**U.S. DEPARTMENT OF STATE   
 *EMBASSY ACCRA***

**Notice of Funding Opportunity - PEPFAR Program**

**Funding Opportunity Title:**PEPFAR MEDIA TRAINING AND HIV ANTI-STIGMA PROGRAMS

**Funding Opportunity Number:**DOS-ACC-NOFO-2024-01

**Deadline for Applications**: July 30, 2024

**Statutory Authority**: Foreign Assistance Act

**Assistance Listing Number:***19.029*

**Total Amount Available:** $75,000, pending funding availability

***Media Training Award: up to*** $30,000

***Anti-Stigma Campaign Award: up to*** *$45,000*

The Office of the U.S. Global AIDS Coordinator is responsible for coordinating and overseeing the U.S. global response to HIV/AIDS through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). Through PEPFAR, the U.S. government has invested over $100 billion in the global HIV/AIDS response, the largest commitment by any nation to address a single disease in history, saving 25 million lives, preventing millions of HIV infections, and accelerating progress toward controlling the global HIV/AIDS pandemic in more than 50 countries.

**1. PROGRAM DESCRIPTION**The President’s Emergency Plan for AIDS Relief (PEPFAR) of the U.S. Department of State at the U.S. Embassy Accra, announces an open competition for organizations to submit applications to implement programs aimed at eliminating HIV and AIDS as a public health threat by 2030.

**Priority Regions:**Western, Western North, and Ahafo Regions of Ghana. (PEPFAR focuses activities in these three regions). At least three districts per region should be covered for the HIV Anti-Stigma campaign.

**Program Areas:**

Programs considered under this notice of funding opportunity (NOFO) should address ONE of the following priority areas:

* Media Training for Journalists – The potential grantee is expected to train journalists on HIV issues, accurate reporting, creative ways of disseminating information, different approaches to capturing attention, the Test and Treat strategy, Undetectable = Untransmittable (U=U), achieving the 95-95-95 goals, and advocacy to eliminate HIV as a public health threat by 2030.
* Community Anti-Stigma Campaign – The potential grantee will organize public events in selected communities to sensitize residents on the need to stop stigma and discrimination against persons infected and affected by HIV. This should include collaboration with the traditional authorities, local government, and influencers such as the Ghana HIV Ambassadors. The approach should be community centered and measurable. The potential grantee should include traditional media outreach, as well as in-person events as part of the public campaign.

Applicant should budget for up to $30,000 for the media training and up to $45,000 for the Anti-Stigma Campaign. The budget for the media training should include costs such as travel, accommodation, training materials, cost for facilitators, etc. The budget for the Anti-Stigma campaign should include World AIDS Day activities, venue hire, rental, administrative, printing, data, per-diem, logistics for the HIV Anti-Stigma Undetectable = Untransmittable (U=U) campaign. The U=U campaign encourages getting tested for HIV and starting treatment immediately to stop the further spread of HIV to other individuals.

**Participants and Audiences:** Media Training – Journalists, health reporters, Radio and TV Show hosts and hostesses, and social media influencers.

**Participants and Audiences:** Anti-Stigma Campaign – Local government representatives, traditional authorities, social network groups, students, representatives from the Commission for Human Rights and Justice (CHRAJ) non-governmental organizations, community members. Participants may also include other PEPFAR Implementing Partners operating in the districts.

**2. FEDERAL AWARD INFORMATION**

**Length of performance period:** 10 months to 1 year

**Number of awards anticipated:** Two (2) - One award per program area

**Award amounts:** awards may range from a minimum of *$30,000* to a maximum of *$45,000*

**Total available funding:** *$75,000, pending funding availability*

**Type of Funding:** *FY2025 PEPFAR Funds (under the Foreign Assistance Act)*

**Anticipated program start date(s):** October 2024

**Funding Instrument Type:**Grant

**3. ELIGILIBITY INFORMATION**

**The following organizations are eligible to apply*:***

*Not-for-profit organizations, including non-governmental organizations that are focused on media related and health issues.*

*Please follow instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.*

Cost Sharing or Matching: Cost Sharing or Matching is encouraged but not required.

To be eligible to receive an award, all organizations must have a **Unique Entity Identifier.** First time applicants should apply and have the **(UEI)** number issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on www.SAM.gov.

