

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY KYIV
Notice of Funding Opportunity**

Funding Opportunity Title: Managing the Mission Ukraine American Spaces Network to Support U.S. Engagement with Ukrainians

Funding Opportunity Number: PAS-Ukraine-008-2021

Deadline for Applications: May 11, 2021, 11:59 p.m. Kyiv Time

CFDA Number: 19.900

Type of Solicitation: Open

Funding Floor: N/A

Funding Ceiling: \$2,100,000

Type of Funding: FY2021 Foreign Assistance (Assistance to Europe, Eurasia, and Central Asia)

Anticipated Number of Awards: 1 cooperative agreement. The U.S. Embassy's level of involvement is explained in Sections A and B.

This notice is subject to availability of funding.

A. PROGRAM DESCRIPTION

The U.S. Embassy in Kyiv, Ukraine, of the U.S. Department of State (Mission Ukraine) announces an open competition for organizations to submit applications to oversee the Public Affairs Section's (PAS) network of American Spaces throughout Ukraine to support U.S. engagement with Ukrainian audiences. This network includes one America House in Kyiv; two America Houses already opening in Odesa and Zaporizhzhya; two America Houses to be opened, likely in Lviv and Kramatorsk (pending availability of funds); and seven other American Spaces. Responsibilities include staffing and operating America House Kyiv; finalizing the setup of and then staffing and operating America Houses in Odesa and Zaporizhzhya; initiating the setup of and then staffing and operating America Houses in Lviv and Kramatorsk (pending availability of future funding and selection of the recipient for an option-year grant cost extension as explained in Section B; final locations are subject to change); and coordinating activities at the other seven American Spaces. Please follow all instructions below.

Priority Region: Kyiv, Odesa, Zaporizhzhya, Lviv, Kramatorsk

Program Objectives:

Overview of American Spaces in Ukraine: PAS Kyiv's network of American Spaces – which eventually will include five America Houses and seven other American Spaces – serves as the primary U.S. government platform for outreach to Ukrainians across the country. American Spaces exemplify the U.S. commitment to a core tenet of democracy: the citizen's right to free access to information. American Spaces also support the foundation of public diplomacy by creating a place for in-person engagement with Ukrainian audiences. Embassy personnel, official visitors, and implementing partners regularly connect with Ukrainians, especially young leaders and young professionals, to inspire dialogue on issues that matter most to U.S.-Ukraine relations.

Each American Space hosts a variety of events designed to bring Americans and Ukrainians closer together and allow U.S. and Ukrainian citizens to learn from one another as we strengthen the bond between our countries. Except for the American Spaces based on the America House model explained further below, local Ukrainian libraries house Mission Ukraine's American Spaces and offer logistical and administrative support to their operations. The American Spaces arrange regular talks by U.S. speakers, Embassy staff, Fulbright scholars, Peace Corps Volunteers, and other Americans while also providing a venue for other U.S. Embassy outreach activities, including alumni events, film screenings, workshops, English-language clubs, incubators. The American Spaces simultaneously organize events on their own initiative that advance U.S. foreign policy objectives and appeal to Ukrainian audiences.

America House Kyiv is Mission Ukraine's flagship American Space. In the nearly six years since its opening, America House Kyiv has become a widely recognized, full-fledged cultural center that provides emerging leaders in Ukraine with a place to learn about the United States, improve their English in an authentic environment, and interact with Americans. America House Kyiv has provided consistently high-quality programming and a professional and attractive online presence with over 50,000 followers on Facebook. The staff have partnered with hundreds of local organizations to offer dynamic and vibrant programs that attracts nearly 2,000 visitors per month in pre-pandemic circumstances. Events are regularly streamed to online audiences to expand high-quality cultural and educational programs throughout the network of American Spaces in Ukraine.

