



United States Mission to South Africa
President's Emergency Plan for AIDS Relief (PEPFAR)
Community Grants Program



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

Funding Opportunity Title: South Africa - PEPFAR Community Grants 2021
Funding Opportunity Number: 2021-CGSA
Deadline for Applications: April 1, 2021
CFDA Number: 19.029
Total Amount Available: \$ 1.8 million

A. PROGRAM DESCRIPTION

The U.S. Embassy South Africa through the President's Emergency Plan for AIDS Relief (PEPFAR) Community Grants Program of the U.S. Department of State announces an open competition for organizations to submit applications. The Community Grants Program provides an opportunity for direct funding to community based organizations in the districts with the highest HIV burden in South Africa that are providing services within HIV prevention and/or community-based care and support for people living with HIV (PLHIV). Please carefully follow all instructions below.

Priority Regions:

Organizations operating within the 27 PEPFAR priority districts are eligible to apply:

- *Eastern Cape:* Alfred Nzo, Buffalo City, Chris Hani, O R Tambo, Amatole
- *Free State:* Lejweleputswa, Thabo Mofutsanyane
- *Gauteng:* City of Johannesburg, City of Tshwane, Ekurhuleni, Sedibeng
- *KwaZulu-Natal:* eThekweni, Ugu, uMgungundlovu, uThukela, uThungulu/King Cetshwayo, Zululand, Harry Gwala
- *Limpopo:* Capricorn, Mopani
- *Mpumalanga:* Ehlanzeni, Gert Sibande, Nkangala
- *North West:* Bojanala Platinum, Dr. Kenneth Kaunda, Ngaka Modiri Molema
- *Western Cape:* City of Cape Town (focusing on townships, informal settlements)

Please note, applicants in high burden areas will be given preference for funding.

Program Objectives:

All organizations funded through the Community Grants Program must be providing one or more of the following services:



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- 1) HIV Prevention – This includes targeted, **evidence based*** prevention programs. Prevention programs may focus on one or more of the following categories:
 - HIV prevention
 - Stigma and discrimination
 - Norms and behavior change
 - Gender based violence
 - Prevention of HIV and sexual violence
 - Child protection
 - Positive parenting

*Evidence based means that the program uses a specific curriculum, implementation is monitored and can be measured, and the program has been proven to yield positive results.

- 2) Community based Care and Support – This is service delivery specifically for PLHIV, which includes activities such as adherence clubs, support groups, defaulter tracing and case management. Please note, all care and support activities must be focused on people living with HIV, with an emphasis on treatment linkage, ART defaulter tracking, and retention.

The Community Grants Program will fund the programmatic costs associated with these activities, which may include supplies/materials, personnel, transport, equipment, furniture, training and/or administration in the context of the above activities. Effective implementation of any of these activities may also require building the capacity of civil society organizations in areas such as monitoring and evaluation and case management, as such, capacity building directly related to HIV activities is also considered for funding.

Participants and Audiences:

All community-based organizations are encouraged to apply, particularly those serving key and priority populations, as well as PLHIV and faith based organizations.

Key populations include: sex workers, men who have sex with men, transgender persons, people in prisons and people who inject drugs.

Priority populations include: adolescent girls and youth women, adolescent boys and young men, adult men, clients of sex workers, displaced persons, military, mobile/migrant populations and non-injecting drug users.



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B. FEDERAL AWARD INFORMATION

Length of performance period:	12 months - Grant implementation can be for one year with a maximum budget request of R750,000
Number of awards anticipated:	42 awards (dependent on amounts)
Award amounts:	Awards may range from a minimum of \$30,000 to a maximum of \$50,000
Total available funding:	\$ 1.8 million
Type of Funding:	FY21 U.S. President's Emergency Plan for AIDS Relief (PEPFAR) Community Grants Program
Anticipated program start date:	October 1, 2021

This notice is subject to availability of funding.

Funding Instrument Type: Grant

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

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- Be a registered NPO, NPC or Trust in South Africa
- Serve HIV-affected, infected and/or high-risk populations
- Be implementing within one or more of the 27 PEPFAR priority districts (listed above)
- Been in operation for at least two years
- Not be receiving any other direct funding from the U.S. Government
- Not be receiving funding as a sub-recipient of a PEPFAR partner
- If an organization is a previous Community Grants recipient, the previous award must have closed more than two years prior to the start of this grant period, which means prior to October 1, 2020.

2. Cost Sharing or Matching: Not applicable to this NOFO.

3. Other Eligibility Requirements

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.3 for information on how to obtain these



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registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

The Community Grants Program application is an online process. To apply, please visit www.CommunityGrantsSA.com.

