



2015 Ambassadors' HIV Prevention Program

Notice of Funding Opportunity

President's Emergency Plan for AIDS Relief (PEPFAR)

Announcement Type: New Grant

Public Opportunity Title: 2015 Ambassadors' HIV Prevention Program

Issuance Date: August 6, 2015

Funding Activity Category: HIV Prevention

Funding Opportunity Number: BH200-15-AHPP-08062015

Program Type: U.S. Embassy in Belmopan, Belize

Grant Program: Central America PEPFAR initiative

Assistance Type: Grant

Eligibility Category: Local community based organizations (CBOs), non-governmental organizations (NGOs), faith-based organizations (FBOs), clubs

Est. Project Start Date: September 30, 2015

Est. Project End Date: June 30, 2016

Fiscal Year: FY2015

Award Ceiling: USD \$10,000

Cost Sharing Requirement: No

Deadline for Submission of Applications: No later than **September 7, 2015, 5:00PM** Belize local time
Email: BelmopanGrants@state.gov
Subject line: HIV Grant Proposal

Deadline to Award Grants: September 30, 2015

FUNDING BACKGROUND

The U.S. Embassy, Belmopan, is pleased to announce that it is currently accepting proposals for funding through the 2015 Ambassador's HIV Prevention Program (AHPP). The AHPP is a project of the Department of State's Office of the U.S. Global AIDS Coordinator and is administered by the Central American Regional Office of the President's Emergency Plan for AIDS Relief (PEPFAR).

Proposals should focus on community-based prevention activities to reduce the spread of HIV, reduce AIDS-related stigma and discrimination, and/or encourage communities to cooperate in fighting the epidemic. The U.S. Embassy will prioritize proposals which present creative, original and innovative ideas that focus on Key Populations (KP), and Persons Living with HIV/AIDS (PLWHAs). While no single grant proposal should exceed US \$10,000, any organization can make more than one proposal.

Issuance of this solicitation 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 an application. The U.S. Embassy reserves the right to fund any or none of the applications submitted and will determine the resulting level of funding for the award.

ELIGIBILITY INFORMATION

Eligible organizations must be local groups including local community based organizations (CBOs), local non-governmental organizations (NGOs), and local faith-based organizations (FBOs), clubs.

To be eligible for a grant award, in addition to other conditions of this NOFO, organizations must have a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in any sub-awards issued under this grant award.

APPLICATION AND SUBMISSION INSTRUCTIONS

1. Organizations must obtain a Dun and Bradstreet (DUNS) number. If your organization already has a DUN number, please confirm that it is current.
2. Applicant organizations that do not have DUNS number, may obtain one at no cost by calling the toll-free DUNS request line at 1-866-705-5711 or visiting the D&B website at: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>
3. Organizations must also obtain a Central Contractor Registration on www.sam.gov after receiving their DUNS number. Applicant organizations can obtain assistance for SAM.gov registration by using the following link: <https://www.fsd.gov> or calling 1-866-606-8220 (U.S. calls)/or 1-324-206-7828 (international calls).

NOTE: Organizations must obtain a DUNS number prior to completing the SAM.gov registry process.

4. NCAGE Code - Special Requirements for Non-U.S. Applicants

Non-U.S. organizations must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) Code from the appropriate source. Organizations may request an NCAGE code using the following link: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

5. Proposals should include a description of the proposed project, i.e. what is to be done and how the project will achieve its goals and objectives. Objectives must be clearly stated and must be measurable. (See Annex 1)
6. Proposals must include a budget and a budget narrative (with amounts reflected in U.S. dollars). (See Annex 2)
7. Completed and signed SF-424, SF-424a [and SF424b,], as well as, if applicable, your organization's most recent audit. (See Annex 3)
8. To facilitate planning, execution, and reporting proposed project timelines should not exceed nine months.
9. Proposals should be sent to the U.S. Embassy via email to BelmopanGrants@state.gov with the subject line: **"HIV Grant Proposal"** no later than **September 7, 2015, 5:00 p.m. Belize local time**. Questions can be sent to BelmopanGrants@state.gov, with the subject line: **"HIV Grant Proposal."**

BUDGET CONDITIONS AND RESTRICTIONS

The funds may be used to support activities in Belize in the following areas:

- a) Reducing the stigma placed on individuals with HIV.
- b) Encouraging activities enlisting the input and involvement of KP, and PLWHAs.
- c) Improving media coverage of the epidemic, affected individuals and populations, new HIV programs, and prevention activities in the community
- d) Promoting activities for risk-reduction, HIV prevention public awareness, voluntary counseling and testing, and programs such as preventing mother-to-child transmission of HIV/AIDS.
- e) Supporting activities that will benefit the affected population and promote greater public awareness and stigma reduction. This can include training and/or workshops for healthcare workers, hosting public speakers on relevant topics, promotional contests, etc...
- f) Funds should be allocated toward HIV prevention, care and support or capacity building NOT for direct costs of treatment.

