

## **THE UNITED STATES EMBASSY IN BOGOTA, COLOMBIA**

### **REQUESTS PROJECT PROPOSALS FOR THE 2012–2013 CADCA COMMUNITY COALITION PROGRAM**

**SUBMISSION DEADLINE: February 29, 2012**

**ANTICIPATED AWARD DATE: March 15, 2012**

#### **INTRODUCTION**

The mission of the State Department's Bureau of International Narcotics and Law Enforcement Affairs (INL), and Embassy Bogota's Narcotics Affairs Section (NAS), is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation. This mission includes supporting host nations in their efforts to reduce drug demand in their countries as part of the global fight against drug trafficking.

INL combines forces with other USG and international agencies and takes a regional approach to widespread problems. INL also encourages more developed governments to take responsibility as equal partners in global efforts to combat transnational crime, include drug trafficking. The Bureau's priority programs support three inter-related objectives:

- **COUNTER-NARCOTICS:** Disrupt the overseas production and trafficking of illicit drugs through targeted counternarcotics and institution-building assistance and coordination with foreign nations and international organizations,
- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize rule of law by developing and expanding criminal justice systems to strengthen partner country law enforcement and judicial effectiveness, foster cooperation in legal affairs, and advance respect for human rights; and
- **TRANSNATIONAL CRIME:** Minimize the impact of transnational crime and criminal networks on the U.S. and its allies through enhanced international cooperation and foreign assistance.

#### **APPLICANT ELIGIBILITY**

- 1) Applicants must be a registered non-profit organization (NGO) based in Colombia; and
- 2) Have a minimum of one year experience organizing and/or working with a community coalition organized and operated under the Community Anti-Drug Coalition of America or CADCA model.

#### **PURPOSE OF PROGRAM**

The U.S. Embassy in Bogota announces a new request for proposals for CADCA Community Coalitions in 2012–2013. The purpose of this Request for Applications (RFA) is to award grants for specific projects that will support the ongoing operations of existing CADCA Community Coalitions as well as the possible formation of new coalitions. This RFA also solicits NGOs to compete for the role of national

coordinator to ensure the communication, coordination and training of participating community coalitions throughout Colombia.

### **THEMES AND ACTIVITIES**

Grants for this program will be awarded to local Non-Governmental Organizations (NGOs). Grant applicants can submit proposals that address all or part of the project themes and activities listed below (meaning a local NGO that lacks the capacity to perform all requested activities could submit a proposal to implement those activities within its capacity). To be eligible for consideration, every applicant must propose to carry out a project that aims to establish or advance the operations of a community coalition organized under the CADCA model in Colombia.

NAS invites organizations to submit proposals that will address the following:

- I. Establish and/or Develop Community Coalition(s) Under the CADCA Model\*
  - A. Identify vulnerable communities appropriate to organize and develop CADCA community coalition(s).
  - B. Support community leaders in establishing an identified community coalition existence with an identified structure and strategy for building community participation.
  - C. Work with the established community coalition to conduct an assessment of the community's key challenges and develop an action plan with specific time frames and impact indicators to assess progress towards the goals established in the action plan. If the NGO is currently, or proposes to continue working with a formerly established coalition, then the NGO should detail its proposal to continue either under an existing plan or explain how they will establish and implement a new plan. Such a proposal should also include impact indicators and milestones for achieving objectives.
- II. Proposals should include an explanation of the processes that will be employed to strengthen the community's identity and self-sustaining ability to implement an action plan developed through the CADCA process.
- III. In recognition of the fact that there is no permanent official CADCA presence in Colombia, NAS will consider proposals by any NGO submitting a proposal under this solicitation to utilize their staff offer services as a CADCA coordinator to support the ongoing training of NGOs involved in CADCA projects. Proposals should address such a person's ability to perform the following functions:
  - a. Promote CADCA training in Colombia by sharing best practices among participating NGOs and community coalitions, serving as a liaison to CADCA in the United States.
  - b. Visit participating coalitions to provide consultations, review quarterly reports and otherwise support NGOs and community coalitions in their process of developing and implementing sustainable actions plans.
  - c. Offer training sessions to each coalition associated with implementation of actions plans and remain availability for consultations remotely.
  - d. Provide consultations and training to include a review and monitoring of the impact indicators utilized by each coalition.

