



Consulado General de los Estados Unidos en Guadalajara

U.S. DEPARTMENT OF STATE

United States Consulate General Guadalajara

Notice of Funding Opportunity

Funding Opportunity Title: *RFP English Language Funding Proposals 2022*

Funding Opportunity Number: *PAS-GDL-2022-01-ENG*

Deadline for Applications: *May 22, 2022*

Assistance Listing Number: *19.040*

Total Amount Available: *\$15,000.00*

A. PROGRAM DESCRIPTION

The *U.S. Consulate General in Guadalajara / Bureau of Public Affairs* of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to support projects and/or cooperative agreements submitted by individuals or NGOs and specifically focused on English Language Learning.

Please follow all instructions below.

Priority Region: *Aguascalientes, Colima, Jalisco, and Nayarit*

Program Objectives:

The Public Affairs Section (PAS) of the Consulate General of the United States in Guadalajara is pleased to announce a request for proposals to support English Language Learning to civil society projects. PAS invites civil society organizations as well as individuals working in the non-profit sector in the states of Aguascalientes, Colima, Jalisco, and Nayarit to submit proposals for a grant or cooperative agreement.

This effort is an opportunity for members of civil society to develop projects that address specific community needs related to U.S.-Mexican shared strategic priorities. These projects should broaden and deepen mutual understanding as well as foster closer ties between our two countries.

Each proposal should include the organization or individual's background and describe the project's objective and possible activities. A proposal should also provide a detailed and specific budget that includes potential materials, travel, etc. Other funding sources as well as sponsorships should also be outlined. Failure to provide detailed budget information will result in rejection of the project.

Program themes:

This English RFP aims to strengthen civil associations through the support of activities that promote one several themes.

Project suggestions should:

- Expand the access to quality English-language learning and increase academic mobility between the United States and Mexico
- Develop open-source content, materials and resources, and/or implement activities or projects, related to English language learning and student mobility that address one or more of the following:
 - Develop civil society, good governance, and citizen participation (including transparency, accountability, and anti-corruption projects) with the goal of promoting strong democratic institutions
 - Promote the protection of journalists and freedom of expression, including the growth of investigative journalism and the financial and editorial independence of the media
 - Support human rights
 - Prevent the illegal flow of goods and people, including human trafficking, irregular migration, and arms trafficking
 - Promote entrepreneurship and innovation
 - Promote science, technology, engineering, and math (STEM) education
 - Support natural resource management and sustainable development
 - Support poverty and informality reduction

Partnership possibilities include:

- Other NGOs
- Public universities, schools, and other educational entities
- U.S. counterparts
- Federal or state government authorities on law and alternative justice issues (for example: job training and addiction treatment for individuals in the alternative justice system; assistance for victims and their families to access government resources; and support for the consolidation of the accusatory justice system)

Participants and Audiences:

Proposals must benefit Mexican community members 16 years and older. We encourage the submission of proposals that address the needs of women, youth, and vulnerable populations.

Please note that proposals should not exclude any groups or participants by gender, age, ethnicity, education level, income status, sexuality (including gender identity, transgender status, and sexual orientation), genetic information and/or disabilities.

Audience possibilities include:

- Minority and underrepresented communities in our Consular district
- Women, marginalized youth, and indigenous groups
- Journalists and journalism students
- Entrepreneurs
- Students and young adults studying or working legal fields
- University-aged students from low-income households who do not have access to private English language courses

Guidelines:

The selected proposals will clearly state the following points:

- 1) Project name
- 2) Description of the activity/project (1-2 paragraphs) and expected impact.
- 3) Identify specific goals to be achieved and the results to be achieved. The proposal must address one of the topics in this NOFO.
- 4) Identify the target audience/beneficiaries of the project and the estimated total number of beneficiaries.
- 5) Explain how the project engages or recruits/conveys your specific audience.
- 6) Detail the place(s) of the activities. Project activities should be limited to the states of Aguascalientes, Colima, Jalisco, and Nayarit.
- 7) Include an activity calendar, timeline, or key progress indicators.
- 8) Include an evaluation and monitoring plan.
- 9) Explain how the program will have a multiplier effect or could be sustained after the end of the grant.
- 10) Include a “U.S. component” as part of the project. Examples may contain but are not limited to: U.S. speaker – face-to-face or virtual; participation of Consulate officials during the opening, closing, or other activities of the program; collaboration with institutions in the United States; use of materials or publications of the United States Department of State. Through consultation, applicants can make alliances with the following institutions: the Franklin Corner Guadalajara, located in the *Juan José Arreola Public Library* in the State of Jalisco, the *EducationUSA Center* in Guadalajara, and in certain cases, the Consulate General of the United States in Guadalajara.

B. FEDERAL AWARD INFORMATION

Length of performance period: *1-12 months*

Number of awards anticipated: *3 to 6* awards (dependent on amounts)

Award amounts: Awards may range from a minimum of *\$2,500.00* to a maximum of *\$5,000.00*

Total available funding: *\$15,000.00*

Type of Funding: *FY22 Fulbright Hays Act*

Anticipated programs start date: *July 2021*

This notice is subject to availability of funding.