America House Kyiv currently features a professional gallery space that supports art exhibits by Ukrainian and American artists designed to raise awareness about

various social issues. Also, as part of its tech-forward mission, America House Kyiv runs a collaborative workspace (called the “makerspace”) with state-of-the-art design, prototyping, and audio-visual equipment to support business start-ups, artists, entrepreneurs, and creative professionals. Dedicated staff provide training and mentor visitors to help them complete their projects. All services and events are currently free to the public except for food and beverages in the in-house café.

In addition to organizing its own programming, America House Kyiv is responsible for overseeing the broader network of American Spaces in concert with the U.S. Embassy, including managing national public diplomacy campaigns, liaising with host institution coordinators, and running small grants and equipment competitions. America House Kyiv is also responsible for finding new locations for, setting up, staffing, and administering the same types of operations at the other America Houses throughout Ukraine. The U.S. Embassy and America House Kyiv have initiated opening an America House in Odesa and Zaporizhzhya, and under this grant, the selected recipient would be responsible for finalizing their establishment. The selected recipient would also work closely with the U.S. Embassy to open two more America Houses, most likely in Lviv and Kramatorsk, pending availability of future funding and selection of the recipient for an option-year grant cost extension as explained in Section B.

U.S. Embassy-Grantee Relationship: Mission Ukraine supports the American Spaces network through a combination of Educational and Cultural Affairs Bureau-managed American Spaces Support Funds and European and Eurasian Affairs Bureau-overseen foreign assistance funds. Occasionally, PAS Kyiv also finances activities at the American Spaces network through its own operational budget.

Competitive applicants should demonstrate the ability to administer the daily operations of the American Spaces network without direct supervision of the U.S. Embassy. At the same time, competitive applicants should demonstrate the ability to work closely with the Embassy and expect to make critical decisions on programming, staffing, and major supplies (such as computers and other technology) in close coordination with and with the approval of PAS Kyiv staff. PAS Kyiv staff overseeing the American Spaces include the Cultural Affairs Officer (CAO), Regional Public Engagement Specialist (REPS), Assistant Cultural Affairs Officer (ACAO), and several locally employed Embassy staff. The REPS in particular will work closely with America House Kyiv staff to ensure that grantee employees are properly trained and able to design and deliver innovative programming.

Grantee Responsibilities: Competitive applicants should propose plans for executing the following responsibilities.

1. Staffing the America Houses

America House Kyiv: Proposals should include a plan and budget for retaining the current America House Kyiv staff as well as recruiting and selecting (with U.S. Embassy approval) new Ukrainian staff on an as-needed basis. The U.S. Embassy envisions the successful proposal including positions to support the following areas:

- **Leadership:** Overseeing all operations at America House Kyiv, providing strategic guidance to America House Kyiv staff on programming and other activities, reporting regularly on program activities and outcomes, serving as the primary liaison between the American Spaces and the U.S. Embassy.
- **Innovative Programming:** Identifying and working with partners on initiatives that support the Mission Ukraine’s foreign diplomacy goals.
- **IT and Technological Innovation:** Supporting the tech-forward nature of America House, utilizing the most current digital tools to expand the audience for America House (and occasionally broader American Spaces network) events.
- **Outreach and Social Media:** Actively promoting America House (and occasionally broader American Spaces network) events and resources, maintaining dynamic and engaging website and social media platforms for the America Houses.
- **Administration and Operations:** Overseeing day-to-day administrative tasks in compliance with U.S. Embassy policies.
- **English Language Resident:** Leading English-language courses at America House and, at times, for the broader American Spaces network.
- **American Spaces Oversight (see below)**

America Houses Odesa, Zaporizhzhya, Lviv, and Kramatorsk: Proposals should include a plan and budget for retaining the current America House Odesa and Zaporizhzhya staff, as well as recruiting and selecting (with U.S. Embassy approval) new Ukrainian staff for Odesa and Zaporizhzhya to fill vacancies and on an as-needed basis. Competitive applicants will also demonstrate, pending availability of future funding and assuming receipt of an option-year grant cost extension as explained in Section B, the capacity to do the same in Lviv and

Kramatorsk. The U.S. Embassy envisions the successful proposal including positions to support the following areas:

- **Leadership:** Overseeing all operations at the America House, providing strategic guidance to America House staff on programming and other activities, serving as primary liaison between the America House and the U.S. Embassy.
- **Innovative Programming:** Identifying and working with partners on initiatives that support the Mission Ukraine's foreign diplomacy goals.
- **Outreach and Social Media:** Actively promoting America House and other American Spaces events and resources, maintaining dynamic and engaging website and social media platforms for the America House.