\* The maximum award amount is \$50,000, per community coalition. Should an NGO successfully compete to have member of its staff serve as a CADCA coordinator, the grant award to cover the

additional costs of this function may be up to \$30,000 depending on the salary history of the individual and expenses related to travel, training and other items that the NGO should detail in its submission.

There may be multiple individual grants awarded under this Request for Applications. This includes the possibility that a single NGO could be selected with respect to more than one community coalition. It is also anticipated that an NGO performing the role of a National Coordinator would also be involved directly in one or more community coalitions. The Project Duration shall be Twelve (12) months. This includes the possibility of renewal for an additional 12 months if a timely request is made a minimum of 60 days prior to the expiration of any grant award.

### **REPORTING REQUIREMENTS**

Recipients **MUST** submit quarterly financial and performance progress reports. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

A performance progress report compares actual to planned performance and indicates the progress made in accomplishing each assistance award task. The report should include relevant details for assessing the status of performance (i.e., a brief, factual summary description of the progress made). The performance progress reports must be accompanied by the *Performance Progress Report (SF-PPR) Coversheet, Page 1*.

Financial status reports provide a means of monitoring expenditures and comparing costs incurred with progress. Recipients must utilize the SF-425 Federal Financial Report, to report the status of funds for all non-construction projects or programs.

A copy of all quarterly financial and performance progress reports shall be emailed to the Grants Officer and the Grants Officer Representative as listed in the Grant/Cooperative Agreement, once awarded. Quarterly reports with a computer-based English translation will not be accepted.

Please note: It is the Department of State's policy that English is the official language of all documents. If quarterly reports are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.

### **DEADLINE AND SUBMISSION INFORMATION**

This RFA is limited to organizations based in Colombia. NAS will not fund projects related to partisan political activity, charitable activity and humanitarian aid, fundraising campaigns, commercial projects, those involving individuals not affiliated with an organization that can provide sustainability to the project, and those that duplicate existing projects.

Proposals should be submitted in English, or be accompanied by an English translation. (Applications with a computer-based English translation will not be accepted.) Proposals should include a project narrative, short descriptions of past relevant projects, and a detailed budget. Supporting documents may be in Spanish. **All submissions must be forwarded to the following U.S. Embassy contact by February 27, 2012:**

U.S. Embassy, Narcotics Affairs Section  
Carrera 45 No. 24B-27

Bogota, Colombia

Email: \_\_\_\_\_ and \_\_\_\_\_ or

Contact Persons: Richard Silver or Alexandra Paez

Alternative Contact: Juanita Perez, \_\_\_\_\_.

Grant application forms are attached. If you have additional questions or need consultation on your project proposal, please contact NAS through the emails above. If you do not receive a timely response, you can call the alternative contact, and she will help you get assistance.

## **REVIEW PROCESS**

Proposals should contain clearly formulated goals and target groups, and show the ability of the applying organization to carry out the project aims. The proposal must contain a section explaining how the impact of the project will be evaluated. While lack of sustainability will not disqualify a project from selection, projects that are sustainable and create lasting positive effects will be evaluated based on the Review Criteria as listed below.

The U.S. Embassy shall review all proposals for eligibility. Eligible proposals will be subject to compliance of Federal and Bureau regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with INL's Grants Division. INL reserves the right to request any additional programmatic and/or financial information regarding the proposal. Panelists may make conditions and recommendations on any given proposal in order to enhance the proposed program.

