

U.S. Department of State – Political-Military Affairs Bureau, Office of Weapons Removal and Abatement

Program Office: Office of Weapons Removal and Abatement
Opportunity Title: PM/WRA FY 2013 Cross-society Collaboration for Burma Mine Risk Education Program Announcement
Announcement Type: Request for Statements of Interest (RSOI)
Funding Opportunity Number:
Deadline for Applications: Friday, January 18, 2013 5:00p.m. EST

EXECUTIVE SUMMARY:

The Department of State's Office of Weapons Removal and Abatement (PM/WRA) is pleased to announce a two-stage competitive process for Fiscal Year 2013 funding of mine risk education and survivor assistance projects to advance humanitarian mine action as a peace-building mechanism in Burma. The overarching purpose is to reduce the threat and impact of landmines in Burma while building trust between local and national officials and the ethnic minority populations. The first stage is submission and competitive panel review of three-page Statements of Interest (SOI) from organizations interested in submitting proposals for projects related to humanitarian mine action, specifically mine risk education and survivor assistance activities. In the second stage, the Office will invite applicants whose Statements of Interest meet the technical requirements and are reviewed favorably to submit proposals that expand on their SOI. These proposals will also be reviewed by a panel for consideration of funding. This announcement initiates the first stage and the Office is now requesting applicants to submit a Statement of Interest, as described in this solicitation. U.S.-based and foreign non-profit and non-governmental organizations (NGO), public international organizations (PIO), and institutions of higher education are encouraged to apply by submitting a Statement of Interest. Pending Fiscal Year 2013 appropriations, the Office anticipates awarding multiple grants totaling no more than \$500,000 per entity. All SOIs must be submitted via www.grantsolutions.gov OR www.grants.gov by 5:00 p.m. Eastern Standard Time (EST) on Saturday, January 18, 2013.

BACKGROUND

The Office allocates foreign assistance based upon its mission to *“to develop policy options, implement destruction and mitigation programs and engage civil society in order to reduce the harmful worldwide effects generated by indiscriminately used, illicit and abandoned conventional weapons of war.”*

This solicitation announces the first stage of the 2013 grant competition in which the Office requests applicants to submit a Statement of Interest (SOI), a three-page summary of a proposed project that includes the information described below. Following a competitive review panel, selected applicants will be invited to submit a full proposal that expands on their SOI. These proposals will then be reviewed and considered for funding.

2013 PM/WRA GRANT COMPETITION OVERVIEW

Given the limited funding available, the Office has Burma as a priority for this solicitation. Pending the appropriation of Fiscal Year 2013 funds, the Office anticipates awarding multiple grants which in total would provide no more than \$500,000 to any one entity. Various entities may be funded for project periods of up to 36 months. Following the first stage of this competition, chosen applicants will be invited to submit full proposals. U.S.-based and foreign non-profit and non-governmental organizations (NGO), public international organizations (PIO), and universities are eligible to submit SOIs. On a limited basis, for-profit organizations may also be eligible to submit SOIs; however, they may not take a profit from grant-funded activities.

PM/WRA FUNDING PRIORITIES AND PROJECT EXAMPLES

Project Scope

With the understanding that projects are collaborative in nature, projects typically would fall under one or more of the following broad categories:

1. Provision of risk education to individuals in areas threatened by mines and Explosive Remnants of War (ERW).
2. Provision of assistance to victims of mines and ERW, and to their families.

Funding is expected to be available for NGOs to carry out these types of projects, or to increase the scope, capacity, and participation of relevant government agencies so that they can better carry out these responsibilities themselves. Projects should note how activities promote conflict resolution and peace-building efforts. For example, projects may require exchanges of expertise, reflect a common Board of Directors or involve communications methodologies which bridge conflict divides. All projects must be approved by and coordinated with the relevant Burmese national authorities and ethnic minority groups. Each broad category contains numerous sub-activities:

