

**U.S. DEPARTMENT OF STATE
U.S. CONSULATE GENERAL HO CHI MINH CITY**

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: EducationUSA Standardized Test Prep Courses 2021
Funding Opportunity Number: SVM-21-PAS-009
Deadline for Applications: Sunday, July 4th, 2021 (11:59 p.m., Vietnam time)
CFDA Number: 19.022
Total Amount Available: up to \$10,000

A. PROGRAM DESCRIPTION

The U.S. Mission in Vietnam Public Affairs Section (PAS) is pleased to announce that funding is available for “EducationUSA Standardized Test Prep Courses 2021” through the Public Diplomacy Federal Assistance Awards program.

Proposals for projects must focus on (1) Vietnamese students who are currently studying at local high schools and universities in Vietnam or (2) university graduates who are currently working in Vietnam and interested in studying in the United States.

The courses should be held from the beginning of November 2021 to the middle of January 2022. The program will be comprised of a 10-week SAT prep class (advanced level) and GRE prep class (intermediate to advanced level) for Vietnamese learners (age 16-35 years old). The classes will take place twice a week at the U.S. Consulate General in Ho Chi Minh City’s American Center. Each class will have 20 students maximum. The opening ceremony, mid-term review, and awards ceremony will take place at the American Center.

Project budgets cannot exceed **\$10,000**. The deadline for submitting an application is **11:59 p.m., July 4, 2021**. Late proposals will not be considered.

PAS will review the proposal to determine whether it meets eligibility requirements and analyze the proposal against each of the criteria noted below:

- Design and implement a 10-week test prep course in SAT (advanced level) and GRE (intermediate to advanced level). The proposal must include a budget, course overview and structure, teachers’ profile, and marketing strategies.
- Administer placement tests for all applicants.
- Provide course materials for students.
- Administer final exams after the courses.
- Provide post-course feedback on students’ performance.
- Total program budget not to exceed \$10,000.

Goal: To improve Vietnamese student applications to U.S. undergraduate and graduate programs by developing the skills and knowledge needed to maximize their standardized test scores.

Please follow all instructions below.

Priority Region:

Only activities implemented/conducted in the American Center in Ho Chi Minh City will be funded.

Program Objectives:

- Improve Vietnamese student applications to U.S. undergraduate and graduate programs;
- Develop the skills and knowledge needed to maximize Vietnamese learners' standardized test scores (SAT and GRE);
- Promote U.S. higher education;
- Promote awareness of EducationUSA resources available at the American Center;
- Encourage Vietnamese students to study in the United States.

Participants and Audiences:

The target audience is Vietnamese citizens between 16 – 35 years old.

B. FEDERAL AWARD INFORMATION

Length of performance period: up to 12 months

Award amounts: award may range from a minimum of \$1,000 to a maximum of \$10,000

Total available funding: up to \$10,000

Type of Funding: Grant or Cooperative Agreement

Anticipated program start date: the beginning of November 2021

This notice is subject to availability of funding.

Funding Instrument Type: Grant or Fixed Amount Award

Program Performance Period: Proposed programs should be completed in 12 months or less. The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

Submissions are encouraged from **U.S. and Vietnam** individuals and organizations registered not-for-profit, non-governmental organizations, and educational institutions with relevant programming experience. This experience should be documented in the organization's proposal. For-profit organizations are NOT eligible.

Previous federal award recipients who are not/were not in compliance with the terms of their financial and program reporting requirements are ineligible to apply. It is the applicant's responsibility to ensure they are in compliance with all applicable terms, conditions, and Office of Management and Budget guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk if selected for funding.

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on

www.SAM.gov. Please see Section D for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in [SAM.gov](https://www.sam.gov).

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at <https://vn.usembassy.gov/>.

2. Content and Form of Application Submission

Mandatory application package for ORGANIZATION applicants:

1. Application form: SF424 (for Organizations): <https://vn.usembassy.gov/sf424>
2. Budget information form: SF424A: <https://vn.usembassy.gov/sf424a>
3. Detailed budget narrative spreadsheet (using Consulate General Ho Chi Minh City templates): https://vn.usembassy.gov/budget_narrative
4. Grant proposal form: <https://vn.usembassy.gov/proposal>
5. Any other attachments where applicable (e.g. CV, official permission letter etc.)
6. A DUNS number and NCAGE/CAGE code
7. Proof of active SAM registration.

Registration/Renewal for DUNS, NCAGE/CAGE, and SAM can take up to four weeks. Please plan accordingly (See detailed instructions below).

Mandatory application package for INDIVIDUAL applicants:

1. Application form: SF424I (for Individuals): <https://vn.usembassy.gov/sf424i>
2. Budget information form: SF424A: <https://vn.usembassy.gov/sf424a>
3. Detailed budget narrative (using Consulate General Ho Chi Minh City templates): https://vn.usembassy.gov/budget_narrative
4. Grant proposal form: <https://vn.usembassy.gov/proposal>
5. Any other attachments where applicable (e.g. CV, official permission letter etc.)

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.

