U.S. DEPARTMENT OF STATE
U.S. Mission Nigeria
Notice of Funding Opportunity (NOFO)

Funding Opportunity Title: U.S. Embassy Abuja Fiscal Transparency Innovation Fund
Funding Opportunity Number: DOS-NGA-FTIF-FY22-003
Deadline for Applications: August 1, 2022
CFDA Number: 19.662
Total Amount Available: $65,000

A. PROGRAM DESCRIPTION: Through the Fiscal Transparency Innovation Fund, U.S. Embassy Abuja seeks to help Nigeria to improve budget transparency and to support civil society organizations promoting fiscal transparency.

Objective: Raise public awareness and encourage greater compliance with existent fiscal laws and increase public demand on Anti-Corruption Agencies and Public Accounts Committees to act on irregularities/recommendations to deter future abusers.

Description: Since 2012, the State Department and USAID have provided foreign assistance to help governments to improve budget transparency and to support civil society organizations promoting fiscal transparency. This work complements the role of the Fiscal Transparency Report. U.S. embassies largely manage these projects, which range from small assistance efforts aimed at training civil society and the media on budget transparency, to larger projects that assist government officials in strengthening budgeting and auditing processes. Programs that facilitate timely release of audit reports and promote access to simplified audit information for citizens, civil society and community-based organizations, media, and other accountability actors are encouraged.

Program Component: Grantee will develop a project that will efficiently and effectively capture mechanisms for improved public audit impact in public expenditure and revenue generation.

Expected Outcomes:

- Increased compliance in submitting audited financial statements to the Auditor-General by government agencies
- Reduced time lag between end of financial year and publication of annual audit reports by the Office of the Auditor General of the Federation (OAuGF.)
- Increased transparency and public awareness about the administrative hurdles and lag times that inhibit effective fulfillment of Public Accounts Committees.
- Publicizes sanctions by Public Accounts Committees and or Anti-Corruption Agencies for fiscal abuses
**Anticipated Activities**

The following are suggested activities. Applicants are welcome to propose other activities and outputs relevant to the primary objectives and expected results of the project.

- Conduct Fiscal Responsibility Index to assess the level of fiscal prudence across government agencies
- Train heads of finance, procurement, and internal audit within government agencies on compliance guidelines with existing audit laws, procurement statutes, and financial regulations
- Stakeholders’ workshop to review proposed federal audit law and map targeted advocacy initiatives to accelerate passage and assent. We will engage with members of Civil Society Coalition on Audit in Nigeria (CSCAN) - a Coalition which PLSI leads, and members include media executives, civil society leaders, community-based organizations. We will equally engage key social media and public policy influencers (this includes former legislators/government officials).
- Host roundtable discussion with social and policy influencers on the need for a modern audit legal framework to facilitate advocacy
- Review 2019 audit report of the federation to analyze/highlight key irregularities/recommendations as they concern fiscal abuses in government agencies
- Develop creative infographics and explainer videos to simplify audit issues/recommendations to facilitate evidence-based citizens engagement with duty bearers
- Disseminate and amplify audit issues on social media (Twitter, Facebook & YouTube), and Value for Money web platform
- Host radio show to disseminate key 2019 audit findings to stimulate citizens interest in utilizing audit data to demand accountability
- Produce copies of summarized and simplified 2019 audit reports to engage accountability actors
- Mobilize CSOs and Media partners to monitor Public Accounts Committees’ review of 2019 Audit Report of the Federation
- Capacity building to encourage investigative reporting on audit issues contained in 2019 Audit Report of the Federation

**The following types of programs are not eligible for funding:**

- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.
B. FEDERAL AWARD INFORMATION

This notice is subject to availability of funding.

Length of performance period: 12 months
Number of awards anticipated: 1
Total available funding: $65,000
Type of Funding: FY21 Economic Support Funds
Anticipated program start date: September 1, 2022
Program Performance Period: The project is expected to last for 12 months
Funding Instrument Type: Grant

C. ELIGIBILITY INFORMATION

Eligible Applicants

The following are eligible to apply:

- Not-for-profit organizations legally registered in Nigeria that are involved in budget tracking and/or public communication.

Other Eligibility Requirements

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.

D. APPLICATION AND SUBMISSION INFORMATION

Applicants must submit a full project description, including a detailed narrative that outlines the plan of action, describes the scope of the proposed work, and a timeframe including key benchmarks within which the work will be accomplished. The narrative must be accompanied by a detailed budget that clearly indicates all program costs. 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 considered ineligible.