America House Kyiv will oversee IT and technological innovation, administration, and operations for all other operational America Houses.

Note: For the purpose of this project, the recipient will act as the employer of all locally hired full-time and temporary staff. The award recipient will be responsible for establishing transparent and fair employment practices. All policies are subject to review by the U.S. Embassy. It is the responsibility of the award recipient to ensure that labor agreements are prepared and signed with each employee in full accordance with current Ukrainian law and that all social security and tax deductions are accurately and timely performed by the employer.

The award recipient will advise all locally hired staff that employment with a U.S. government partner does not absolve them from payment of any taxes imposed by any level of government in Ukraine. The U.S. government will bear no liability or responsibility for the employment, benefits, or welfare of employees of the award recipient, nor will employment with the award recipient count toward U.S. government service.

2. Finalizing Setup of America Houses Odesa and Zaporizhzhya, Fully Setting Up America Houses Lviv and Kramatorsk

In addition to staffing the four America Houses outside Kyiv, competitive applicants should describe plans to finalize the setup of America Houses Odesa and Zaporizhzhya and show its capacity to establish America Houses Lviv and Kramatorsk (locations subject to change) from the ground up. Please note that the \$2,100,000 available through this solicitation is for running the current America Houses, including finalizing the setup of Odesa and Zaporizhzhya. Assuming

receipt of an option-year grant cost extension as explained in Section B, the recipient organization would use future funding, pending its availability, to establish the two new America Houses currently planned in Lviv and Kramatorsk. Responsibilities include but are not limited to:

- Researching local audience needs, interests, and attitudes. This research should guide the rest of the set-up procedures.
- Finding a location, vetting it through the U.S. Embassy, and securing an occupancy agreement that does not commit funding beyond the funding levels and performance periods of the grant.
- Creating standalone website and social media pages as part of a broader communication and outreach plan.
- Liaising with local opinion leaders to ensure support for the America House project.

Note: The setup process has started for America Houses Odesa and Zaporizhzhya. Successful applicants should expect to continue – rather than restart or undo – this progress. The U.S. Embassy is open to exploring other locations for the America Houses currently slated for Lviv and Kramatorsk, and establishment of these America Houses is dependent on availability of future funds.

3. Implementing Programs at the America Houses

PAS Kyiv regularly consults with America House Kyiv on its programming plans and approves them monthly. Competitive applicants should expect to continue in this model, including for the new America Houses in Odesa and Zaporizhzhya (and the two new America Houses planned in year two, pending availability of future funding and assuming receipt of an option-year grant cost extension as explained in Section B). The vast majority of America House programming should be low-cost or even free to produce with the help of volunteers and local partners. For insight into current America House programming, please review the America House website (<http://www.americahousekyiv.org>).

Competitive applicants do not need to outline all program plans for the entire period of performance, but proposals should include examples of program activities they plan to supported through this cooperative agreement. These programs may include workshops, incubators, lectures and discussions with Americans, dialogue programs with exchange program alumni and other opinion leaders, master classes in the arts, performances, presentations from representatives of U.S. universities, and massive open online courses (MOOCs). Program costs

may include translation support, honoraria for local guest speakers, domestic travel, and subscription fees.