**Other eligibility requirements:**

* Applicant should have knowledge and an understanding of PEPFAR programs.
* Applicants may 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.
* If an organization applies for the Anti-Stigma campaign, it should be registered as a non-profit and should have at least two years of experience in community mobilization and outdoor campaigns.
* For the media training applications, the organization should have training expertise in journalism and be familiar with issues related to public health and HIV and AIDS.
* Applicant should be familiar with basic HIV and AIDS service delivery and adapt to include new research findings in training materials.
* Applicant should be able to partner with stakeholders in the HIV field.
* Applicant should be open to work with at risk populations and be flexible to include newly identified target populations, as needed.
* Applicant must manage budgets effectively and will be accountable for expenditure management and reporting, including quarterly and end of project financial reports.
* Applicant is expected to develop innovative media campaigns using behavior change communication (BCC) methods.
* Applicant should develop training and campaign programs that are achievable and measurable.
* Applicant must be able to submit quarterly reports, give updates on activities with milestone successes.
* Applicant should involve the Grants Officer Representative (GOR) in all field activities.

**4. APPLICATION AND SUBMISSION INFORMATION**

Application forms required below are available at***grants.gov.***

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 that:

* 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 Calibri font, with a minimum of 1-inch margins

The following documents are **required**:

**5. Mandatory application forms**

* SF-424 *(Application for Federal Assistance – organizations)* at grants.gov
* SF-424A *(Budget Information for Non-Construction programs) at grants.gov*
* SF-424B *(Assurances for Non-Construction programs) at grants.gov*

***Find these forms on grants.gov***

**6. Summary Page:**Cover sheet stating the applicant’s name and organization, proposal date, program title, program period proposed start and end date, brief purpose of the program and milestones.

**Proposal** (**sixpages maximum):**The proposal should contain sufficient information that the organization wants to implement.

**Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated outcomes.

* **Introduction to the organization** 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**: Include a logic model as appropriate.
* **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities, including the dates, times, and locations of planned activities and events.
* **Key Personnel:**Names, titles, roles, and experience and qualifications of key personnel involved in the program. Include 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:** Share the plan, including how the activities will be monitored to ensure they are happening in a timely manner, and how the program will be evaluated to make sure it is meeting its stated goals.
* **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

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

**Attachments:**

* One-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.
* If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
* Official permission letters, if required for program activities.
* Copy of Unique Entity Identifier and System for Award Management (SAM.gov) *(NOTE: This section is required and not optional.)*

**8. Required Registrations:**

All organizations must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A 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.

The 2 CFR 200 requires that sub-grantees obtain a UEI number.  Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

***Note:  The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks.  Please begin your registration as early as possible.***

Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process.  SAM.gov registration must be renewed annually.

**Submission Dates and Times:** Applications are due no later at 11:59pm GMT July *30, 2024*

**9. Funding Restrictions**. Funds may not be used for any of the following purposes:

* 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.

*\*USG funds cannot be used to purchase alcohol.*

Other Submission Requirements: All application materials must be submitted by email to [*PASAccraGrant@state.gov*](mailto:PASAccraGrant@state.gov) [with](http://with) the subject line**: PEPFAR FY2024 NOFO**

**10. APPLICATION REVIEW INFORMATION**

Criteria

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

**Quality and Feasibility of the Program Idea** **– 15 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 – 20 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 – 20 points:** Goals and objectives are clearly stated, and how your 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 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 – 10 points:** Program activities will continue to have positive impact after the end of the program.

**Support of Equity and Underserved Communities – 10 points:**  Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

Review and Selection Process

A review committee will evaluate all eligible applications and schedule follow up questions with successful applicants.

**11. Responsibility/Qualification Information in SAM.gov (formerly, 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 over the period of performance (see §200.01 Simplified Acquisition Threshold), this section must also inform applicants that:*

i. 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 U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313).

ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov.

iii. 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.

**12. 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:** Payment will be in three tranches. An initial 50 % payment will be paid after the SF 270 form has been filled and submitted by grantee. 30% will be paid as second tranche while the remaining 20% will be paid when the milestones have been achieved at close-out.

Before applying, 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](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.25&rgn=div5)
* [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.170&rgn=div5)
* [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.175&rgn=div5)
* [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.182&rgn=div5)
* [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.183&rgn=div5)
* [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&tpl=/ecfrbrowse/Title02/2chapterVI.tpl)
* [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](https://www.state.gov/about-us-office-of-the-procurement-executive/)

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:

* [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.200&rgn=div5) (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).

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.whitehouse.gov%2Fbriefing-room%2Fpresidential-actions%2F2021%2F01%2F20%2Fexecutive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government%2F&data=04%7C01%7CReisigAR%40state.gov%7C0dbdd75a0a664b32ef2508d8fb59f8f5%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C637535711126807160%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Hk82GX1SCF8LaoHg%2B2vrmdCRK6gGWYwQXU9CB6cLb5E%3D&reserved=0), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities.

**13. 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 are expected to submit both narrative and financial report quarterly and at the end of project implementation. 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.

**Foreign Assistance Data Review:** As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement.

**14. FEDERAL AWARDING AGENCY CONTACT**

If you have any questions about the grant application process, please contact: [*PASAccraGrant@state.gov*](mailto:PASAccraGrant@state.gov)

**15. 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

“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.