

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

Funding Opportunity Title: U.S. Ambassador’s Special Self-Help FY 2023
Funding Opportunity Number: DOS-WHK-SSH-FY23
Deadline for Applications: March 31, 2024
CFDA Number: 19.700
Total Amount Available: US\$50,000

A. PROGRAM DESCRIPTION

The U.S. Embassy Windhoek of the U.S. Department of State announces an open competition for organizations to submit applications to support programs that are community-initiated and involving schools, clinics, co-operatives, associations, training, or community improvement projects. This program supports small sustainable community-based initiatives that have immediate and dramatic impact on local communities. Please carefully follow all instructions below.

Program Objectives:

The U.S. Ambassador’s Special Self-Help (SSH) program is a grassroots assistance program that allows U.S. embassies to respond quickly to local requests for small community-based development projects. The SSH program provides small, one-time grants to community groups that are working to improve the basic economic and social conditions of their villages or communities. The program is designed to support small-scale projects that benefit an entire community.

Participants and Audiences:

SSH focus will be on projects that assist disadvantaged or marginalized groups. The U.S. Embassy makes every effort to fund qualified projects from across Namibia’s fourteen regions. Some of our past SSH projects have included training women, youth, and school dropouts to be computer literate, and purchasing solar powered water pumps to make fresh potable water available to villagers. We have done multiple garden projects, where beneficiaries have been able to generate income to support themselves and improve their livelihoods. We have also funded projects that assist marginalized groups or people with disabilities, projects teaching technical skills such as understanding and installing small-scale solar technology.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 months
Number of awards anticipated: 5 awards (dependent on amounts)
Award amounts: awards may range from a minimum of \$1,000 to a maximum of US\$20,000
Total available funding: US\$50,000
Type of Funding: U.S. Ambassador’s Special Self-Help FY 2024
Anticipated program start date: October 1, 2024

This notice is subject to availability of funding.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs should be completed in 12 months or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply: The Embassy welcomes applications from schools, cooperatives, non-governmental organizations (NGOs), Community Based Organizations (CBOs), or Faith Based Organizations (FBOs) that support community-based initiatives. **Government institutions, individuals, close corporations, or other for-profit businesses are not eligible.**

All applicants must display sound management in the form of financial and administrative procedures that protect against waste, fraud, and abuse.

2. Cost Sharing or Matching

There is no requirement for cost sharing, matching or cost participation.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (UEI) and are strongly encouraged to have 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.

The SSH program office reserves the right to request additional background information on applicants that do not have previous experience administering federal grant awards.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application guidelines and application form are available at <https://na.usembassy.gov/education-culture/grant-programs/>

Application guidelines and application form can also be requested via email: whkselfhelp@state.gov.

The U.S. Ambassador's Special Self-Help will accept applications on a rolling basis. Applications must be received by **March 31, 2023** to be considered for the current funding cycle.

Applications can be emailed to whkselfhelp@state.gov or mailed to/handed-delivered to
U.S. Embassy Windhoek
Private Bag 12029 / No. 14 Lossen Street,
Ausspannplatz
Windhoek

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. Any application that is received after the deadline, is incomplete, or missing required documentation will be rejected.

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 or Namibian dollars,
- Include a detailed line-item budget with attach original pro-forma invoices/quotations from the intended suppliers,
- Include documentation of land/building ownership or user rights, if applicable, and
- Letters of support are encouraged from the local development committee, tribal authority, and/or local town or district council are encouraged but not required.

Please Note: The Embassy retains the right to ask for additional documents not included in this NOFO.

Additional information that successful applicants must submit after notification of intent to make a Federal Award, but prior to issuance of a Federal award, may include:

- Pre-award site visit,
- Written responses and any revised application documents addressing any conditions or recommendations from the review panel,
- Bank account information, and
- Other requested information or documents discussed during negotiations prior to issuance of a Federal award.

The following documents are **required**:

1. SSH Application Form: The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. In accordance with questions included in the SSH Application Form, you 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 or Individual 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. Embassy and/or U.S. Government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **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.
- **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 time-frame 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?
- **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

2. Budget Justification Narrative: Detailed line-item budget. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

3. Attachments:

- Original pro-forma invoices/quotations from intended suppliers,
- Include documentation of land/building ownership or user rights, if applicable,
- Letters of support are encouraged from the local development committee, tribal authority, and/or local town or district council are encouraged but not required, and
- Map from nearest town to project site (include estimated travel time).

4. Mandatory application forms for successful applicants only

- SF-424 (*Application for Federal Assistance – organizations*)
- SF424A (*Budget Information for Non-Construction programs*) or SF424B (*Assurances for Non-Construction programs*)

3. Unique Entity Identifier (UEI) 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 should obtain a SAM.gov registration by logging onto <https://www.sam.gov>. This registration is free of charge and must be renewed annually.

4. Submission Dates and Times

Applications are due no later than March 31, 2024 at 17:00 Namibia time.

5. Funding Restrictions

SSH funds cannot be used but not limited to:

- Remodeling or renovating an existing facility that is in disrepair as a result of neglect or insufficient maintenance funds;
- Activities with unmitigated and negative environmental consequences; activities that contribute to commercial deforestation or conversion of land-use from forest to livestock actions that are likely to jeopardize, threaten, or endanger species and/or their habitat;
- Activities that could potentially create tension within the community and/or harm community members;
- Sports equipment or uniforms for a national sports team;
- Musical instruments or uniforms for a national orchestra or dance company;
- Religious or military activities;
- Surveillance equipment;
- Abortion-related facilities and services
- Alcohol;
- Used equipment, entertainment, luxury goods or gambling equipment;
- Payments to Government Officials;
- Ceremony, parties, celebrations or “representation” expenses
- Technical assistance programs; or
- Office supplies.

6. Other Submission Requirements

All application materials must be submitted by email to whkselfhelp@state.gov. Applicants may also submit their applications by post or drop it off at the U.S. Embassy, #14 Lossen Street, Ausspannplatz, Windhoek.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The Embassy strives to ensure each application receives a balanced evaluation by a review panel.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants: 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.

Program Planning/Ability to Achieve Objectives: Goals and objectives are clearly stated and the program's approach is likely to provide maximum impact in achieving the proposed results.

Budget: 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: Applicant demonstrates it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Sustainability: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

After rating, shortlisted applicants will be contacted and may be asked for an interview, to provide additional information or clarification on portions of their application or to accommodate a site visit. The final list of applicants will be presented to an internal review panel for final selection. A Grants Review Committee will evaluate all eligible applications.

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 §200.205 Federal awarding agency review of risk posed by applicants.

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 grant award shall be written, signed, awarded and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. The assistance award agreement is the authorizing document and it will be provided to the recipient.

All awards will require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds will be tied to submission of these reports in a timely manner.

All other details related to award administration will be specified in the award agreement as well.

2. Administrative and National Policy Requirements

Terms and Conditions: 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 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program narrative 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](#).

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: whkselfhelp@state.gov or +264 (0)61-295-8544.

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 US\$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.

Prohibition On Certain Telecommunications And Video Surveillance Services Or Equipment.

Non-Federal entities are prohibited from obligating or expending grant funds for covered telecommunications equipment or services to:

- (1) procure or obtain, extend or renew a contract to procure or obtain;
- (2) enter into a contract (or extend or renew a contract) to procure; or
- (3) obtain the equipment, services, or systems.

Covered telecommunications equipment and services mean any of the following:

- (i) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- (ii) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- (iii) Telecommunications or video surveillance services provided by such entities or using such equipment.

- (iv) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.