



**Department of State – Embassy of the United States, Port of Spain,
Trinidad and Tobago, Notice of Funding Opportunity (NOFO)**

Program Office: Public Affairs Section, U.S. Embassy, Port of Spain

Funding Opportunity Title: Public Affairs – Annual Program Statement

Announcement Type: Grant or Cooperative Agreement

Funding Opportunity Number: PASPOS-19-001

Deadline for Applications: September 15, 2019

CFDA Number: 19.040 - Public Diplomacy Programs

CONTACT INFORMATION

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A. PROGRAM DESCRIPTION

Executive Summary

The Public Affairs Office in the Public Affairs Section of the U.S. Embassy Port of Spain of the U.S. Department of State (hereafter referred to as “PAS PTS”) is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunity (NOFO).

PAS POS’s purpose in funding projects under this NOFO is to further contributions to economic growth and the development of human and government capacity in Trinidad and Tobago, while developing people-to-people, institutional, and economic ties between the United States and Trinidad and Tobago. We also aim to increase understanding of and support for U.S.-Trinidad and Tobago relations and American values and policy among the Trinidadian and Tobagonian public. To this end, PAS PAO invites proposals that address the objectives listed below.

Based on funding availability, awards will vary between \$1 and \$20,000.

Background

This NOFO is part of Mission Port of Spain’s support for public diplomacy programming in Trinidad and Tobago. Proposals should address PAS PTS’s stated goals, objectives, target audiences, and geographic locations. PAS PTS focuses on education, professional and academic exchanges, cultural connections through people-to-people, institutional, and economic ties, and leveraging alumni of U.S. government programs to achieve long-term objectives in Trinidad and Tobago.

PAS PTS’s programming in Trinidad and Tobago:

- Strengthens local institutions to build long-term, self-sustaining relationships and institutional linkages between U.S. and Trinidad and Tobago organizations, including capacity building support for organizations as needed.
- Contributes to economic growth; improves human capacity by creating a better educated and more skillful workforce; and contributes to the development of government capacity in Trinidad and Tobago, in particular in areas outside of urban centers and other remote and/or disconnected areas while contributing to local and regional stability.
- Empowers civil societies to strengthen diversity, the rule of law, transparency, and minority rights.
- Strengthens people-to-people ties between the United States and Trinidad and Tobago through shared information, experiences, exchanges, and/or expertise.
- Enhances community engagement through positive messages and tolerant perspectives that enhance and amplify community-based efforts in a wide range of areas.
- Expands media outreach by amplifying U.S. diplomacy activities and programs on social and traditional media platforms.
- Demonstrates shared values, which build respect and trust and increase effective communication.



More information about the Public Affairs Section can be found at: <https://tt.usembassy.gov/education-culture/>

Project Objectives

Programming funded under this NOFO will help to strengthen ties between the United States and Trinidad and Tobago through programming that highlights shared values and promotes bilateral cooperation. To that end, all programs must include an American element or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives. Proposals must include a clear plan to measure and evaluate the impact of the program; proposals that fail to include a monitoring and evaluation plan will not be considered. Extra consideration will be given to proposals that include target audiences outside the urban centers of Port of Spain.

Note: While proposals may address multiple project objectives; they should focus on activities primarily in **one** of the following three (3) project areas, and indicate which one.

- 1) Citizen Security:** Addressing the needs of at-risk youth, particularly in underserved communities, providing them with tools they need to improve their lives and communities, counter violent extremism, and reduce drivers of extremism that extremist recruiters exploit.
- 2) Economic Growth:** Encouraging social and economic entrepreneurs, improving education through innovation and technology, and encouraging study in Science, Technology, Engineering, Arts and Math education (STEAM).
- 3) Governance and Human Rights:** Increasing transparency, anti-corruption efforts, and civil society leadership. Improving respect for human rights by promoting inclusion of different ethnic groups, persons with disabilities, women and girls, the LGBTI community, people living with HIV, and others who might feel excluded from society.

Participants and Audiences:

The target audience may be broad, but should specify how various activities will reach specific audiences and why there is value in targeting those audiences with the intended program.

Proposals should detail how activities will include and/or reach targeted audiences at local, provincial, and national levels. They should also detail the impact on beneficiaries.

