availability of funding.

Funding Instrument Type: [Cooperative agreement]. The U.S. Embassy in the Philippines will have substantial involvement in the development, content, and schedule of the workshop. In consultation with U.S. Embassy in the Philippines, the award recipient must actively engage all relevant U.S. embassies related to the recruitment and selection process as well as communication with the participants.

Working closely with the U.S. Embassy in the Philippines, the recipient of this cooperative agreement shall develop a robust program for the workshop; schedule the event at a mutually agreed upon location; manage the application and selection process through a secure portal; develop the agenda and content for the workshop; recruit speaker(s); manage all travel logistics for participants and speakers; and generate content for social media and other publicity. The recipient is expected to provide all design files, photos and video recorded, as well as a promotion-ready, U.S. Embassy-approved photo album and a video series of the workshop after completion.

Regular, transparent communication via email, phone, and video conference calls and face-to-face meetings (as appropriate) with the Grants Officer, Grants Officer Representative, and Program Officer throughout the period of performance is critical to the success of this cooperative agreement.

All major elements of the program and its content require advance approval by the U.S. Embassy in the Philippines, including, but not limited to:

- Choices of dates, venue, accommodations, and menus;
- Final selection of participants, mentors, and speakers (from the United States, an ASEAN member country, or Timor-Leste);
- Titles, format, and content of workshop sessions and other program activities;
- Design and content of all marketing materials, publicity, and media products.

Program Performance Period: Proposed programs should be completed in 18 months or less. The workshop must be a minimum of three full days not including travel days.
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 institutions

2. Cost Sharing or Matching

Providing cost sharing is not a requirement for this NOFO

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 are available at: ph.usembassy.gov and 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
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*)

2. **Summary Page:** Cover sheet stating the applicant name and organization, proposal date, project title, project period proposed start and end date, and brief purpose of the project.

3. **Proposal:** 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 project, including project objectives and anticipated impact.
   - **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the project, 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 project is needed
   - **Project Goals and Objectives:** The “goals” describe what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
   - **Project Activities:** Describe the project activities and how they will help achieve the objectives.
   - **Program Methods and Design:** A description of how the project is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
   - **Proposed Project Schedule and Timeline:** The proposed timeline for the project 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 project. What proportion of their time will be used in support of this project?
   - **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
   - **Project 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 project
   - Letters of support from project 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.
   - Official permission letters, if required for project 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)](https://www.sam.gov) 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. SAM registration must be renewed annually.

4. Submission Dates and Times

Applications are due no later than June 30, 2020

5. Funding Restrictions

U.S. Embassy Manila will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. No entity listed on the Excluded Parties List System in SAM is eligible for any assistance.

Federal awards generally will not allow reimbursement of pre-Federal award costs; however, the grants officer may approve pre awards cost on a case by case basis. Generally, construction costs are not allowed under U.S. Embassy Manila awards.

6. Other Submission Requirements

All application materials must be submitted by email to GrantsManila@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

Evaluators will judge each application individually against the following criteria, listed below in order of importance, and not against competing applications.

Quality of Project Idea
Applications should be responsive to the NOFO, appropriate in the regional context, and should exhibit originality, substance, precision, and relevance to the stated mission.

Project Planning/Ability to Achieve Objectives
A strong application will include a clear articulation of how the proposed project activities contribute to the overall project objectives, and each activity will be clearly developed and detailed. A comprehensive monthly work plan should demonstrate substantive undertakings and the logistical capacity of the organization. Objectives should be ambitious, yet measurable results-focused and achievable in a reasonable time frame. Applications should address how the project will engage relevant stakeholders and should identify local partners as appropriate. If local partners have been identified, U.S. Embassy Manila strongly encourages applicants to submit letters of support from proposed in-country partners. Additionally, applicants should describe the division of labor among the direct applicant and any local partners. If applicable,
applications should identify target areas for activities, target participant groups or selection criteria for participants, and the specific roles of sub-awardees, among other pertinent details. In particularly challenging operating environments, applications should include contingency plans for overcoming potential difficulties in executing the original work plan and address any operational or programmatic security concerns and how they will be addressed.

**Institution’s Record and Capacity**

U.S. Embassy Manila will consider the past performance of prior recipients and the demonstrated potential of new applicants. Applications should demonstrate an institutional record of responsible fiscal management and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project's objectives.