1. **Provision of Risk Education** includes instruction to at-risk populations, especially children and other high risk groups, concerning how best to avoid the dangers of the specific explosive contamination in their area. Teach-the-teacher programs are appropriate, as are efforts to incorporate risk education into teachers' colleges and into school curricula. Conferences and workshops for affected communities will also be considered.
2. **Provision of assistance to victims of mines and ERW, and to their families**, is another way to reduce the impact of mine/ERW contamination. Projects might include provision of medical training, supplies, and equipment to health workers who deal with mine/ERW victims. Survivors may require physical and occupational therapy, artificial limbs, job training, and peer to peer support. Families of victims may be made eligible for financial assistance, micro-credit loans, participation in special cooperatives, or assistance to establish or improve family farms or businesses or livelihoods training

The above information is not meant to be an exclusive list, and PM/WRA will accept inquiries related to other concepts for conventional weapons destruction projects in Burma. In order to fulfill both the traditional mine action and peacebuilding elements, PM/WRA will support collaborative or joint projects across multiple organizations.

A Statement of Interest may be bilateral in scope.

- Bilateral (outlines work in one country);

For information on the Office of Weapons Removal and Abatement please go to:

<http://www.state.gov/t/pm/wra>.

APPLICANT/ORGANIZATION CRITERIA

U.S.-based and foreign NGOs, PIOs, institutions of higher education, and for-profit organizations are eligible to apply. Some projects may be accomplished by USG implementers through Interagency Agreement. For-profit organizations, including small and disadvantaged businesses, may apply, but such organizations may not take a profit from PM/WRA funded-activities. Foreign governments are not eligible to apply but governments may be beneficiaries of funded programs, provided that funding does not pay salaries of government agency personnel and that such assistance is not restricted by U.S. law or policy.

Organizations should have demonstrated experience administering successful projects, preferably in the target country and/or region, humanitarian demining, weapons destruction, victims assistance, or in similarly challenging program environments.

TECHNICAL REQUIREMENTS FOR SOI SUBMISSIONS

All SOIs will be screened to determine whether they meet the Technical Requirements listed below. SOIs that do not meet the Technical Requirements will not be read or reviewed for funding.

Technical Requirements: Statements of Interest (SOI) Applications MUST include these two parts. No additional documents will be reviewed.

1. The SF-424 and SF-424B forms; and
2. A three-page document written in English in Times New Roman or Arial 12 point font with cost figures in U.S. dollars.

*Note: The font size requirement is designed to ensure that all applicants have an equal opportunity to present their ideas in the SOI. Thus, the entire SOI must be in a 12 point font, including charts. Organization logos, headers and other wording in small fonts that do not meet the 12 point font requirement should not be included. **Please double check your submission to ensure the font size is correct!***

Instructions for completing the SF-424 and SF-424B forms

Complete the SF-424 and SF-424 B forms as described in the instructions provided through www.grantsolutions.gov or www.grants.gov. Grantsolutions.gov is highly preferred and any applicant invited to submit a full proposal must submit through Grantsolutions.gov. Grants.gov submissions are not allowed at the second stage. In addition, the following specific information may be helpful when completing the fields of the SF-424. Note: Only categories marked with a red star in Grantsolutions.gov must be filled in.

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: Non-U.S. organizations enter 44-4444444
- 8c. Organizational DUNS: Organizations can request a DUNS number at <http://fedgov.dnb.com/webform>
- 8d. Enter the 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, and contact information of person to be contacted on matters involving this application
9. Select an applicant type (type of organization)
10. Enter: Office of Weapons Removal and Abatement
11. Enter: 19.800
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; for projects that will take place in more than one region enter "Global"
15. Enter the title of the proposed project (if necessary, delete pre-printed wording)
16. Congressional districts of: Applicant; Program: Leave blank
17. Enter a start date of April 1, 2013 and a projected end date
18. Enter the amount requested for the project described in the SOI under "Federal" (18a); enter any cost-share under "Applicant" (18b). Otherwise, use zeros
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.

Format and Content for the Statement of Interest:

The three-page document should conform to the following format requirements and include the following information.