Funding Instrument Type: Grant, fixed amount award, or cooperative agreement.

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

Optional: The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive 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

1. Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations legally registered in México
- Public and private educational institutions
- Individuals – Alumni of U.S. State Department programs
- Public international organizations and governmental institutions

2. Non eligible programs/projects

Ineligible projects under the present NOFO include:

- Financial support for start-ups or small businesses
- Funds for the construction or rental of buildings, or the purchase of office equipment related to the normal operation of the organization
- Funds to construct or rent permanent office use
- Medical equipment, devices/supplies, or any health-related projects
- Agricultural projects
- Purchase of durable consumer goods, such as appliances or vehicles (requests will be reviewed on a case-by-case basis).
- Projects related to domestic animals
- Religious activities

- Construction projects
- Projects to produce hygienic and protective material or material for hospital supply related to the COVID-19 virus.

Additional requirements:

It is the applicant's responsibility to ensure that all applicable terms, conditions, guidance, and requirements are met at the time of application and throughout the program execution period, should funds be awarded. Organizations falling into non-compliance may be ineligible for such funding.

3. Other Eligibility Requirements

To be eligible to receive an award, all organizations must have 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.

IMPORTANT: Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted by an organization, all proposals from that institution will be ineligible for funding.

D. APPLICATION AND SUBMISSION INFORMATION

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:

- Confirmation of your interest in submitting a proposal in the [registry of interested organizations of the Consulate General](#) no later than **May 22, 2022**.
- All pages are numbered
- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are presents in English language
- All budgets are in U.S. dollars
- All documents are formatted to 8 ½ x 11 paper
- 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. Summary Page: Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

2. 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, 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 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.

3. Attachments (Optional):

- 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

Required Registrations:

1. Unique Entity Identifier and System for Award Management (SAM.gov)

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:

- www.SAM.gov registration

Proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

For details of the registration process, visit: [Guide DUNs-NCAGE and SAMs](#)

2. Submission Dates and Times

Applications are due no later than *May 22, 2022*

3. Funding Restrictions

Notwithstanding anything contained herein to the contrary, to the extent that various provisions of this NOFO call for an exercise of discretion in making decisions or granting awards funding approval, PAS will be required to exercise such discretion in accordance with the accepted conditions/regulations and in good faith and in the best interest of the United States government.

PAS is willing to consider requests to continue funding awarded under these grants beyond the initial budget period and on a non-competitive basis, subject to availability of funds, satisfactory project progress, and a determination that continuing funding would be in the best interest of the State Department.

4. Other Submission Requirements

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

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 (focusing on English Language Learning) – 20 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 – 20 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 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 – 10 points: Program activities will continue to have a positive impact after the end of the program.

Diversity & Inclusion (D&I) – 10 points: Program activities incorporate D&I principles. Diversity includes any dimension used to differentiate groups and people from one another. In the context of this notice of funding opportunity, the focus is on respecting and valuing each employee and client in terms of age, gender, ethnicity, religion, disability, sexual orientation, education, and national origin. Inclusion, on the other hand, includes organizational efforts to make employees and clients of all backgrounds feel welcomed and to provide equitable treatment. Projects may contain specific actions to be developed during the planning, execution, and evaluation stages on respect, humility, transparency, advocacy, connecting team members and mentors, implementing equitable practices, and forging potential partnerships with organizations committed to improve diversity and create a supportive work environment. Organizations within Aguascalientes, Colima, Jalisco, and Nayarit that submit proposals aimed at working with populations in underserved geographic areas may garner higher scores in this category.

2. Review and Selection Process

A review committee will evaluate all eligible applications.

After reviewing the applications, a panel from the Consulate General will select the projects that will receive these funds and notify them of the decision. It may take up to 30 days after the submission date for applications to be reviewed.

3. Granting of Funds

Applicants should expect to be notified if their proposal has been selected for funding within 60 days after the submission deadline. PAS will provide information on any changes to the proposal or work plan that may be necessary. The funds are not delivered in their entirety in a single payment. In accordance with regulations, they are delivered in two, three or up to four installments, depending on the program schedule and milestones. The organization must have the ability to fund the start of the program and expect the first payment as a refund. The funds can take between 5-6 weeks to appear in the beneficiary's account, once the request for funds is submitted.

4. 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 (see §200.88 Simplified Acquisition Threshold) on any Federal award under a notice of funding opportunity over the period of performance, the Federal awarding agency must add a section to 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. 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.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

F. AWARD MANAGEMENT

The grant or cooperative agreement (FAA) must be written, signed, awarded and administered by the Grant Officer or their PAS representative and signed by the appropriate official or responsible individual of the applicant organization (recipient). The documents will be delivered to the beneficiary electronically in English. Organizations whose applications have not been selected will be notified via email. For questions, please contact: ConsusaGDL@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 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.