**Cost Effectiveness**

U.S. Embassy Manila strongly encourages applicants to clearly demonstrate project cost-effectiveness in their application, including examples of leveraging institutional and other resources. However, cost-sharing or other examples of leveraging other resources is not required and does not need to be included in the budget. Inclusion in the budget does not result in additional points awarded during the review process. Budgets however should have low and/or reasonable overhead and administration costs and applicants should provide clear explanations and justifications for these costs in relation to the work involved. All budget items should be clearly explained and justified to demonstrate its necessity, appropriateness, and its link to the project objectives.

Please note: If cost-share is included in the budget then the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient’s budget, U.S. Embassy Manila’s contribution may be reduced in proportion to the recipient’s contribution.

**Multiplier Effect/Sustainability**

Applications should clearly delineate how elements of the project will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect will have an impact beyond the direct beneficiaries of the grant. A strong sustainability plan may include demonstrating continuing impact beyond the life of a project.

**Project Monitoring and Evaluation**

Complete applications will include a detailed plan (both a narrative and table) of how the project’s progress and impact will be monitored and evaluated throughout the project. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and results (intended and unintended) of a project. Applications should demonstrate the capacity to provide objectives with measurable outputs and outcomes and engage in robust monitoring and assessment of project activities. The quality of the M&E plan will be judged on the narrative explaining how both monitoring and evaluation will be carried out, as well as who will be responsible for those related activities.
The M&E plan will also be rated on the M&E performance indicator table. The output and outcome-based performance indicators should not only be separated by project objectives but also should match the objectives, outcomes, and outputs detailed in the logic model. Performance indicators should be clearly defined (i.e., explained how the indicators will be measured and reported) either within the table or with a separate Performance Indicator Reference Sheet (PIRS). For each performance indicator, the table should also include baselines and yearly and cumulative targets, data collection tools, data sources, types of data disaggregation, and frequency of monitoring and evaluation. There should also be metrics to capture how project activities target the most at risk and vulnerable populations or addresses their concerns, where applicable.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

3. Administrative and National Policy Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities (for more information on these exceptions, see Chapters 5, Federal Assistance to Individuals, and 6, Federal Assistance to Foreign Public Entities Directive.) Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities.

The recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department’s Standard Terms and Conditions can be viewed at https://www.statebuy.state.gov/fa/Documents/2015DeptTermsAndConditionsForUSandForeignOrg.pdf.

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 project 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 award payments will be made via Electronic Funds Transfer (EFT). 80% of the total award will be paid at the beginning of the program. Upon receipt of the final program report or verification of completed programs, the remaining 20% balance will be reimbursed to the recipient.

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:\n2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:\nhttps://www.statebuy.state.gov/fa/pages/home.aspx\nNote 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.

Applicants should be aware that U.S. Embassy Manila awards will require regular financial and progress reporting. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports. The progress reports must include page one (signed and completed) of the SF-PPR (Performance and Progress Report) and a narrative attachment to the SF-PPR as described below; and the SF-PPR-B: Project Indicators (or other mutually agree upon format approved by the grants officer) for the indicators.

Narrative progress reports should reflect the focus on measuring the project’s impact on the overarching objectives and should be compiled according to the objectives, outcomes, and outputs as outlined in the award’s Scope of Work (SOW) and in the Monitoring and Evaluation (M&E) Statement. An assessment of the overall project’s impact should be included in each progress report. Where relevant, progress reports should include the following sections:

- Relevant contextual information (limited);
- Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting benchmarks/targets as set in the M&E plan. In addition, attach the M&E plan, comparing the target and actual numbers for the indicators;
- Any tangible impact or success stories from the project, when possible;
- Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable;
Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;

Description of how the Recipient is pursuing sustainability, including looking for sources of follow-on funding;

Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities;

Reasons why established goals were not met;

Data for the required indicator(s) for the reporting period as well as aggregate data by fiscal year using the SF-PPR-B: Project Indicators or other mutually agreed upon format approved by the Grants Officer;

Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable.

A final narrative and financial report must also be submitted within 90 days after the expiration of the award.

Please note: delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipient’s ability to receive future U.S. government funds.

U.S. Embassy Manila reserves the right to request any additional programmatic and/or financial project information during the award period.

G. FEDERAL AWARDED AGENCY CONTACTS
If you have any questions about the grant application process, please contact: U.S. Embassy Manila Grants at vsealphilippines@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 project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project 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 project, which has a useful life of more than one year (or a life longer than the duration of the project), 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 project. 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 project activities.

Other Direct Costs: Describe other costs directly associated with the project, 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 project 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.