U.S. DEPARTMENT OF STATE
U.S. EMBASSY TANZANIA
NOTICE OF FUNDING

Funding Opportunity Title:	Ambassador's Special Self-Help Program
Funding Opportunity Number:	**AF-TZ-SSH-GR-2021**
Deadline for Applications:	June 1, 2021
Assistance Listing Number:	19.700
Anticipated Award Amount:	$50,000

A. PROGRAM DESCRIPTION

U.S. Embassy Dar es Salaam announces an open competition for organizations to submit applications to implement projects through the Ambassador's Special Self Help (SSH) Community Grants Program. Please carefully follow all instructions below.

Purpose of Small Grants: The Ambassador's Special Self-Help (SSH) program started in 1964 in Togo and quickly spread across the continent as a grass-roots assistance program that allows U.S. embassies to respond quickly to local requests for small community-based development projects. The SSH program across Africa received $2 million in 2019 through the Africa Regional Economic Support Fund.

The Ambassador's Special Self-Help (SSH) Program started in Tanzania in 1965. It is distinct from the larger-scale assistance carried out locally by the U.S. government. This program focuses on providing targeted grants to assist small-scale ($2,000-$10,000), short-term (less than 12 months), community-driven development projects that improve economic and social conditions at the local level.

Each project is expected to:

- Improve basic economic or social conditions at the community or village level;
- Support high-impact, quick-implementation activities that benefit many people within one year without requiring further SSH assistance.
- Involve a significant local contribution in cash, labor, or material, and be within the ability of the local community to operate and maintain;
- Be in direct response to the initiative and aspirations of the local community (the local sponsors of the project, who will also be its prime beneficiaries); and
- Not initiate, continue, or supplement technical assistance programs.
- Priority will be given to projects that support income generating activities, and/or the advancement of vulnerable or disadvantaged people, including women, youth, and people with disabilities.

Some examples of past SSH grants include:

- Water Projects – boreholes, irrigation, or water collection systems, storage tanks

- <u>Health & Hygiene</u> – latrines at schools and clinics, community gardens
- <u>Environmental Projects</u> – recycling, solar panel systems, organic fertilization production
- <u>Education Projects</u> – classrooms, community libraries
- <u>Income Generating Projects</u> – oil press for nuts, clothing production, carpentry tools, brick making machines

<u>The following is not eligible for funding</u>:

- Charitable or donation related activities.
- Projects that support specific religious activities.
- Fundraising campaigns.
- Revolving credit schemes.
- Lobbying for specific legislation or projects.
- Projects intended primarily for the growth or institutional development of the organization.
- Projects that duplicate other U.S. Government programs.
- Purchase of alcohol, medicine, school uniforms, school fees, bursaries, or personal expenses.
- Purchase of food and food parcels.
- Fees or salaries, including those for training, seminars, travel costs, or per diem.
- Any chemical, including fertilizer, pesticides, fungicides, or herbicides.
- Religious/police/law enforcement/prison-related/political or military activities.
- For used equipment-to avoid recurring maintenance and support cost. There is a general policy for financing only new equipment unless it is simple in design and spare parts are available locally.

B. FEDERAL AWARD INFORMATION
ELIGIBILITY INFORMATION

Length of performance period: One (1) year or less
Number of awards anticipated: Six awards (dependent on amounts)
Award Amounts: awards may range from a minimum of $2,000 to a maximum of $10,000
Anticipated project start date: October 1, 2021
Type of Funding: FY21/22 Economic Support Funds under the Foreign Assistance Act
Funding Instrument Type: Grant

This notice is subject to availability of funding.

C. ELIGILIBITY INFORMATION

1. **Eligible Applicants**

The SSH Program will only accept proposals from
- Registered not-for-profit organizations, including civil society/non-governmental, organizations headquartered in Tanzania.

- Established, registered grassroots community-based organizations (CBOs) and Faith Based Organizations (FBOs) headquartered in Tanzania.
- The beneficiary members must be Tanzanian citizens.
- Applicants must display sound management in the form of financial and administrative procedures that protect against fraud, waste, and abuse.
- For-profit, commercial entities and individuals are not eligible to apply.