All proposals should:

- Describe involvement of American participants, expert/s, organization/s, or institution/s
- Address how the project will contribute to one or more of the project objectives listed above
- Enumerate specific outputs and outcomes to be achieved by the end of the grant period
- Clearly specify the audiences to be reached and the geographic locations of program activities. Programs proposed in multiple locations should explain how that will be accomplished. Grantee must demonstrate capacity to implement activities in locations and



with audiences proposed

- Explain how programs and activities will be monitored and evaluated, including developing performance indicators. Indicators should include baselines, targets, descriptions of data collection instruments, such as surveys of participants, and information on when results will be reported to the Public Affairs Section
- Describe how elements of the project will have a multiplier effect or be sustainable beyond the life of the grant
- Include a traditional and/or social media plan for marketing or advertising program activities and outcomes
- Demonstrate competency to manage all financial and oversight aspects of the project, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable

The Public Affairs Section **will not support** the following activities or expenses under this funding opportunity:

- For-profit trade activities
- Commercial projects
- Scientific research
- Projects whose primary aim is the institutional development of the organization
- The purchase of space or buildings in support of program activities
- Development projects
- Construction projects
- Individual travel to conferences
- Scholarships to support educational opportunities to study for individuals
- Completion of activities begun with other funds
- Fundraising or fund development projects
- Projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns
- Political party or lobbying activities in support of political parties
- Projects that support specific religious activities

B. FEDERAL AWARD INFORMATION

Public Diplomacy Grants

Individual Award Amounts: The award floor is \$1.00., the award ceiling is \$20,000.00

Duration of Award: Up to one year.

The Public Affairs Section of the U.S. Embassy in Port of Spain reserves the right to award less or more than the amount of funds described in the absence of worthy applications or under such other circumstances as they may deem to be in the best interest of the U.S. government.

Project and Budget Periods: Grant projects generally must be completed in one year or less. The Public Affairs Section will consider applications for continuation grants funded under these



awards on a noncompetitive 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.

C. ELIGIBILITY INFORMATION

Proposals from non-profits and/or NGOs, academic institutions, and social enterprises with offices headquartered in Trinidad and Tobago will be given preference. Please note that we will also accept applications from U.S. based institutions, but they must show that they have already obtained on-the-ground support of a local organization. **U.S.-based organizations should submit a copy of their IRS determination letter. Trinidad and Tobago-based organizations should submit a copy of their certificate of registration from the appropriate government organization.**

U.S. citizens and foreign citizens with U.S. tax responsibilities must report receipt of all U.S. Government assistance awards to the U.S. Internal Revenue Service (IRS), even those issued by U.S. missions abroad. Please contact the IRS directly or visit the IRS International Taxpayer page if you have questions about your U.S. tax responsibilities.
<https://www.irs.gov/uac/about-form-1099g>

Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (DUNS) number from Dun & Bradstreet and have a valid registration on www.SAM.gov and NCAGE (CAGE – U.S. organizations). Please see Section D for information on how to obtain these registrations.

Previous federal award recipients who are not/were not in compliance with the terms of their financial and program reporting requirements are ineligible to apply. **It is the applicant's responsibility to ensure they are in compliance with all applicable terms, conditions, and Office of Management and Budget guidance and requirements.** Those organizations found to be in non-compliance may be found ineligible for funding or may be designated high risk if selected for funding.

D. APPLICATION AND SUBMISSION

INFORMATION Technical Requirements

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.

Proposals **must not exceed 6 pages total.** Applications longer than 6 pages will not be



considered (application documents and risk assessment not included in the 6-page count)

1. *Project Summary*: Describe your project. (Problem statement should not be longer than 1 paragraph)
2. *Duration*: Expected Start Date and End Date, not to exceed one year.
3. *Objectives*: What are the key milestones/goals and/or events you wish to accomplish. Preference is given for objectives expressed in the SMART objective format.
4. *Organizational capacity*: Introduction to your organization. What experience does your organization have in carrying out the proposed events/ project? (1 page max)
5. *Key Personnel*: Who is going to be in charge of administering this project? What similar or useful experience does he/she have? (1 page max)
6. *Monitoring and Evaluation*: Describe what success looks like for your project. How do you plan to measure your success? (**See note below**)
7. *Budget*: Provide a detailed budget of costs associated with the project. All amounts must be stated in U.S. Dollars.
8. *Contact details*: Contact person name and email, organization phone and address.
9. *Risk Assessment*: A risk assessment form must also be attached with your proposal. It can be found at:
<https://tt.usembassy.gov/wp-content/uploads/sites/114/Grantriskassessment2019.pdf>
10. *Application documents SF424 Family*: SF-424 Application Cover Sheet (Required) (SF-424I for individuals); SF-424A Budget Information (Required)
<https://www.grants.gov/web/grants/forms/sf-424-family.html#sortBy=1>
11. Review may take 90 days or more or your proposal may be filed for later consideration. We are unable to individually confirm receipt of proposals. Only applicants whose proposals have been selected for award will be contacted.
12. Applicants must submit proposals ELECTRONICALLY ONLY to ptspas@state.gov.

Monitoring & Evaluation Plan:

Applicants must submit a Monitoring and Evaluation (M&E) Plan - A guide can be found at:
<https://tt.usembassy.gov/wp-content/uploads/sites/114/2016/08/MandEplanguidelines.pdf>

Applicants should complete a Grantee M&E Plan according to the specifications of their proposal, and develop their own results framework and indicators. The M&E Plan should describe how applicants intend to systematically plan, collect, analyze, and use performance monitoring data and evaluation to track progress, improve their results, and report achievements and challenges to the Public Affairs Section. Expenses directly associated with M&E are considered allowable.

