U.S. DEPARTMENT OF STATE
U.S. EMBASSY KINGSTON, PEPFAR COORDINATION OFFICE

Notice of Funding Opportunity

Funding Opportunity Title: PEPFAR Small Grants

Funding Opportunity Number: DOS-KGN-PCO-FY21-001

Deadline for Applications: November 20, 2020

CFDA Number: 19.029 - THE U.S. PRESIDENT'S EMERGENCY PLAN FOR AIDS RELIEF (PEPFAR) PROGRAMS

Total Amount Available: $ 35,000

NB: This notice is subject to the availability of funding.

A. PROGRAM DESCRIPTION

The U.S. Mission Kingston's PEPFAR Coordination Office (PCO) is pleased to issue this Notice of Funding Opportunity (NOFO) for their Small Grants Program. This NOFO outlines the PCO's funding priorities and the procedures for submitting applications for funding. Please carefully follow ALL instructions below.

Program Goals:

- ❑ Improve client experiences and retention on HIV treatment by assessing services at treatment facilities in Jamaica.
- ❑ Drive action to address issues identified as barriers by PLHIV clients.
- ❑ Help to center PLHIV community perspectives and needs in HIV treatment.

Program Information: PEPFAR awards a limited number of grants to non-governmental organizations and other civil society entities in support of initiating a Community-Led Monitoring (CLM) program. This Program is aimed at improving client-centered HIV services under the Ambassadors Small Grants Program (ASG). These grants advance PEPFAR's overarching goal of ending the HIV epidemic in Jamaica. The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) is the U.S. government's response to the global HIV epidemic and represents the largest commitment by any nation to address a single disease in history.

Projects which may be funded should cover the following:

Monitoring of all PEPFAR-supported HIV treatment sites in Jamaica, with details as follows:

❑ Assess all PEPFAR-supported HIV treatment sites in Jamaica at least twice during the grant period. PEPFAR-supported sites are:
1. JASL Kingston, JASL St. Ann, JASL Montego Bay
2. CHARES
3. Comprehensive Health Centre
4. Cornwall Regional Hospital
5. Duncan's Health Centre
6. Kingston Public Hospital
7. Lucea Health Centre
8. Mandeville Health Centre
9. May Pen Health Centre
10. Montego Bay Type 5
11. Port Maria Hospital
12. St. Ann's Bay Health Centre
13. St. Jago Park Health Centre
14. Savanna La Mar Hospital.
❑ Develop survey to learn from PLHIV clients about their treatment experiences regarding the following three areas: 1.) current operational procedures, 2.) stigma and discrimination, and 3.) the extent to which PLHIV are involved in the decision-making/planning process.
❑ Administer survey to at least twelve clients per site during each assessment.
❑ Examples of items to assess include - appointment systems, wait times, clinic hours, use of technology, treatment literacy, stigma and discrimination related to HIV status or status as a key population (KP), and opportunities for client support from PLHIV peers.
❑ By the end of each quarter, develop a report including:
   o Data / data analysis
   o Discussion of findings
   o Targeted recommendations for improving program structure
   o Action plan for the next quarter
❑ At the end of the project, provide a comprehensive report that covers:
   o Data / data analysis
   o Discussion of findings
   o Progress in addressing gaps identified in initial assessments
   o Next steps for community-led monitoring.

Authorizing statutes for the funding opportunity - U.S. President's Emergency Plan for AIDS Relief - *PEPFAR Extension Act of 2018*

B. FEDERAL AWARD INFORMATION

- Length of Performance: Nine months
- Number of Awards anticipated: One (1) award

- Award amount: $35,000
- Total available funding: $35,000
- Type of funding: FY21 - U.S. President's Emergency Plan for AIDS Relief (PEPFAR)
- Anticipated program start date: January 2, 2021
- Funding Instrument Type: Grant
- Program Performance Period: Proposed program activities should be completed by September 30, 2021.