1. Address to Request Application Package

Application package is available at www.grants.gov.

2. Content and Form of Application Submission
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 Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins
  • Proposals should not be more than ten (10) pages

The following documents are required:

1. Mandatory application forms

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

2. Summary Coversheet: Cover sheet stating the applicant’s name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program. (250 words maximum).

3. Proposal (10 pages maximum): The proposal should contain sufficient information that anyone not familiar with the proposal would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

  • Proposal (Executive) 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. What aspect of the relationship between the U.S. and Nigeria will be improved? 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.
  • Proposed Program Schedule: 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. What proportion of their time will be used in support of this 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.

4. **Budget Justification Narrative:** After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section H. Other Information: Guidelines for Budget Submissions below for further information.

5. **Attachments:**

**Organization documentation:**
- Letters of support from program partners describing the roles and responsibilities of each partner, if applicable
- Copy of applicant organization’s certificate of incorporation or non-profit organization registration, state or federal level
- Key personnel’s 1-page CV

**Financial documentation:**
- Organization’s financial management policy that demonstrates adequate internal controls and financial monitoring procedures are in place.
- Financial audits of the organization for the past three years (if available)

**Required Registrations:** All organizations applying for grants must obtain these registrations. All are free of charge:
- [www.SAM.gov](http://www.SAM.gov) registration which will generate a UEI
- NCAGE/CAGE code

Any applicant with an exclusion 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.”
The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews it’s registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at https://login.gov/. As a reminder, organizations need to renew its sam.gov registration annually.

US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in www.sam.gov. CAGE must be renewed every 5 years. Site for CAGE: https://cage.dla.mil/Home/UsageAgree. Grantees may be asked for more information to finalized and must comply.

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: https://eportal.nspa.nato.int/AC135Public/CageTool/home to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

It is in the organization’s best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes prior to registering or renewing www.sam.gov. Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization’s legal address in NCAGE/CAGE must mirror www. sam.gov.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed ineligible. All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

NCAGE application: Application page here

https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
Step 2: After receiving the NCAGE Code, proceed to register in SAM by logging onto: https://www.sam.gov. SAM registration must be renewed annually.

It is important that when entering information into NCAGE and SAM.gov that the spelling and characters used for all three database systems match **exactly**.

Submission Dates and Times

Applications are due no later than **August 1, 2022**.

Other Submission Requirements

All application materials must be submitted by email to **AbujaPolEconGrants@state.gov**

**Attach only 4 .pdf documents with the subject line: 2022 FTIF program application – Name of applicant organization (as appropriate)**

1.) Federal assistance application package (SF424 form family) scanned into one document;
2.) Coversheet, proposal and budget justification narrative scanned into one document;
3.) Required attachments – organization documentation – scanned into one document.
4.) Required attachments – financial documentation – scanned into one document.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be considered for funding based on the evaluation criteria outlined below. The criteria are closely related and are considered in judging the overall quality of an application. The criteria are designed to assess the quality of the proposed project and to determine the likelihood of its success and sustainability. In order to evaluate the criteria below, applications should be coherent and concise.

**Organizational capacity and record on previous grants**: The organization has expertise in its stated field and the Embassy is confident of its ability to undertake the program. This includes an appropriate financial management system and a bank account.
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.

Goals and Objectives: Goals and objectives are clearly stated, and the project approach is likely to provide maximum impact in achieving the proposed results.

Embassy priorities: Applicant has clearly described how stated goals are related to and support U.S. Embassy priority areas or target audiences.

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.

Sustainability: Project activities will continue to have positive impact after the end of the project.

Monitoring and Evaluation Plan: The applicant demonstrates it can measure program success against key indicators and provide benchmarks against which to gauge progress toward its goals. The indicators should allow for systematic recording and periodic analysis of progress on project activities in response to any required reporting outlined in the Award Specifics.

American Content: American content emphasizes informing others about the U.S. and increasing their understanding of U.S. policy, values, etc. The key is to visibly tie the program in some way to the U.S. Mission in Nigeria, its priorities and goals.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications. Feedback will be provided to successful applicants. Organizations whose applications will not be funded will also be notified via email.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award 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:** Payments will be made in at least two installments, as needed to carry out the program activities.

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, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of 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 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 us at abujapolecongrants@state.gov

**Note:** We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

H. OTHER INFORMATION

**Guidelines for Budget Justification**

Personnel: 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. 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.