A competitive proposal should also expect to provide logistical and operational support for U.S. Mission to Ukraine-driven ad hoc programming opportunities. For instance, PAS Kyiv administers a robust cultural and academic exchange portfolio that includes visiting artists, musicians, academics, students, and American speakers – all of which may use the America Houses as platforms for engagement. The Embassy may also ask the America Houses host partner organization programs, including EducationUSA advising, ACCESS English Language programs, alumni events, and lectures by Fulbright scholars. All activities of this kind organized or sponsored by the U.S. Embassy will be integrated into the activities of America House when appropriate. Therefore, competitive proposals should recognize that the America House programs they propose will represent only some of the range of programming at the America Houses.

For non-routine programs developed under this cooperative agreement, the successful applicant should expect to draft a proposal and budget, submit them for approval by the U.S. Embassy one week before the start of each activity, and execute those proposals, ensuring that a minimum average of ten programs per week are taking place at each America House.

Specific to America House Kyiv, proposals should identify ways to utilize the gallery and café spaces, which often feature rotating exhibits on U.S.-related themes, such as works by American or Ukrainian artists and photojournalists on issues that support the U.S. Mission's foreign policy goals.

4. Overseeing the American Spaces Network

In consultation with PAS Kyiv, the successful applicant will be responsible for coordinating activities at the seven American Spaces that are part of the official U.S. Embassy network but that are not part of the America House model. The American Spaces Coordinator position identified above will handle these duties, overseeing activity across the seven core American Spaces that are not part of the America House model and designing activities and campaigns for the entire American Spaces network. These American Spaces are currently located within Ukrainian libraries in Uzhhorod, Vinnytsia, Mykolayiv, Kharkiv, Poltava, Mariupol, and Kropyvnytskyy.

While Ukrainian library host institutions provide logistical and administrative, including a local coordinator, competitive proposals should plan to have an America House Kyiv-based American Spaces Coordinator whose role will be to oversee, synchronize, and direct activities across the core American Spaces network. Responsibilities will include orchestrating national campaigns among the American Spaces (to include the other operational America Houses), administering small grants and equipment competitions, and communicating local coordinator needs to the America House Kyiv Director and U.S. Embassy. The American Spaces Coordinator will also be responsible for reporting regularly on American Spaces activities, as well as gathering program and attendance statistics for the Washington-based Office of American Spaces database.

Although the successful applicant will not be responsible for coordinating activity amongst Mission Ukraine's fourteen unofficial American Spaces (i.e., "American Shelves"), the U.S. Embassy expected the successful applicant to incorporate these Spaces into some aspects of the broader American Spaces programming. Examples of inclusion may be opening up small grants and equipment competitions for the unofficial Spaces' participation or incorporating them into some campaigns.

Note: Funding for the American Spaces Coordinator position, as well as activities at the American Spaces that are not part of the America House model, will come from a separate funding stream, the American Spaces Support Funds. The U.S. Embassy estimates – but does not guarantee – an annual allotment of \$500,000 for American Spaces programming and equipment. While applying organizations do not need to account for these funds in the budget estimates for this solicitation, competitive applicants will demonstrate their ability to manage a separate award to support the American Spaces Coordinator position and activities outlined above.

5. Managing Day-to-Day Operations at the America Houses

Competitive applicants should include in their proposals a detailed operational plan for managing five full-fledged cultural centers that are open to the public five days a week (in non-pandemic circumstances). Applicants should incorporate plans for normalizing operations in case COVID-19 pandemic restrictions start to lift without sacrificing health standards. This includes a preliminary staff schedules to ensure coverage, plans to procure supplies and materials necessary to provide the full range of services, and programming typical of the America House model (outlined above). At a minimum, competitive proposals should be prepared to supply at each operational America House:

- Internet services, IT support (including software), and maintenance of equipment such as photocopiers and A/V equipment;
- America House website and social media platforms;
- Communications (telephone, postal services, etc.);
- Supplemental furniture, if needed;
- Supplemental equipment (additional or replacement iPads, computers, TV monitors, copy machine, printers), if needed;
- Marketing materials and promotional signs;
- Health and sanitization supplies, including hand sanitizers, extra masks, etc.;
- Contractual services to maintain the center's activities, including equipment repair as needed, interpretation services, and delivery of drinking water.