1. Brief description of the organization, previous work in the country/region where the work would be performed, and previous work to in risk education and broad-based survivors assistance. Information should clearly demonstrate the organization's record and capacity and may include previous grant management experience. Due to the page limitations, a general organizational history is not recommended.
2. Description of how the project meets PM/WRA priorities, as described in this announcement.
3. Project description, including goals and objectives, and duration.
4. Project outcomes, deliverables, and performance indicators.
5. A figure that is the total estimated cost of the project in U.S. dollars. If cost sharing is offered, include a figure for the proposed amount of cost share. Budget categories are not requested or required.

THE COMPETITIVE REVIEW PROCESS

This solicitation will enable the Office to identify organizations that are interested in and capable of implementing mine action projects in Burma.

SOI submissions first will be screened to determine whether they meet the technical requirements stated in this announcement. Applicants must pay attention to and should abide by the specified technical requirements. SOIs that do not meet the technical review requirements will not be read or considered for funding.

Those SOIs that pass the technical review will be reviewed and rated by a panel comprised of individuals with knowledge and experience in mine action programming and regional expertise. The assessment will be based on how well the proposed project meets the priorities outlined in this announcement and addresses the content outlined in the Format and Content section above. Following this panel review, the Office will invite highly rated applicants to submit full proposals that expand on the SOI; this is the second stage of the competitive grant process. Once notified, applicants will have 30 days to submit a full proposal.

Full proposals will be subjected to a competitive review panel. Panel results will consider bilateral, regional, and global factors, as well as any policies, restrictions, or limitations on U.S. assistance that may apply to each country or region involved. Final approval and Congressional Notification must take place before each grant, cooperative agreement, or Interagency Agreement is awarded.

The review panels will use the following criteria when rating full proposals.

-- Quality of Project Idea

The proposal should be responsive to country-based needs, identified regional/global needs, or otherwise represent a unique project that merits funding. Projects should note how activities promote conflict resolution and peace-building efforts.

-- Program Goals/Objectives

The proposal should address a key PM/WRA issue or issues and should describe appropriate goals, objectives, and activities to address these. The proposal should demonstrate a logical approach and present project objectives that are measurable and achievable during the project period. Proposed projects should address long-term institutional and/or organizational development with an emphasis on moving towards sustainability.

-- Plan for Measuring Program Effectiveness

Output and outcome indicators should be clearly linked to project goals and objectives. The project should demonstrate the capacity for engaging in impact assessment including the potential impact on the target country.

-- Organizational Capability and Record of Performance

PM/WRA will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and organizational resources should be adequate and appropriate to achieve the project's goals. Roles and responsibilities of primary staff should be clear.

-- Budget Detail and Cost Effectiveness

The overhead and administrative components of the proposal should be reasonably low. All costs should be necessary and appropriate to the execution of the project. The presentation of each line-item and corresponding budget narrative should demonstrate that the organization's efforts will be consistent with sound financial management practices. Cost sharing is considered beneficial. If cost share is offered, it must be shown and discussed in the required budget categories.

-- Partnerships

Applicants should highlight any key partnerships that will be employed to achieve proposed goals and objectives. These may include the development of coalitions among local organizations; formal partnerships between U.S.-based and local NGOs abroad to promote capacity-building, mentoring, and collaboration; collaboration between multilateral organizations and criminal justice, labor, immigration or social service agencies; and/or partnerships between academia and public, private, or NGO entities. Projects that demonstrate strong partnerships and development of local NGOs are strongly encouraged.

DEADLINE AND SUBMISSION INSTRUCTIONS

All SOIs must be submitted via www.grantsolutions.gov OR www.grants.gov by **5:00 p.m. Eastern Standard Time (EST) on Friday, January 18, 2013**. PM/WRA will **not** accept proposals submitted via email, fax, the postal system, or delivery companies or couriers. Applicants may submit more than one application; however, each application should be submitted only once.

Applicants are strongly encouraged to initiate electronic applications **early** in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline. No exceptions will be made for

organizations that have not completed the necessary steps to submit applications on www.grantsolutions.gov or www.grants.gov.

GrantSolutions.gov Applications

Applicants are encouraged to submit applications via www.grantsolutions.gov. This website is available to all applicants, but PM/WRA especially encourages foreign NGOs and public international organizations to submit proposals through this web site.

