



Embassy of the United States of America

Prof. Dra. Hj. Utami Widiati, MA, Ph.D.
Dean of Faculty of Letters
Universitas Negeri Malang (UM)
Jl. Cakrawala No. 5
Sumbersari, Malang
East Java

Dear Professor Widiati:

The Regional English Language Office (RELO), Public Affairs Section (PAS) of the U.S. Embassy in Jakarta, Indonesia invites Universitas Negeri Malang to submit a proposal, not to exceed \$20,000, for a grant. To apply for consideration for these funds, please submit a proposal, using the format and application materials described below, outlining the activities that your organization would conduct in order to meet the program objectives below.

The due date for receipt of this proposal is April 15th, 2022, at 16:00 WIB. Before submitting the proposal, your organization should review all the terms and conditions and required certifications and assurances to ensure that your organization will be able to comply.

Issuance of this solicitation does not constitute an award commitment by the U.S. Department of State. A final award cannot be made until the proposal has been reviewed and approved, and an award agreement is drawn up and signed by the Grants Officer. The Embassy reserves the right to decide not to issue an award after receipt of the proposal. The Embassy also reserves the right to reduce, revise, and/or increase proposal budget in accordance with the needs of the program and availability of funds.

A. PROGRAM OBJECTIVES

The Regional English Language Office (RELO) supports the mission of the Public Affairs Section of the U.S. Embassy Jakarta by building capacity through English teaching and learning in Indonesia. Through this federal assistance award, RELO would provide funding for joint conference (20th AsiaTEFL, 68th TEFLIN, and 5th iNELTAL) that Universitas Negeri Malang (UM) will host on August 4-7, 2022. The program envisioned under this solicitation will include:

1. Sponsorship of an American academic expert to Indonesia to participate in a pre-conference workshop on Technology in ELT, deliver a plenary speech, and facilitate one additional conference session/seminar. Allowable expenses for this component of the award include roundtrip airfare from the academic expert's U.S. home address to/from Malang, visa fees, honorarium, lodging, meals, and incidental expenses. Current U.S. Department of State per diem rates for Indonesia can be found at https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1127



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2. Sponsorship of an American academic expert to Indonesia to participate in a pre-conference workshop on Corpus Linguistics for TESOL. Allowable expenses for this component of the award include roundtrip international airfare, visa fees, honorarium, lodging, meals, and incidental expenses. Current U.S. Department of State per diem rates for Indonesia can be found at https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1127
3. Sponsorship of one pre-conference workshop to be conducted by the Indonesian Extensive Reading Association (IERA). Allowable expenses for this component of the award include roundtrip domestic transportation, honorarium, lodging, meals, and incidental expenses for up to three Indonesian presenters. Award funding may also be used to purchase educational materials relevant to the workshop, such as graded readers, provided that these materials are freely distributed to the participants at the end of the pre-conference workshop.
4. Support for additional conference-related expenses, which may include venue rental, marketing and promotion, equipment rental, and costs associated with online streaming of the conference (e.g., increased broadband or videoconferencing capacity). Catering expenses (e.g., for coffee/tea breaks or conference meals) may also be included but should constitute no more than 5% of the total requested amount.

B. FEDERAL AWARD INFORMATION

Length of performance period: 5 months

Anticipated award amount: provide minimum and maximum budget if appropriate

Type of Funding: Exchanges Support Funding (ECE)

Anticipated program start date: May 8, 2022

This notice is subject to availability of funding.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs should be completed in 5 months (May 8 – September 30).

C. ELIGIBILITY INFORMATION

1. Cost Sharing or Matching

Cost sharing is highly encouraged but not required for this award.

2. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations need an identifier for federal awards processes, the Unique Entity ID (SAM), issued by SAM.gov.



All organizations must have a Unique Entity Identifier (SAM), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

Application should be submitted via email to RELOJakarta@state.gov no later than April 15th at 16:00 WIB.

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 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**:

1. Mandatory application forms

- **SF-424 (Application for Federal Assistance – organizations)** at <https://www.grants.gov/forms/sf-424-family.html>
- **SF424A (Budget Information for Non-Construction programs)** at <https://www.grants.gov/forms/sf-424-family.html>
- **SF424B (Assurances for Non-Construction programs)** at <https://www.grants.gov/forms/sf-424-family.html>

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

3. Proposal (10 pages maximum): The proposal should contain sufficient information that anyone not familiar with it 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 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



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- **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. 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 :

- 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
- If your organization has a 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

1. Unique Entity Identifier 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.



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All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique Entity Identifier from SAM.GOV
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a Unique Entity ID issued by going to SAM.gov and an NCAGE number (these can be completed simultaneously)

International organizations will still need to obtain a NCAGE code prior to registering. International organizations must be certain to ensure that the information they enter into SAM.gov matches the information as they registered for their NCAGE code.

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA GE.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.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

2. Submission Dates and Times

Applications are due no later than April 15th at 16:00 WIB.

3. Funding Restrictions

Award funds may not be used for construction or purchase of equipment valued at more than \$5000 per unit.

4. Other Submission Requirements

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

E. APPLICATION REVIEW INFORMATION

1. Criteria

The proposal will not be compared against other proposals. However, it will be reviewed to ensure that it is sufficiently strong in the following areas to merit funding:



Quality and Feasibility of the Program Idea
Organizational Capacity and Record on Previous Grants
Program Planning/Ability to Achieve Objectives
Budget
Monitoring and evaluation plan
Sustainability

2. 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.



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Issuance of this solicitation letter 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 proposal received.

Payment Method:

The recipient must request payment under this award by completing form SF-270 – Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, the Recipient may request payments on a reimbursement or advance basis.

Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the Recipient in carrying out the purpose of this award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the Recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

Failure to comply with the terms and conditions of this award may result in payment delays.

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:

The Recipient is required to submit a program and financial reports at the end of the grant period. All reports must be signed and certified by an authorized representative of the Recipient organization. All reports must indicate the Federal Award Identifying Number (FAIN), period of performance, reporting period end date, reporting frequency (quarterly, interim, semi-annual, annual, final) and include a detailed description of program progress.

The program and financial reports are due 30 calendar days after the period of performance end date. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future awards and/or delays in payments.

Financial Reports:



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All financial reports must be submitted using form SF-425—Federal Financial Report. Financial reports shall be submitted directly to the Grants Officer and Grants Officer Representative.

The form and instructions are available at: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

Performance Reports:

As appropriate, performance reports must contain:

- A comparison of actual accomplishments to the objectives of the federal award established for the period. This should include information on how costs are tied to accomplishments;
- The reasons why established goals were not met; and
- Additional pertinent information including an analysis and explanation of cost overruns or high unit costs.

Performance Reports must be submitted to the Grants Officer and Grants Officer Representative via email.

The Recipient acknowledges that the Department of State may make site visits as determined by the Grants Officer.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: RELOJakarta@state.gov.

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.



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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.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bradley Horn", with a long horizontal flourish extending to the right.

Bradley Horn
Regional English Language Officer