C. ELIGILIBITY INFORMATION

1. Eligible Applicants:

The following organizations are eligible to apply:

- Registered not-for-profit organizations including think tanks, civil society/non-governmental organizations, community-based groups, faith-based organizations, and groups of persons living with HIV. Organizations should have programming and/or project management experience.
- Organizations cannot be primary or secondary recipients of PEPFAR funding.

2. Cost sharing or matching - This grant activity is not eligible for cost sharing.

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.*
- 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.
- Organization should have familiarity with HIV and/or human rights as they relate to people living with HIV.

D. APPLICATION AND SUBMISSION INFORMATION

Proposals should be submitted online to U.S. Mission Kingston at the following email address: CaribbeanRegionalPCO-ASG@state.gov. Applications and all supporting documents are accepted in English only.

The grant application deadline is November 20, 2020. Proposals will be reviewed and results issued by December 16, 2020.

1. **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.

2. **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 minimum of 1-inch margins.

The following documents are **required**:

i. **Mandatory application forms**
- **SF-424** *(Application for Federal Assistance – organizations)*
- **SF424A** *(Budget Information for Non-Construction programs)*
- **SF424B** *(Assurances for Non-Construction programs)*

Please find the Mandatory application forms through this link: https://www.grants.gov/web/grants/forms/sf-424-family.html

ii. **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.
iii. **Proposal (8 pages maximum):** The proposal should contain enough 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.
- **Needs Assessment:** Indicate whether you included your beneficiaries in a need assessment or in the project planning. Please describe any contacts or meetings you have completed with these beneficiaries or their representatives.
- **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 these 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 timeframe 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.

iv. **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. ***Please see Section H. Other Information: Guidelines for Budget Submissions*** below for further information.

v. **Attachments:**
- 1-page CV or resume of the key personnel 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.
- 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 must be completed consecutively)

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 page here: https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

Instructions for the NCAGE application process:

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. To be compliant with federal regulations and to maintain an 'active status, SAM registration must be renewed annually.

Very important: Please note that punctuation, spelling and abbreviations must be the same for information you provide on the different registration portals to avoid problems or delay with registration.

1. Submission Dates and Times - Applications are due no later than November 20, 2020.

2. Funding Restrictions

The ASG cannot provide funding for the following:

- Police or military activities
- Cultural activities
- Religious activities (Note: Religious organizations may sponsor or supervise local community activities that serve KPs needs rather than religious purposes; such activities may be eligible for assistance).
- Salaries
- Construction projects
- Projects in refugee camps or communities.
- Projects involving pesticides, fungicides or herbicides
- Individually owned businesses or enterprises.
- Used for cost of direct medical treatment.

3. Other Submission Requirements:

All application materials must be submitted by email to: CaribbeanRegionalPCO-ASG@state.gov.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated based on 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 can 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

The PCO will conduct a preliminary review of all applications to determine completeness and technical eligibility after which a Grants Selection Committee will evaluate all eligible applications and make recommendations. The ASG Program Manager will schedule a phone call or site visit to discuss the proposal and recommendations of the Grants Selection Committee and review the organization's capacity. The PCO will then provide feedback and recommend funding priorities to the Grants Selection Committee for their final approval. The PCO will notify each successful applicant about the outcome of their proposal.

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 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 will be made by electronic funds transfer in quarterly advances, as needed to carry out the project activities, and based on agreed milestones.

1. Administrative and National Policy Requirements

Terms and Conditions: Before applying, 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/. Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

2. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. All awards issued under this announcement will require periodic program and financial reports on a frequency specified in the award agreement. The disbursement of funds is tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the Award Specifics. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports should be submitted via electronic mail to the email address provided in the award.

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: CaribbeanRegionalPCO-ASG@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

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.

Personnel: Describe the allowances 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.

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.

Note Carefully: Organizations that have never had a NICRA may request a maximum of between 5% to 8% of the modified total direct costs to cover personnel and indirect costs above.

"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.