Please note, in order to apply to the Community Grants Program, an organization **must** first register on the Community Grants Program website, click on the link in the confirmation email that will be sent to the email address that was registered and then log in to successfully complete the online application process before the deadline of 17:00 SAST on April 1, 2021. Please be aware if you registered an organization on the website last year, you do NOT need to re-register this year; you log in with the same log in details you used last year.

No email or hard copy applications will be accepted; the only way to apply is through the Community Grants Program website.

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.

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 South African Rand (ZAR).

The following documents are **required**:

1. **Mandatory application forms**
 - **SF-424 (*Application for Federal Assistance – organizations*)** to be attached on the online application system, along with the other attachments
2. **Summary Page:** This is the organizational profile that you will be required to complete when you register on the Community Grants Program website, which includes information such as your organization's legal name, address and contact information.



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3. **Proposal:** Once in the application, organizations are required to complete six sections including organizational structure, service delivery, community linkages, financial situation, financial management and funding request. An organization can only submit if all mandatory fields are complete and if anything is missing, the system will alert the applicant to where the error is. In addition to the auto alerts on all mandatory fields, there is also live chat support on the site to answer any questions when completing the application.
4. **Budget Justification Narrative:** The funding request section of the online application form will ask you to provide a narrative description of what you are requesting funding for and how the funds will be used.
5. **Attachments:**
 - a) A short overview of your organization's services and history
 - b) NPO certificate
 - c) Quotes for equipment, supplies and training requested in the budget and/or cost calculations for items that are not quotable such as airtime and transport
 - d) One letter of reference from a South African Government Department
 - e) One letter of reference from any other stakeholder who is not part of your organization
 - f) Completed and signed Application for Federal Assistance – Form SF-424

In addition, while this is **NOT** required at this stage, please note that **shortlisted applicants** will be required to submit the following documents at a later stage in the process:

- A copy of the organization's annual operating budget for the two most recent years
- A copy of last month's bank statements for every account held by the organization
- Budget Justification Narrative: SF424A (Budget Information for Non-Construction programs) and Assurances – Non-Construction Programs: SF424B.

3. 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.

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



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- Unique entity identifier from Dun & Bradstreet (DUNS number) – Required at the time of application
- NCAGE/CAGE code – **NOT** required at the time of application, but will be requested at a later stage in the process for shortlisted applicants only
- www.SAM.gov registration – **NOT** required at the time of application, but will be requested at a later stage in the process for shortlisted applicants only

Step 1: Apply for a DUNS number

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>

Please note, an application will not be accepted if there is no DUNS number. You are encouraged to apply for the DUNS number well in advance of the deadline as it can take up seven days to receive your DUNS number.

Step 2: Apply for an 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@dlis.dla.mil for any problems in getting an NCAGE code.

Step 3: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

4. Submission Dates and Times

The application deadline is 17:00 SAST on April 1, 2021.

5. Funding Restrictions

Applicants are required to comply with the Protecting Life in Global Health Assistance Policy which aims to ensure that U.S. taxpayer funding does not support foreign non-governmental organizations that provide or actively promote abortion as a method of family planning. More information on this policy can be found at <https://www.state.gov/m/a/ope/index.htm>.



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6. Other Submission Requirements

The Community Grants Program website provides detailed information and instructions, but if you have any questions, please contact us at CommunityGrantsSA@state.gov. You can also use the live chat or contact us options on the website for additional assistance.

E. APPLICATION REVIEW INFORMATION

1. Criteria

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

- Alignment with PEPFAR objectives
- Feasibility of program implementation
- Financial management
- Organizational systems, policies and structures
- Organizational governance
- Level and quality of service delivery
- Linkages and relationships with the community and stakeholders
- The applicant's ability to effectively implement statutory, regulatory, or other requirements as stated by law, donors and governing bodies

2. Review and Selection Process:

Applications will be evaluated based on the assessment criteria. If an applicant meets the minimum requirements and scores above the threshold, a Community Grants Coordinator will schedule a phone interview. Successful interviews will result in a site visit to evaluate the proposed project and to conduct an organizational risk assessment. Applicants who complete a successful site visit will then be recommended for final selection.

3. Anticipated Announcement and Federal Award Dates:

Awards are expected to begin on October 1, 2021. All organizations should be notified of the outcome no later than August 31, 2021.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices



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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 funds are paid by EFT into your bank account in two tranches.

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 reports. The award document will specify how often these reports must be submitted.

- Financial Reporting (expenditure reporting + SF-425)
 - About April 14 and October 14
- Beneficiary Reporting
 - Due quarterly for the following report periods: Oct-Dec / Jan-Mar / Apr-Jun / Jul-Sep
- Narrative Reporting
 - April 14 and October 14

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](#).



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G. FEDERAL AWARDING AGENCY CONTACTS

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