Funds **may not** be used for the following:

- a) Furniture or equipment purchases (i.e., computers, office equipment and supplies, recreational devices and equipment)
- b) Procurement of consumables for treatment or testing programs
- c) Procurement of antiretroviral drugs
- d) Procurement of alcoholic beverages
- e) Large-scale programs requiring more than one-time funding of or exceeding 10,000 USD
- f) Salaries and benefits for staff
- g) Supplanting existing funding
- h) Publication of materials for distribution within the United States.;
- i) Administration of a project that will make a profit;
- j) Expenses incurred before or after the specified dates of award period of performance (unless prior written approval received);
- k) Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- l) Land;
- m) Construction.

The Embassy may make conditions and recommendations on proposals to enhance proposed projects. Conditions and recommendations are to be addressed by the applicant before approval of the award. To ensure effective use of U.S. Embassy Belmopan funds, conditions or recommendations may include requests to increase, decrease, clarify and/or justify costs.

PROJECT MONITORING AND EVALUATION

Incorporating a well-designed timeline, monitoring and evaluation component into the project proposal is one of the most efficient methods of documenting the progress and potential success of a project. Applicants should include a monitoring and evaluation plan that outlining proposed output and outcome indicators that are expected from the project.

Grantees will be expected to track project participants or partners e.g. monitor and report on satisfaction with the project/training, information learned as a result of the project/training, changes in attitude and behavior as a result of the project, and effects of the project on institutions in which participants work or partner with.

Grantees will be required to submit progress reports at the mid-term and at the end of the project. Reports should highlight actual outcomes and/or change of a particular project on its intended target audience; indicators of achievement, breakdown of project expenditures, strengths and weaknesses of the project.

ANNEX 1: PROPOSAL FORMAT

Applying entities have flexibility in the formatting of their proposal submission. This proposal format serves as a guideline for applying entities.

Organization Background

1. Name of organization, club or individual requesting funds
2. Name of the organization's Contact Person
3. Mailing address (street, city/town, parish, zone)
4. Email
5. Phone/Fax
6. DUNS and NCAGE number
7. What is the legal status and nature or type of the applying organization?
8. When was the applying organization established and how many members does it have?
9. What are the names, addresses and positions of the individuals who will receive funds and be accountable for their use?

Project Information

10. Proposed project title
11. Description, justification or summary of the proposed project
12. What are the project's goals and objectives? These must be clearly stated, time bound and measurable
13. What are the timelines and planned activities for this project? (When will the activities begin and when will they end? (Projects should not exceed a 9-month timeframe)
14. How will the community be involved?
15. Who (target population and geographic area) and how many people will benefit from this project? In what way?
16. What will be the final outcomes or results of this project?
17. What is the total project budget? (See chart below as an example.)
18. What is the amount requested from the Ambassadors' HIV Prevention Program? (The maximum for any single proposal is US \$10,000. However, an organization may make more than one proposal.)
19. How will the applying organization address the project's sustainability after the activity is completed)?
20. What other organizations or institutions have been contacted for assistance and what is the status of these requests? (These may include requests for funds or for in-kind support, such as meeting space, printers, volunteer time, etc.)

ANNEX 2: BUDGET GUIDELINES

Complete budgets will provide a detailed line-item budget outlining specific cost requirements for proposed activities. A minimum of three columns should be used to delineate the bureau funding request, cost-share by applicant, and total project funding. Complete applications will include a budget narrative to clarify and justify individual line-items (i.e. calculations of how the costs were derived per month or year, their necessity, and overall contribution to the project's cost-effectiveness).

The three-column proposal line item budget should include the following components, in the suggested format below:

		Embassy Request	Cost Share	Total
A. PERSONNEL				
	NOT	APPLICABLE		
a) Primarily Headquarters-Based Personnel				
-H.Q.-based project -dedicated staff salary (X months)	X% of \$X/yr			
-H.Q.-based administrative staff salary (X months)	X% of \$X/yr	N/A		
b) Primarily Field-Based Personnel				
-Field-based Country Director salary (x months or year)	X% of \$X/yr	N/A		
-Field-based Project Assistant salary (x months or year)	X% of \$X/yr			
Subtotal Personnel				
B. FRINGE BENEFITS				
	NOT	APPLICABLE		
a) Primarily H.Q.-Based Fringe Benefits				
-H.Q.-based project -dedicated staff fringe (X months)	X% fringe			
-H.Q.-based administrative staff fringe(X months)	X% fringe	N/A		
b) Primarily Field-Based Fringe Benefits				
-Field-based Country Director fringe (x months or year)	X% fringe	N/A		
-Field-based Project Assistant fringe (x months or year)	X% fringe			
Subtotal Fringe Benefits				
C. TRAVEL				
a) Monitoring Travel				
-Monitoring Trip: H.Q. to field (X)	\$X/RT flight			
-Per diem (X days)	\$X/day			
b) Field Travel				
<u>Activity 1: Workshop</u>				
-Staff Travel (# staff)	\$X/RT flight/# staff			
-Staff Per Diem (X days)	\$X/day/# day/# staff			
-Participant Travel (# participants)	\$X/trip/# pax			
-Participant Per Diem (X days)	\$X/day/# day/# pax			
<u>Activity 2: Town Hall Meeting</u>				
-Staff Travel (# staff)	\$X/RT flight/# staff			
-Staff Per Diem (X days)	\$X/day/# day/# staff			
-Participant Travel (# participants)	\$X/trip/# pax			
-Participant Per Diem (X days)	\$X/day/# day/# pax			
Subtotal Travel				

D. EQUIPMENT				
a) Primarily H.Q.-Based Equipment (if applicable)				
-H.Q.-equipment (if applicable)	\$X/unit			
d) Primarily Field-Based Equipment				
-Field-equipment	\$X/unit			
Subtotal Equipment				
E. SUPPLIES				
a) Primarily H.Q.-Based Supplies (if applicable)				
-Printing and Photocopying (X months)	X% of \$X/yr			
b) Primarily Field-Based Supplies				
-Markers and dry erase board	\$X/set			
-Office Supplies (X months)	X% of \$X/yr			
Subtotal Supplies				
F. CONTRACTUAL				
a) Subgrants				
-Local Subgrantees (X subgrants)	\$X/unit			
b) Consultant Fees				
-Media Specialist/Honoraria (X days/hours)	\$X/consult			
-Independent M & E specialist	\$X/unit			
-Translation Fees (X pages)	\$X/page			
Subtotal Contractual				
G. CONSTRUCTION				
N/A				
H. OTHER				
a) Other Direct Costs				
-Field Office Rent (X months)	X% of \$X/mo			
Subtotal Other				
I. TOTAL DIRECT CHARGES				
(Sum of A-H Subtotals)				
J. INDIRECT CHARGES				
a) Indirect Costs/NICRA (X% of costs)				
Subtotal Indirect Charges				
K. TOTAL COSTS (Sum I-J)				

Note: This budget is designed to serve as an example of the format for complete budget submissions and is NOT exhaustive. Individual line items included in each applicant's budget should reflect specific project activities. (pax = participants)

As mentioned above, the detailed budget should also include an accompanying budget notes document that explains and justifies each line item, in the suggested format below:

LINE-ITEM BUDGET –

A. Personnel – NOT APPLICABLE

B. Fringe Benefits – NOT APPLICABLE

C. Travel - Staff and any participant travel:

- 1) in-country travel
- 2) per diem/maintenance: includes lodging, meals and incidentals for both participant and staff travel.
- 3) staff refers to grantee staff only, and not sub-grantee staff or contractors

D. Equipment – please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.

E. Supplies - list items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: \$50/month x 50% = \$25/month x 12 months).

F. Contractual –

a) Subgrants. For each subgrant/contract please provide a detailed line-item budget breakdown explaining specific services. Please provide a subgrant budget using the approved OMB budget format. (See Tab C: Budget Guidelines, above.)

b) Consultant Fees. For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x \$150/day x 2 days).

G. Other - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative. All costs must be allowable, allocable, and reasonable, and consistent with OMB guidelines. Line items such as “Miscellaneous,” “Contingency Fund,” and “Reserve Fund” are not permitted.

H. Indirect Charges - See 2 CFR 200.414 , "Indirect Costs"

1) If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement. Please specify if your organization elects to charge the de minimis rate of 10% of the modified total direct costs. This does not count against submission page limitations.

2) If your organization is charging an indirect rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, etc...

3) Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

Cost Share/Cost-Effectiveness – Cost sharing is not required. Explanation of contributions should be included, whether cash or in-kind. Assign a monetary value in U.S. dollars to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including leveraging of institutional or other resources. Cost sharing or matching refers to a portion of project or program cost that is not borne by the Federal Government. Grantees must follow cost sharing or matching policy as stipulated in 2 CFR 200.306. Cost sharing amounts proposed will be incorporated as part of the allowable budget items. If selected for an award, your organization will have to provide the minimum amount of cost sharing as stipulated in the budget approved by the Grants Officer. If your organization does not meet its cost share amount stipulated in the approved budget by the end of the period of performance the Embassy will have the option to (1) reduce its contribution in proportion to your organization's contribution in the event that you do not provide the minimum amount of cost sharing stipulated in the budget or (2) hold your organization accountable for the amount specified in the approved budget.

ANNEX 3: GUIDELINES FOR STANDARD FORMS

SF-424 – Complete all fields except fields noted as “Leave Blank” below.

1. Type of Submission: Application
2. Type of Application: New
3. Date Received: Leave blank. This will automatically be assigned
4. Applicant Identifier: Leave blank
- 5a. Federal Entity Identifier: Leave blank
- 5b. Federal Award Identifier: Leave blank
6. Date Received by State: Leave blank. This will automatically be assigned
7. State Application Identified: Leave blank. This will automatically be assigned
- 8a. Enter the legal name of the applicant organization.
- 8b. Employer/Taxpayer ID Number: N/A.
- 8c. Organizational DUNS: Organizations can request a DUNS number at <http://fedgov.dnb.com/webform>
- 8d. Enter the full address of the applicant
- 8e. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable
- 8f. Enter the name, title, organization, and contact information of person to be contacted on matters involving this application
9. Select an applicant type (type of organization)
10. Enter: U.S. Embassy Belmopan
11. Enter: N/A
12. Enter the Funding Opportunity Number and title. This number will already be entered on electronic applications.
13. Enter the Competition Identification Number and title. This number will already be entered on electronic applications.
14. Areas Affected by Project: List the country or countries where project activities will take place in alphabetical order.
15. Enter the title of the proposed project (if necessary, delete pre-printed wording)
- 16a. Enter congressional district of Applicant.
- 16b. Enter: 00
- Program: Leave blank
17. Enter a start date of October, 2015 and a projected end date
18. Enter the amount requested for the project under “Federal” (18a); enter any cost-share under “Applicant” (18b).
19. Enter “c”
20. Select the appropriate box. If you answer “yes” to this question you will be required to provide an explanation.
21. Enter the name, title, and contact information of the individual authorized to sign for the application.

SF-424A – Please review the detailed instructions below **BEFORE** completing this form online.

Section A - Budget Summary - Complete Row 1

1a. Enter: Ambassadors' HIV Prevention Program (This is the only grant program that needs to be entered)

1b. Enter: N/A

1c-d. Leave these fields blank

1e. Enter the amount of federal funds you are requesting for this project

1f. Enter the amount of any other funds you will receive towards this project

1g. Enter the total cost of this project

Rows 2, 3, and 4 should be left blank.

Section B - Budget Categories – Enter total project costs in each category in Column 1 as described below. In Column 5, the form should automatically show the sum. Columns 2, 3, and 4 should be left blank.

6a-h. Enter the amount for each object class category (Include cost share).

6i. Enter the sum of 6a-6h

6j. Enter any indirect charges

6k. Enter the sum of 6i and 6j

7. Enter any program income that will be earned as a result of the project. If there is none leave this section blank.

Section C - Non-Federal Resources (Only complete this section if your project includes an applicant cost share or funds from other sources-cost share is not required)

8a. Under Grant Program enter: U.S. Embassy Belmopan

8b. Enter your cost share amount

8c. Enter the amount of any other funding sources for this project

8d. Leave blank

8e. Enter the total amount for all non-federal resources (the form should automatically show this sum)

Rows 9, 10, and 11 should be left blank.

Section D - Forecasted Cash Needs

13. In the first column enter the amount of federal funds you expect to expend in the project's first year. Forecasted cash needs by quarter are not required.

14. In the first column enter the amount of non-federal funds you expect to expend in the project's first year. Forecasted cash needs by quarter are not required.

15. In the first column enter the sum of 13 and 14 (the form should automatically show this sum). Forecasted cash needs by quarter are not required.

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

16a. Under Grant Program enter: Ambassadors' HIV Prevention Program

16b. Enter the amount of federal funds you expect to expend in year two of the project.

16c. Enter the amount of federal funds you expect to expend in year three of the project.

16d. and 16e. Leave blank

Rows 17, 18, 19 should be left blank.

20. Enter the total amount for each year (The form should automatically show this sum.)

Section F - Other Budget Information

21. Enter: Direct Charges – **Leave Blank**

22. Enter: Indirect Charges – If Indirect Charges are shown in Section B 6, enter the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed)

23. Enter any comments

SF-424B – Please review and sign this form.