- **Evaluation plan.** Applicants should develop a concise evaluation plan within the M&E Plan. The evaluation plan should demonstrate the applicant's willingness and ability to coordinate with an external evaluation of the program, if the Public Affairs Section commissions one. This section of the M&E Plan should also describe any plans by the applicant to conduct an internal evaluation of the project.



Application Deadline

Applications may be submitted for consideration at any time before the closing date of this opportunity, however, all submission must be received by **September 15, 2019 at 11:59 p.m.** local time.

This deadline is firm. If organizations fail to meet the deadline noted above, their application will not be considered for funding and will be considered ineligible. Proposals received earlier stand a better chance of being funded.

Submission Requirements of Approved Grantees

Once you have been contacted that your proposal has been selected for award **please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** The entire registration process can require up to four weeks for the registration to be validated and confirmed.

- Thorough instructions on the application process are available at <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf> (for the DUNS number application, NCAGE number application, and registration with SAM)
- Please note: Only DUNS, NCAGE, and SAM can assist with technical questions or problems applicants may experience during the registration process. Please refer to the contact information for these organizations listed in this NOFO (see below).

Organizations must obtain the following:

- UEI (DUNS)
- NCAGE code
- SAM registration

Step 1:

Apply for an UEI (DUNS) and an NCAGE number (these can be completed simultaneously)

Step 1a:

UEI (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 visiting

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>.

<http://fedgov.dnb.com/webform>

For technical difficulties, contact SAMHelp@dnb.com

Step 1b:

NCAGE application: Application page here (but need to click magnifying glass and then scroll down to click new registration)

<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 help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code. After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov/>

Step 2:

Once DUNS and NCAGE are obtained, continue to SAM registration www.SAM.gov

Step 3:

Once DUNS, NCAGE and SAM registrations are confirmed, email confirmation to ptspas@state.gov. Organizations must maintain an active SAM registration (www.SAM.gov) with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency. SAM registration must be renewed annually.

E. REVIEW AND SELECTION PROCESS

Each technically eligible application submitted under this announcement will be evaluated and only applicants whose proposals have been selected for award will be contacted.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

As described in Section E above, the successful applicant will be notified via email that the applicant's proposal has been selected to move forward in the review process; this email IS NOT an authorization to begin performance. The notice of Federal award signed by the grants officer (or equivalent) is the authorizing document. It shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government Official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through email transmission. The Recipient may only incur obligations against the award beginning on the start date outlined in the DS-1909 award document that has been signed by the Grants Officer.

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. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Terms and Conditions

Recipients will be held to the applicable terms and conditions found at <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>. It is the Recipient's responsibility to ensure they are in compliance with all applicable terms, conditions, and OMB guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk.

2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit

Requirements for Federal Awards: All applicants must adhere to the regulations found in [2 CFR 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards](#).

Branding Requirements: As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. **Note:** Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Evaluation: In line with the Department of State's Evaluation Policy, the U.S. Embassy Port of Spain Public Affairs Section may include this award in its program evaluation efforts. When applicable and feasible, the Recipient shall cooperate with the Grants Officer (GO) and Grants Officer Representative (GOR) requests to contribute data on specific performance measures and indicators, consider GO and GOR input on design and methodology of Recipient-led evaluation efforts, provide any evaluation reports produced under the award to the GO and GOR for review; incorporate the project into any third-party evaluations that PAS may initiate.

Reporting Requirements

Recipients are required to submit 2019 program progress and financial reports throughout the project period as laid out in the **Award Provisions**.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.



G. FEDERAL AWARDING AGENCY CONTACTS

Questions regarding the administrative and programmatic aspects of this funding opportunity may be directed to Gail Seeberan at PTSPAS@state.gov

H. OTHER INFORMATION

Security

The safety and security of all participants and activities under this project are the sole responsibility of the award recipient. We also require award recipients to notify the Public Affairs Section in advance when U.S. citizens are traveling to Trinidad and Tobago.

U.S. citizens who travel to Trinidad and Tobago are encouraged to enroll in the Department of State's Smart Traveler Enrollment Program (STEP) available at: <https://step.state.gov/step/>. Enrollment enables citizens to receive security-related messages from the Embassy and makes it easier for us to locate you in an emergency. The Embassy also recommends that all travelers review the State Department's travel website at travel.state.gov for the Worldwide Caution, Travel Warnings, Travel Alerts, and Trinidad and Tobago Country Specific Information.

Disclaimers

The Federal government is not obligated to make any Federal award as a result of the announcement. 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. The U.S. government also reserves the right to make an award in excess of the award ceiling.

If a proposal is funded, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

This NOFO is subject to funds availability. Awards may be granted only if appropriated funds are allocated to the United States Embassy in Port of Spain by Department of State central budget authorities.

Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.



Applications are accepted in English only, and final grant agreements will be concluded in English.