Proposals will be funded based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of INL/NAS. A State Department Review Committee will evaluate proposals submitted under this request. Proposals will be scored based on the applicants response to each Review Criteria listed below. Review criteria will include:

### **1) Quality of Program Idea**

Proposals should be responsive to the solicitation and exhibit originality, substance, precision, and relevance to the Bureau's mission.

### **2) Program Planning/Ability to Achieve Objectives**

A relevant work plan should demonstrate substantive undertakings and logistical capacity of the organization. The work plan should adhere to the program overview and guidelines described above. Objectives should be ambitious, yet measurable and achievable. For complete proposals, applicants should provide a monthly timeline of project activities.

### **3) Multiplier Effect/Sustainability**

Proposed programs should address long-term institution building demonstrating capacity-building results.

### **4) Program Evaluation Plan**

Programs should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes.

### **5) Institution's Record and Capacity**

The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposals should demonstrate an institutional record of successful programs, including responsible fiscal management and full compliance with all reporting requirements. Proposed personnel

and institutional resources should be adequate and appropriate to achieve the project objectives. Roles and responsibilities of primary staff should be provided.

**6) Cost Effectiveness**

The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Cost sharing is strongly encouraged but not required. (NOTE: In reviewing similar projects, the Review Panel will evaluate proposals that request lower budgets based on the Review Criteria of Cost Effectiveness).

**IMPORTANT INFORMATION TO APPLICANTS**

The information contained in this solicitation is binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts this language will not be binding. Issuance of the solicitation does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program evaluation requirements.

Once the Request for Proposals deadline has passed, U.S. Government officials - including those in the Bureau, the Department and at embassies/missions overseas - must not discuss this competition with applicants until the entire proposal review process is completed. Applicants will be notified by the INL/NAS Grants Officer only with regard to the status of an application. Funding commitments can only be made by an INL/NAS Grants Officer. All other commitments from any representative other than an INL/NAS Grants Officer will be deemed unauthorized.



**Standard Form 424A**

OMB Approval No. 0348-0044

**Budget Information - Non-Construction Programs**

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity {a}	Catalog of Federal Domestic Assistance Number {b}	Estimated Unobligated Funds		New or Revised Budget		
		Federal {c}	Non-Federal {d}	Federal {e}	Non-Federal {f}	Total {g}
	\$	\$	\$			\$ -
2.						
3.						
4.						
5. TOTALS	\$	\$	\$	\$ -	\$ -	\$ -
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total {5}	
	{1} Federal	{2} Applicant	{3}	{4}		
a. Personnel			\$	\$	\$ -	
b. Fringe Benefits					\$ -	
c. Travel					\$ -	
d. Equipment					\$ -	
e. Supplies					\$ -	
f. Contractual					\$ -	
g. Construction					\$ -	
h. Other					\$ -	
i. Total Direct Charges (sum of 6a-6h)					\$ -	
j. Indirect Charges					\$ -	
k. TOTALS (sum of 6i and 6j)		\$ -	\$ -	\$	\$	\$ -
7. Program Income		\$	\$	\$	\$	\$

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**Standard Form 424A (cont'd)**

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Source:	(e) TOTALS	
8.	\$	\$	\$	\$	\$
9.					
10.					
11.					
12. TOTAL (sum of lines 8 - 11)	\$	\$	\$	\$	\$
SECTION D - FORCASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ -	\$ -	\$ -	\$ -	\$ -
14. Non-federal	\$ -	\$ -	\$ -	\$ -	\$ -
15. TOTAL (sum of lines 13 and 14)	\$ -	\$ -	\$ -	\$ -	\$ -
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	Future Funding Periods (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	\$ -	22. Indirect Charges:		\$	-
23. Remarks:					

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## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.  
Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p>	<p>* TITLE</p> <p><input type="text"/></p>
<p>* APPLICANT ORGANIZATION</p> <p><input type="text"/></p>	<p>* DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>