

Office of Assistance Coordination (NEA/AC) Middle East Partnership Initiative (MEPI) Program Eligibility Requirements

All applications submitted to the NEA/AC MEPI program are screened to determine whether the applicant meets all the program eligibility requirements detailed below. Please Note: If you are applying to a specific announcement, the information provided in the published Notice of Funding Opportunity (NOFO) supersedes the information provided in this document.

Eligibility Requirements:

Types of Applicants

Eligible applicants include any registered U.S. or foreign non-profit organizations; for-profit organizations; private institution of higher education; public or state institutions of higher education; public international organizations; commercial entities; or small businesses.

NEA/AC is committed to an anti-discrimination policy in all of its programs and activities. NEA/AC welcomes applications irrespective of an applicant's race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We encourage applications from organizations working with underserved communities, including women, people with disabilities, and youth.

Local Grants Program:

Eligible applicants include local organizations of civil society, non-profit organizations, community groups, non-governmental organizations, professional associations, private sector organizations, and universities based in Algeria, Bahrain, Egypt, Israel, Jordan, Kuwait, Lebanon, Morocco, Qatar, Saudi Arabia, Syria, Tunisia, the West Bank or Gaza, and Yemen. **Any organization with a headquarters office located outside of these countries cannot apply to this program.**

Internal Revenue Service

Determine if it is necessary to apply to acquire an EIN Number via the IRS because it is not required in all cases. EIN is for employers; Taxpayer Identification Number (TIN) is for taxpayers.

- If you are located outside of the U.S. and do not pay employees within the U.S., you are not required to provide a TIN.
- The registrant is not required to obtain a federal TIN – which is also known as an Employer Identification Number (EIN) – in order to register with D&B.
- If you are not required to provide a TIN, leave the TIN/EIN information blank when registering in SAM.gov.

For more information, view the Internal Revenue Service - U.S. Tax Guide for Aliens: <http://www.irs.gov/publications/p519/index.html>.

For assistance by telephone, please call:

1-800-829-4933

EIN Assistance and Business Tax Questions

1-800-829-4059

TTY/TDD

For assistance outside the U.S., please call **267-941-1000**, select **Option #4**, then, select **Option #3**. They are available Monday - Friday, 6:00 a.m. - 11:00 p.m. Eastern Time. This is not a toll-free phone number.

Duns and Bradstreet (D&B) Data Universal Numbering System (DUNS)

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants must have a DUNS number. To obtain a DUNS number, please follow the steps below:

1. Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
2. Select the country or territory where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary [Standard Industrial Code](#) (SIC), and annual revenue.

For technical difficulties in obtaining this number, please contact D&B at: govt@dnb.com.

While acquiring the D&B DUNS number, please register in CAGE (U.S. based organizations) or NCAGE (Foreign based organizations) at the same time to receive an NCAGE Code Number.

Commercial and Government Entity (CAGE) Code and NATO Commercial and Government Entity (NCAGE) Code

CAGE codes for entities located outside the United States and its territories are called NATO Commercial and Government Entity (NCAGE) codes. NCAGE codes are assigned internationally as part of the NATO Codification System (NCS), and are required for all foreign entities to create an account in SAM.gov. The Code is a five-character ID number, and can take, at a minimum, 4-5 business days to create.

Steps to Register

- Web browser should be Internet Explorer
- Foreign registrants must log into: [CAGE Code Request](#) at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- Once in the NATO Codification Tools website, scroll to the right-hand corner and click the “**Magnifying Glass**.” The magnifying glass will open a new page.
- Scroll down the right-hand side until you see “**Request New**,” click on this link and it will take you to the next page to apply for an NCAGE Code Number.
- When asked if the entity to be registered is a supranational organization, please click “No” if you are not part of a member state. Member states transcend national boundaries or interest to share in the decision-making across national boundaries which vote on issues pertaining to the wider group such as the European Union (EU) and the World Trade Organization (WTO). NATO nations Points of Contacts website: <http://www.nato.int/structur/AC/135/main/links/contacts.htm>

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

For assistance by telephone, please call:

1-888-227-2423 Inside the U.S.
1-269-961-7766 Outside the U.S.