6. Other Responsibilities

The award recipient will also be responsible for:

- Excellent customer service and assistance to America House visitors;
- Management of an America House member database and encouragement of repeat visits to the America Houses;
- Marketing of the America Houses with a goal of 500 visitors per week in cities with over 1 million residents and 250 visitors per week elsewhere (for the new America Houses, the target for this goal should be eight months after signing the cooperative agreement);
- Weekly programming attendance and activity reports for the entire American Spaces network, including the America Houses;
- Development of a robust monitoring and evaluation plan to provide regular feedback to PAS Kyiv on America House operations, visitors, and program impact;
- Active website and social media management;
- Purchase of materials and supplies for the America Houses, including, but not limited to books, DVDs, games, magazines, software, technology, and resource materials on an as-needed basis;
- Cleaning and maintenance of the America Houses;
- Cooperation with the Regional Security Office (RSO) requirements for security (for America House Kyiv specifically – to include liaising with onsite security staff, submission of new staff information for RSO vetting, and submission of visitor access requests as needed);
- For America House Kyiv specifically – Liaison with the onsite café vendor.

The U.S. Embassy will be substantially involved in program activities, as this award will be a cooperative agreement. This involvement will include but is not limited to:

- Approval of America House staff;
- Approval of major supply purchases, including but not limited to computers, iPads, as well as major equipment purchases;
- Guidance on policy priorities and strategic planning for program development;
- Approval of America House monthly event calendars;
- Guidance and oversight of America House development and expansion;
- Approval of new America House locations and communication plans;
- Provision of additional programming opportunities (pending availability of funds);
- Guidance on State Department film licensing and screening agreements;
- Guidance on State Department statistics requirements;
- Provision of access to ELibraryUSA databases, newsletters, and other State department-produced products and activities (pending availability of funds);
- For America House Kyiv only – Provision of America House space, including rent, electricity, building repairs, guard service, and some office supplies not to exceed \$5,000.

Participants and Audiences: Intended audiences should vary by program and specific activity. However, in general, the American Spaces are geared toward youth engagement, i.e., Ukrainians aged 15-35.

B. FEDERAL AWARD INFORMATION

Funding Instrument Type: Cooperative agreement. Cooperative agreements are different from grants in that Embassy staff are more actively involved in the grant implementation. Examples of substantial involvement are included in detail above.

Program Performance Period: Proposed programs should be completed between July 2021-2024 (36 months).

Option-Year Cost Extension: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is the U.S. Embassy's intent to renew this cooperative agreement for three additional consecutive fiscal

years before openly competing it again. The Embassy reserves the right to reduce, revise, or increase proposal budgets and recipient responsibilities in accordance with the needs of the program and the availability of funds.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- U.S. or Ukrainian public or private not-for-profit organizations

Applicants must be able to demonstrate experience working in Ukraine and should have a legally registered local office to provide program oversight. The applicant organization must be able to demonstrate the ability to administer all components of the program as outlined in this solicitation, and in cooperation with the U.S. Embassy in Kyiv.

2. Cost Sharing or Matching

Cost sharing is highly encouraged.

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.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

All mandatory and sample application forms mentioned below are available at <https://ua.usembassy.gov/education-culture/current-programs-grants/>.

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 documents are formatted to 8 ½ x 11 paper, and
- 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-424 (Application for Federal Assistance – Organizations)**
- **SF-424A (Budget Information for Non-Construction Programs)**

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 (25 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 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. government agencies. Please focus on your experience on managing a cultural center, innovation hub, or accelerator, if applicable, as well as your experience administering multimillion dollar programs. The Grants Review Committee will pay particular attention to this section as it pertains to institutional capacity.

- **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? What follow-on evaluation activities will you conduct to measure longer-term impacts? Your proposal should include a brief narrative statement summarizing the answers to these questions, as well as a more detailed logic model as mentioned below.
- **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable. The Grants Review Committee will closely evaluate this section, especially as it pertains to cost sharing opportunities and agreements.