2. Cost Sharing or Matching
Cost sharing is required in the form of significant "community contributions" through cash, labor, or materials as well as an investment in time and labor to promote a sustainable project outcome.

3. Other Eligibility Requirements
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: https://www.grants.gov/web/grants/forms/sf-424-family.html or the U.S. Embassy Dar es Salaam website.

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
- Applicants are strongly encouraged to utilize the proposal template

The following documents are **required**:

1. Application forms
- **SF-424** *(Application for Federal Assistance)*
- **SF424A** *(Budget)*
- **SF424B** *(Assurances)*
- **The SF-424 forms can be found at** https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html
- **SSH Proposal Template can be found at** https://tz.usembassy.gov/education-culture/ambassadors-community-grants-program/
- **Copy of organizations registration certificate**

A. Funding Restrictions

Any costs incurred in preparation of your proposal or in advance of an award will **not** be reimbursed.

B. Submission Dates and Times

Applications are due no later than 11:59 p.m. Eastern Standard Time (EST), on June 1, 2021 and must be submitted electronically to: **selfhelpd@state.gov**

D. APPLICATION REVIEW INFORMATION

1. Criteria

Full applications will be evaluated against the evaluation criteria described below.

Organizational experience, capacity, and record on previous grants: The organization has experience and expertise in its stated field and the Community Grants Office is confident of its ability to undertake the proposed project. This includes a financial management system and a bank account.

Feasibility of Design: Clearly articulates how the activities will lead to overall objectives. Objectives must be SMART – specific, measurable, attainable, relevant, and time bound. The timeline for the project completion is in one year.

Goals and objectives: Goals and objectives are clearly stated, and project approach is likely to provide maximum impact in achieving the proposed results

Embassy priorities: Applicant has clearly described how stated goals are related to and support the U.S. Embassy priorities stated in this document. The number of people to benefit will be considered when determining if a project can be funded.

Responsible & Reasonable 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.

Monitoring and evaluation plan: Applicant demonstrate it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The project includes output and outcome indicators and shows how and when those will be measured.

Sustainability/ Financial Self Reliance: Focused on results building and strengthening the capacity of the community. Include a detailed plan for sustaining the activities beyond the life of the grant. Includes evaluation of community contribution (cash, labor, materials) and their involvement with a plan to continue and build on project results.

2. Review and Selection Process

The Community Grants Office will conduct a preliminary review of all applications to determine

completeness. If the proposal does not meet the funding guidelines, the applicant will be informed. If the proposal meets the criteria, the Coordinator will schedule a site visit to discuss the proposal and review the organization's capacity. All projects eligible for funding are then reviewed by the U.S. Embassy Community Grants Committee, which will evaluate all eligible/complete applications and recommend funding priorities to the Ambassador for his or her final approval. The Community Grants Office will notify each applicant about the status of his/her proposal.

E. FEDERAL AWARD ADMINISTRATION INFORMATION

1.   Federal Award Notices

The Grant agreements will be written, signed, and awarded by the Grants Officer and administered by the Grants Officer or his/her representative. The Grant agreement is the authorizing document and will be provided to the recipient for review by email before being invited to sign. 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: Payments will be made by electronic funds transfer in at least two advances, as needed to carry out the project activities and based of agreed milestones.

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

2. Administrative and National Policy Requirements

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY

- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

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3. **Reporting**

Reporting Requirements: Recipients will be required to submit financial and program reports. The award document will specify how often these reports must be submitted.

F. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact the Community Grants Office at: **selfhelpd@state.gov or call (+255) 22 229 4297.**

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

G. OTHER INFORMATION

Guidelines for Budget Justification

Personnel: 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.

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. Purchase of used equipment is not permitted.

Supplies: List and describe all the items and materials, 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 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 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.