E-mail NCAGE@dlis.dla.mil for any problems in obtaining an NCAGE code

System for Award Management (SAM)

SAM is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. **More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at:** <https://statebuy.state.gov/fa/Pages/SAMInfo.aspx>. Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov.

Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, applicants must renew it at least once each year. **If an organization's account expires, the organization cannot submit a grant application until it is renewed.**

To create a new account, please follow the steps below:

1. Go to <http://www.sam.gov>.
2. Select *Create User Account*, and then select *Create an Account on the left-hand side of the screen under Individual Account Details*. Organizations must have a DUNS number and a CAGE number (US Domestic Organizations) or a NCAGE number (Foreign Organizations), to create an account.
3. Complete and submit the online form. If the applying organization already has the necessary information on hand (see the [SAM User Guide](#)), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it might take anywhere from **three to fourteen business days** to complete the process of creating an account with the system.

For help with SAM.gov, please visit their support page at: <https://www.fsd.gov> or contact them at: 001-334-206-7828.

Submitting an Application

Applicants must submit an application electronically using either GrantSolutions.gov OR Grants.gov. Both systems require that the applying organization have an account with the system and both require a DUNS number and SAM.gov account. **It is the responsibility of the applicant to ensure it has an active account and will be able to submit its application. Applicants must select one of these systems to submit its application; do not submit an application through both systems.** NEA/AC is not in a position to grant exceptions to these requirements.

The application process is not complete until the applicant receives notification that its application has been validated and forwarded to the granting agency (NEA/AC). Please allow sufficient time for entering the application into these systems. It is the responsibility of the applicant to monitor its application to ensure that it is successfully received and validated.

GrantSolutions.gov

GrantSolutions.gov is a comprehensive grants management system that allows applicants to apply for, manage, and report on the use of U.S. government funds for multiple programs, accessed online at www.grantsolutions.gov.

To create an account, go to www.grantsolutions.gov, and select the orange “Login to GrantSolutions” button, located on the right-hand side of the site. Select the “Register” button under the “First Time Users” header. Organizations will be directed to a page entitled “Welcome to the GrantSolutions New Organization Registration Page;” select the link entitled “Register with GrantSolutions with your DUNS number,” and complete the online form.

Please Note: When completing and uploading the application documents (excluding the SF-424 form) applicants must use the *Upload Files* attachment link. Applicants will also see an attachment link entitled *Mail-in Items* which may not be used. NEA/AC does not accept Mail-in items to our announcements.

GrantSolutions has training videos available to educate users about the system. These videos can be found at: <https://home.grantsolutions.gov/home/grantee-training-videos/>

Grants.gov

Grants.gov is a single portal for applicants to find and apply to U.S. government funding opportunities. Creating an account with this system is a five-step process: 1) obtain a DUNS number; 2) create an account with the System for Award Management; 3) create a profile, including username and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status. This process can take 10 business days or longer, even if all the steps are completed in a timely manner. **To create an account, go to www.grants.gov and click on the “Register” link, located at the top, right-hand side of the page.**

Local Grants Program:

To submit your application, please follow the steps below:

1. Review the completed application documents (Application for Federal Assistance Form (SF-424), Project Narrative, Budget Narrative, and Budget Information Forms (SF-424A)) for accuracy and make any necessary changes. **Please note:** A signature is required on the **Application for Federal Assistance (SF-424)**.
2. Send all four documents via email to the U.S. Embassy or Consulate in the country/territory in which you or your organization is located, or where the bulk of the proposed project activities will take place. **If you are unable to email the documents, please contact the appropriate U.S. Embassy or Consulate (see list below) to discuss other delivery options.**

U.S. Embassy or Consulate Information:

Algeria:	MEPIAlgiers@state.gov	Bahrain:	MEPIManama@state.gov
Egypt:	MEPICairo@state.gov	Israel:	MEPITelAviv@state.gov
Jordan:	MEPIAmman@state.gov	Kuwait:	MEPIKuwait@state.gov
Lebanon:	MEPIBeirut@state.gov	Morocco:	MEPIRabat@state.gov
Qatar:	MEPI-Doha@state.gov	Saudi Arabia:	MEPISaudiArabia@state.gov
Syria:	NEA-Grants@state.gov	Tunisia:	MEPITunis@state.gov
Yemen:	NEA-Grants@state.gov	West Bank/Gaza:	MEPIJerusalem@state.gov