Program Office: Public Affairs Section, U.S. Embassy Prague
Funding Opportunity Title: U.S. Embassy Prague: Increasing Transparency at the Local Level
Funding Opportunity Number: PAS-003-FY2022
Funding Instrument Type: Grant
Deadline for Applications: July 8, 2022 (midnight local time, Prague)
CFDA Number – Name: 19.900 - AEECA/ESF PD Programs
Total Amount Available: up to $100,000 USD

A. PROGRAM DESCRIPTION
The U.S. Embassy in Prague Public Affairs Section (PAS) of the U.S. Department of State announces an open competition for Czech organizations to submit applications to carry out a program to improve transparency at the local government level in the Czech Republic, pending availability of funds. Please follow all instructions below.

Priority Region: Czech Republic

Program Objectives:
Despite some progress in applying systemic measures toward reducing corruption and increasing transparency nationally in the past several years, there still is a significant level of corruption and resistance to transparency at the local and regional levels in the Czech Republic. We seek proposals for programs to better understand barriers to transparency in Czech local government procurement, to identify concrete measures that local governments can take to improve transparency, and to carry out training for local governments in how to implement improved procurement practices that will lead to increased transparency. Activities that may be part of this program include:

- Analysis of public-procurement practices in larger and smaller municipalities
- Creation, dissemination and promotion of best practices in transparent government procurement
- Trainings on best practices, such as through conferences and/or workshops

Applicants are responsible for planning, organizing, and implementing all components of their proposed program, in coordination with U.S. Embassy staff. Applicants should include all necessary costs to carry out such activities, including but not limited to staff time and resources needed for accurate analysis; publication and distribution costs associated with dissemination of best practices; venue costs for trainings; travel expenses for trainers and participants in trainings; speaker fees for trainings; material/supplies needed for conferences or workshops.

Trainings and materials distributed to local governments should be in the Czech language.

Participants and Audiences:
The target audience for these activities should be local government officials and employees of Czech local governments involved in the procurement process, both at the policy level and the implementation level. Attention should be paid to ensure gender diversity among participants to the greatest extent possible.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 months
Number of awards anticipated: 01
Total available funding: $100,000 USD
Type of Funding: Assistance for Europe, Eurasia, and Central Asia (AEECA)
Anticipated program start date: August 1, 2022

This notice is subject to availability of funding.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs should be completed in 12 months or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:
   • Czech not-for-profit organizations, including think tanks and civil society/non-governmental organizations
   • Public and private educational institutions
   • Individuals

For-profit or commercial entities are not eligible to apply.

2. Cost Sharing or Matching

Cost-sharing is not required and will not be evaluated during the merit review.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package
Application forms required below are available at www.grants.gov and the U.S. Embassy Prague website: https://cz.usembassy.gov/education-culture/small-grants-program/

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
• All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are required:
1. Mandatory application forms
   • SF-424A (Budget Information for Non-Construction programs) at www.grants.gov and The U.S. Embassy Prague website: https://cz.usembassy.gov/education-culture/small-grants-program/
   • SF-424B (Assurances for Non-Construction programs) at www.grants.gov and The U.S. Embassy Prague website: https://cz.usembassy.gov/education-culture/small-grants-program/ (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)

2. 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.

3. Proposal (10 pages maximum): 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 program, including program objectives and anticipated impact.
   • Introduction to the Organization or Individual applying: A description of past and present operations, showing ability to carry out the program in the Czech Republic, 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 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 they 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 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. Guidelines for Budget Justification:

• **Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

• **Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

• **Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

• **Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

• **Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

• **Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.
• **Indirect Costs**: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

• **“Cost Sharing:”** refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

• **Alcoholic Beverages**: Please note that award funds cannot be used for alcoholic beverages.

5. **Attachments**:
   - 1-page CV or resume of key personnel who are proposed for the program
   - Letters of support from program partners describing the roles and responsibilities of each partner
   - If your organization has a Negotiated Indirect Cost Rate Agreement (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:**

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- [www.SAM.gov](http://www.SAM.gov) registration which will generate a UEI
- NCAGE/CAGE code

Any applicant with an exclusion 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.”

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews its registration in SAM.gov at [www.SAM.gov](http://www.SAM.gov). To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at [https://login.gov/](https://login.gov/). As a reminder, organizations need to renew its sam.gov registration annually.
US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in www.sam.gov. CAGE must be renewed every 5 years. Site for CAGE: https://cage.dla.mil/Home/UsageAgree. Grantees may be asked for more information to finalized and must comply.

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: https://eportal.nspa.nato.int/AC135Public/CageTool/home to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

It is in the organization’s best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes prior to registering or renewing www.sam.gov. Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization’s legal address in NCAGE/CAGE must mirror www.sam.gov.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed ineligible. All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

4. Submission Dates and Times

Applications are due no later than July 8, 2022 (midnight local time, Prague)

5. Other Submission Requirements

All application materials must be submitted by email to grantsprague@state.gov with the subject line “Increasing Transparency Grant Proposal”. Applications submitted after the deadline will not be considered.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.
Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants: 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: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

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 demonstrates it is able to 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: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A review committee will evaluate all eligible applications and select the proposal that best meets the selection criteria.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

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

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

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 200, 2 CFR 600, all of which are available at https://www.state.gov/m/a/ope/index.htm

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports, including a mid-term report and a final report. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: grantsprague@state.gov.