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. See Section H. “Other Information: Guidelines for Budget Submissions” below for further information.

5. Program Evaluation Plan: As an example, you could use an Excel spreadsheet “logic” model as seen in the sample at <https://ua.usembassy.gov/education-culture/current-programs-grants/> to visualize your evaluation plan.

6. 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: 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 can be completed simultaneously)

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: Application page here:

<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 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@dliis.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>. SAM registration must be renewed annually.

4. Submission Dates and Times

Applications are due no later than May 3, 2021, 11:59 p.m. Kyiv Time.

5. Funding Restrictions

Proposals may not include funding requests for the following:

- Capital improvements, such as construction and renovation.
- Purchase of vehicles.
- Activities that convey the appearance of partisanship or support for electoral campaigns.
- Social welfare projects.

Note: Your proposal may include the cost of an audit per the below.

All U.S. recipients (not including for-profit organizations) that expend \$750,000 or more during the recipient's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR Part 200 Subpart F. In addition, the recipients are subject to the audit requirements found in the Single Audit Act of 1984, 31 U.S.C. 7501-7506. The cost of an audit may be charged to the award in accordance with 2 CFR 200.425.

All foreign recipients that expend \$750,000 or more during the recipient's fiscal year in Department of State awards must have a single or program-specific audit conducted for that year in accordance with these terms and conditions. In the event the recipient undergoes an audit for another Federal agency, a second audit does not need to be procured so long as the Department's funding was analyzed under the same audit. A program-specific audit means an audit of one Federal award program. Single audit means an audit that includes both the recipient's financial statements and the Department awards received to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS).

The audit must be independently and professionally executed in accordance with GAGAS either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or in accordance with the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grant Officer's approval.

The Department and its authorized representatives have the legally enforceable right to examine, audit, and copy, at any reasonable time, all records in the Department's possession pertaining to the award. Furthermore, the Inspector General or any of his or her duly authorized representatives shall have access to any pertinent books, documents, papers and records of the recipient. Information accessible to the Inspector General includes written, printed, recorded, produced, or reproduced by any mechanical, magnetic, or other process or medium. The Department reserves the right to make audits, inspections, excerpts, transcriptions or other examinations as authorized by law of the recipient's documents and facilities

6. Other Submission Requirements

All application materials must be submitted by email to KyivPDGrants@state.gov. Please submit your application package with the following subject:

American Spaces: Abbreviated Project Title, Name of Applicant
Organization

You will receive a message confirming receipt of your electronic application containing a registration number. Please do not send hard copies by mail. Please

submit only the documents indicated above; no other documents will be reviewed or taken into consideration

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 – 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. The Grants Review Committee will pay particular attention to whether the proposal fits within the guidelines set in Section A.

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. The Grants Review Committee will focus on experience managing similar types of programs or institutions, as well as experience implementing multimillion dollar programs. If working with a sub-awardee, this also includes prior work managing a sub-awardee.

Program Planning/Ability to Achieve Objectives – 20 points: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results. The Grants Review Committee will focus on the extent to which the applying organization has laid out plans for programming.

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 – 10 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, including after the program has concluded. The program includes output and outcome indicators and shows how and when those will be measured.

Sustainability and Cost Share – 15 points: Program activities will continue to have positive impact after the end of the program. This includes plans for cost share, particularly looking toward the future.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications within two weeks of the submission deadline.

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.

4. Anticipated Announcement and Federal Award Dates

The Committee anticipates award announcements by the middle of February 2021.

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.

Payment Method: The Recipient must request payment under this award by completing form SF270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, the recipient may request payments on a reimbursement or advance basis. Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the recipient in carrying out the purpose of this award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

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 Combating Race and Sex Stereotyping* (E.O. 13950);
- *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).

3. 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.

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](#).

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.

G. FEDERAL AWARDING AGENCY CONTACTS

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