H. POST-SELECTION REQUIREMENTS

The Embassy will notify FINALISTS and may request the following

- Official permission letters, if required for program activities.
- A list of Committee/Board members with their names, positions, addresses, and phone numbers.
- If applicable, a copy of your valid registration certificates from the Ministry of Education or Ministry of Health as an ECD center or preschool
- Primary contact and alternate contact's CVs
- A list of all people working in the organization (including all staff and volunteers) with names, positions and starting dates
- Copies of your most recent bank statements for your organization
- A copy of the most recent audited financial statement (if applicable)
- A stamp of approval from a local authority

FINALISTS must also complete the following:

The registrant or entity is required to register in each of these websites by initially creating a Username and Password in all sites.

Legal Business Name and Address must be precise and **MATCH EXACTLY** when entering the D&B DUNS, NCAGE, and SAM websites. Legal Business Name and Address given must be the same—this includes spaces, parentheses, capitalization, small letters, punctuation, etc.

<u>**STEPS to REGISTER:**</u>

<u>Please apply for the D&B DUNS Number **and** NCAGE Code (steps 1 and 2 below) at the same time to reduce waiting time of information</u>.

1. **DUN & BRADSTREET (D&B) DUNS Number**

   Steps to Register for an organization DUNS number, or retrieve an existing DUNS number:
   - Navigate to http://fedgov.dnb.com/webform
   - Click "Begin DUNS Search"
   - Choose your country and fill out a short form.
   - D&B will list up to 3 matches.   If your entity is not listed, choose "request new DUNS" and continue from there.
   - **Note:** You will need the following information to request a DUNS Number: Name of your organization, Organization address, Phone number of the organization, Name of the CEO/organization owner, Legal structure of the organization (corporation, partnership, proprietorship), Year the organization started, Primary line of business, Total number of employees (full and part time).
   - D&B generally responds to each web form submittal within 24-48 hours.
   - A DUNS Number is 9-digits
   - For assistance, contact: +001 866-705-5711 or +001 855-760-3334 or SAMHELP@dnb.com

2. **NATO COMMERCIAL AND GOVERNMENT ENTITY (NCAGE) CODE NUMBER:**

   Steps to Register for an NCAGE Code:
   - Web browser should be <u>Internet Explorer</u>
   - A foreign registrant must log into: <u>CAGE Code Request</u> at https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx.
   - Once in the NATO Codification Tools website, scroll to the right-hand corner and click the "Magnifying Glass." The magnifying glass will open a new page.
   - In the next webpage scroll down the right-hand side until you see "Request New CAGE," click on this link and it will take you to the next page to apply for an NCAGE Code Number.

Note: When asked if the entity to be registered is a <u>supranational organization</u>, please click "No" if you are not part of a member state.
   - The Code is a five-character ID number and will take 4-5 business days

- Validate the newly assigned NCAGE via the Business Identification Number Cross-Reference System (BINCS) https://www.dlis.dla.mil/bincs/begin_search.aspx
- If the assigned NCAGE is not listed in BINCS, the recipient should call 269-961-4623 or send a message to NCAGE@NSPA.NATO.INT

For help from outside the U.S., call 1-269-961-7766 or email NCAGE@dlis.dla.mil for any problems in obtaining an NCAGE code.

3. SYSTEM FOR AWARD MANAGEMENT (SAM)

- Web browser should be either Google Chrome or Mozilla Firefox
- Register in **SAM** by navigating to https://www.sam.gov
- Remember, if you had an active record in CCR, you have an active record in SAM. To check, please conduct a "search" for your record by typing in the organization name and/or DUNS Number in SAM. If you are not registered, your organization or entity will not be found.
- When initially registering with SAM, please create a user account and input all information in the exact manner as you have for the D&B DUNS and NCAGE. Note that new registrations can take an average of 7-10 business days to process in SAM.
- **Note:** What about a Taxpayer Identification Number (TIN)? You only need a TIN if your entity pays U.S. taxes. If you are located outside of the U.S. and do not pay employees within the U.S., you are not required to obtain a federal Tax Identification Number (TIN). When registering in SAM, simply leave the TIN/EIN information blank.

If you encounter any error, please contact the SAM Federal Service Desk to report problem at https://www.fsd.gov/clients. There is a standard (not toll free) number that customers can use: +001 334-206-7828.

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 SAM registration which are both free of charge.

The U.S. Embassy will verify your SAM.gov registration status before awarding grants.