Interested organizations using GrantSolutions for the first time should register on the www.GrantSolutions.gov site to create a new Applicant account as soon as possible because this process must be completed before an application can be submitted. To register with GrantSolutions follow the “First Time Applicants” link and complete the “GrantSolutions New Applicant Sign Up” application form. Organizations that have previously used www.GrantSolutions.gov do not need to register again. If an organization that has previously used www.GrantSolutions.gov is not able to access the system, please contact Customer Support for help in gaining access (see contact information below).

A valid DUNS number IS required for submission of an application on GrantSolutions.gov. Organizations should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform>.

A CCR (Central Contractor Registration) number will be REQUIRED if you are asked to submit a full grant submission.

Electronic applications submitted via GrantSolutions.gov must contain the two online forms (completed) and the SOI document (Project Narrative) specified by the application kit. No additional documents should be uploaded. The preferred document formats for the uploaded SOI are docx or pdf. Applicants should wait until the upload shows the status as Successful before moving to the next part of the application kit.

Upon completion of a successful electronic application submission, the GrantSolutions system will provide the applicant with a confirmation page indicating the date and time (Eastern Time) of the electronic application submission as well as an official Application Number. This confirmation page will also provide a listing of all items that constitute the final application submission.

For assistance with GrantSolutions.gov please contact Customer Support at help@grantsolutions.gov or call 1-800-577-0771 (toll charges for international callers) or 1-202-401-5282. Customer Support is available 8 AM – 6 PM EST, Monday – Friday. Please note that November 11th is a federal holiday and the help line will be closed.

Grants.gov Applications

Applicants who do not submit applications via GrantSolutions.gov may submit via www.grants.gov although Grantsolutions.gov is highly preferred as any applicant invited to submit a full proposal can only do so through Grantsolutions.gov.

A valid DUNS number and a CCR (Central Contractor Registration) number ARE BOTH required prior to submitting an application via Grants.gov.

Organizations should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform>.

Instructions for registering with CCR can be found at <https://www.bpn.gov/ccr/default.aspx>. An organization must wait approximately 3-5 business days after registering with the CCR before the organization may obtain a username and password for Grants.gov. This may delay the organization's ability to submit a Statement of Interest through www.grants.gov. In addition, CCR registration must be updated annually to maintain a valid registration.

Electronic applications submitted via the Grants.gov must contain the three parts listed as mandatory forms in the application package, including the SOI document (Project Narrative). Upon completion of a successful electronic application submission on Grants.gov, the applicant will receive an email confirmation that the application has been successfully submitted and is in the process of verification. The applicant will then receive another email confirming that the application has been verified. Both emails are provided by grants.gov to verify that an application was received.

For assistance with Grants.gov, please call the Contact Center at 1-800-518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, 7 days a week, except federal holidays.

ADDITIONAL INFORMATION

This call for Statements of Interest will appear on www.grantsolutions.gov and www.grants.gov.

Anticipated Time to Award: the Office will work to execute grant awards to successful applicants pending Congressional authorization of funds in Fiscal Year 2013.

Reporting and Monitoring Requirements: Applicants selected for an award must meet the following reporting and policy requirements:

1. **Reporting Requirements:** Grantees are required to submit semi-annual program progress reports and quarterly financial reports throughout the project period and final reports 90 days after the close of the project period. Access to funds may be suspended if reports are late or incomplete.
2. **Grant Monitoring:** The Office places emphasis on monitoring and evaluation of all funded projects. Grantees should expect to have their programs visited and reviewed by a grants and/or programs officer. On-site reviews include assessment of program and administrative effectiveness.

CONTACT INFORMATION

- A. Please direct questions about the requirements of this Request for Statements of Interest to Thomas Kodiak at kodiakt@state.gov and Selecia Banner at bannersl@state.gov .
- B. For assistance with GrantSolutions.gov please contact Customer Support at help@grantsolutions.gov or call 1-800-577-0771 (toll charges for international callers) or 1-202-401-5282. Customer Support is available 8 AM – 6 PM EST, Monday – Friday. Please note that November 11th is a federal holiday and the help line will be closed.
- C. For assistance with Grants.gov, please call the Contact Center at 1-800-518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, 7 days a week, except federal holidays.