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
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

a. Mandatory forms:

- Organization applicants: SF424 (Application for Federal Assistance - Organizations) at <https://vn.usembassy.gov/sf424>

OR Individual applicants: SF424I (Application for Federal Assistance - Individuals) at <https://vn.usembassy.gov/sf424i>

- SF424A (Budget Information for Non-Construction programs) at <https://vn.usembassy.gov/sf424a>

b. Budget Justification and Narrative

- After filling out the SF-424A above (Budget Information for Non-Construction programs), use a separate sheet to describe each of the budget expenses in detail at https://vn.usembassy.gov/budget_narrative
- See section *F. Other Information: 1. Guidelines for Budget Submissions* below for further information.

c. Proposal

Our suggested proposal form can be found on our website: <https://vn.usembassy.gov/proposal>. You may use your own proposal format, but it must include all the items below.

- **Summary page:** include the applicant name and organization, project title, project period proposed start and end date, and brief purpose of the project.
- **Introduction to Organizational or Individual and the Capacity:** a description that shows ability to carry out the project, including information on all previous grants from the U.S. Consulate and/or U.S. government agencies.
- **Project Justification/Needs Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed
- **Project Goals, Objectives:** The “goals” describe what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals, as well as the sustainability and impact of the project. These should be achievable and measurable.
- **Project Activities:** Describe the project activities and how they will help achieve the objectives, including a clear public outreach component.
- **Implementation Timeline:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events.
- **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
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.

d. Attachments where applicable

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- Official permission letters, if required for program activities

REQUIRED REGISTRATIONS

All ORGANIZATIONS applying for grants (*except individuals*) must obtain these registrations.

All are free of charge:

- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number¹ and apply for an NCAGE/CAGE number (this can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>.

NCAGE/CAGE application²: Application page here (but need to click magnifying glass and then scroll down to click new registration) <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Step 2: After receiving the DUNS and NCAGE/CAGE code, proceed to register or renew in System for Award Management (SAM). You must have a DUNS number and NCAGE/CAGE code before proceeding to this step. SAM registration must be renewed annually.

SAM Account	Create SAM Individual User Account at www.SAM.gov
SAM Registration³	Log in the account and select “Register New Entity”

Please note: Only DUNS, NCAGE/CAGE, and SAM can assist with technical questions or problems applicants may experience during the registration process.

SUBMISSION INFORMATION:

Submit your complete package to HCMCGrants@state.gov with a subject “**EDUCATIONUSA GRANT - SVM-21-PAS-009**”.

- DO NOT WinZar or WinZip your application otherwise it may not be reviewed.
- DO include “**Application for [Funding Notice Number]_ Round #_Project Name**” corresponding to the deadline of your choice in the subject of your email.

A formal decision on your proposal will normally be made within 60 days but may take longer. Once a decision is made to fund your proposal, and all documentation is complete we will begin the process of funding.

3. Submission Dates and Times

Applications are due no later than **July 4th, 2021 (11:59 p.m., Vietnam time)**.

E. APPLICATION REVIEW INFORMATION

1. Selection Criteria and Selection Process

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

¹ For DUNS support: <http://support.dnb.com/>

² Instructions: <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>
For NCAGE help from within the U.S., call 1-888-227-2423. For NCAGE help from outside the U.S., call 1-269-961-7766. Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

³ Quick Guide is available at https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf. For support on SAM, please access <https://fsd.gov/>

Quality and Feasibility of the Program Idea – 25 points: 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 – 25 points: 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 – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: 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 – 15 points: Applicant demonstrates it is able to 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 – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Federal Awardee Performance & Integrity Information System (FAPIS)

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 FAPIS) (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 §200.206 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.

2. Administrative and National Policy Requirements

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950);
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting

Reporting Requirements:

Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Progress and financial reports are due 30 days upon completion of the program. Final certified programmatic and financial reports are due 60 days after the close of the project period.

All reports are to be submitted electronically. Deviations from this timeline will be considered depending on the timing of the grant’s funding allocation.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high risk designation has been removed.

The Awardee must also provide the Consulate on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

Failure to comply with the reporting requirement may result in a loss of funds, and will adversely affect your ability to apply for future grants.

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: HCMCGrants@state.gov with a subject “**INQUIRIES – EDUCATIONUSA GRANT - SVM-21-PAS-009**”.

Due to the volume of applicants and inquiries, Public Affair Section does not accept requests for meetings or phone calls prior to applications.

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 \$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.

Branding Requirements

As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. **Note:** Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Evaluation

In line with the Department of State's Evaluation Policy, the U.S. Consulate General, Public Affairs

Section may include this award in its program evaluation efforts. When applicable and feasible, the Recipient shall cooperate with the Grants Officer (GO) and Grants Officer Representative (GOR) requests to contribute data on specific performance measures and indicators; consider GO and GOR input on design and methodology of Recipient-led evaluation efforts; provide any evaluation reports produced under the award to the GO and GOR for review; incorporate the project into any third-party evaluations that PAS may initiate.

Disclaimers

The Federal government is not obligated to make any Federal award as a result of the announcement. 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. The U.S. government also reserves the right to make an award in excess of the award ceiling.

If a proposal is funded, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

This NOFO is subject to funds availability. Awards may be granted only if appropriated funds are allocated to the United States Consulate General by Department of State central budget authorities.

The Embassy recommends you review U.S. Department of State security guidance available on <http://travel.state.gov>.

Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.