# U.S. DEPARTMENT OF STATE U.S. EMBASSY LA PAZ Notice of Funding Opportunity

**Funding Opportunity Title:** APPS HACKATHONS PROGRAM

**Funding Opportunity Number:** LPZ-104-FY18-03 **Deadline for Applications**: September 7, 2018

**CFDA Number:** 19.040 **Total Amount Available:** \$12,000

## A. PROGRAM DESCRIPTION

The United States Embassy in La Paz is pleased to announce the launch of the "Apps Hackathon" program, consisting of three hackathons to take place in the cities of La Paz, Santa Cruz, and Cochabamba between November 2018 and Mach 2019. Hackathons are events of intense collaboration on software projects with the goal of creating a functioning product by the end of the event. This is an open competition for organizations and/or individuals to submit applications to receive a grant of up to \$4,000 to implement one of the three hackathons.

Please carefully follow all the application guidelines and instructions below. There will be three awards.

**Priority Region:** La Paz, Santa Cruz and Cochabamba, but the three hackathons will be open to any competitors from across the country.

## **Program Guidelines:**

The United States is committed to contributing to digital education, promoting access to digital information and tools, and advancing technological innovation in Bolivia.

Each hackathon will be a collaborative effort between the U.S. Embassy, a grantee, and one to three external cosponsors. U.S. Embassy Public Affairs Section staff will coordinate the program with and the grantee's representative(s).

<u>Hackathon Objectives</u>: Under the purview of the U.S. Embassy, each grantee will implement one hackathon as described below to achieve the following objectives:

- Develop one free cross-operating system open-source mobile application that provides solutions to challenges found in their respective areas;
- Create an informal network of app developers from the hackathon participants; and
- Support the development of a vibrant and inclusive app development community in Bolivia.

<u>Number of Awards</u>: Three awards of up to \$4,000 will be granted to implement the following hackathons:

- 1. La Paz
  - a. Challenge: Geo-located anti-trafficking alert mobile app
  - b. Tentative date: November, 2018
- 2. Santa Cruz
  - a. Challenge: Sustainable entrepreneurship mobile app
  - b. Tentative date: January, 2019
- 3. Cochabamba
  - a. Challenge: Geo-located disaster alert mobile app
  - b. Tentative date: March, 2019

<u>Scope of Work</u>: Each grantee will implement one "Apps Hackathon" for 15-20 teams of two to five amateur and professional app developers, and college students (maximum of 80 participants total) to create and demonstrate cross-OS open-source applications that will offer solutions to the challenges listed above.

Teams will compete in a 40-hour closed-environment hackathon. A local jury composed of three experts in the specific area of each hackathon will select the winners. The winning team will receive a \$3,500 small grant/contract to continue to develop their hackathon application. Second and third place winners will receive two iPads mini per team.

<u>Timeline of Activities</u>: Each grantee's activities will include but are not limited to the following activities:

## First month:

- The grantee will work with U.S. Embassy staff to create a Hackathon Plan with details of the event. Plan will include:
  - Overall composition of hackathon, venue(s) requirements, equipment, and participants sign-up requirements;
  - Budget, including meals and refreshments for participants, office supplies, in-kind contributions by possible cosponsors such as the use of a venue, honorarium for jury members, etc.;
  - o If needed, use of hackathon webpage and online sign-up form;
  - o Identification of three jury members;
  - Criteria for participation;
  - o Identification of sign-up process;
  - o Identification of selection processes and use of scoring points
  - o Announcement draft and marketing plan;
  - Outreach, publicity, branding, and use of social media;
  - Outreach to related institutions, such as universities, developer incubators, etc.;
  - Agenda for main event—ensuring a dynamic setting for innovation and collaboration while providing time for welcome messages by key stakeholders and a keynote presentation;
  - o Setting up the explanatory meeting a week in advance for participant teams;
  - Roles and responsibilities for managing the event and handling administrative details;
  - o Recording the event: photography needed, video footage needed; and

- Setting up planning meetings with the Embassy and possible cosponsors before the event.
- Submittal of first report—the Hackathon Plan—for Embassy consideration and recommendations.

## Second month:

- Announcement and publicity of hackathon (Embassy digital platforms and grantee's own advertising outlets. (Note: for all arts and graphics, grantee must use U.S. Flag graphic provided by the U.S. Embassy); and
- Hackathon registration, participant database creation.

#### Third month:

- Submittal of second report including list of participating teams and people, venue, meals, and other details;
- Explanatory meeting for participating teams;
- Hackathon for 15-20 participating teams of 2 to 5 people (maximum 80 total)
  - o Management of venue(s) and necessary equipment,
  - Management of provision of meals,
  - o Management of transportation to/from venue(s), as needed,
  - o Management of program recording: video and photo, and
  - Selection of winners
- Submittal of final report containing:
  - Overview of the hackathon, including best practices and lessons learned;
  - o Short video snippet and photo records of the program in all its phases; and
  - Other relevant details.

<u>Budget</u>: The implementation of each hackathon, *not including prizes*, *or U.S. Embassy staff travel and per diem* has a maximum budget of \$4,000 for the following:

- Announcement of hackathon and implementation of a hackathon webpage, social media presence, and online sign-up form.
- Logistics including but not limited to:
  - o Equipment and materials needed:
    - Internet,
    - Wi-Fi,
    - Cabling,
    - Power sources
    - Microphones and sound system, if applicable,
    - Etc.
  - o Meals for the participants during the hackathon
  - Venue(s): In coordination with the U.S. Embassy, each grantee will find a suitable cosponsor to contribute with the venue
  - o Refreshments: In coordination with the Embassy, each grantee may find a suitable cosponsor to contribute with soft drinks during the hackathon
  - Jury: The grantee will be responsible for identifying and compensating three suitable, reputable jurors for the hackathon, or otherwise obtain their voluntary participation in the program.

- Creation of the requested databases
- Creation of the audiovisual record on DVD

## **Participants and Audiences:**

- La Paz: Central, municipal and departmental governments, border security forces, national park guards, wildlife regulators, NGOs dealing with trafficking in persons, narcotics, arms, or wildlife, self-identified beneficiary segments, and the public.
- Santa Cruz: Local, departmental, and national business chambers and federations, business schools, micro and small entrepreneurs, business students, self-identified beneficiaries, and the public.
- Cochabamba: Local, departmental and national disaster responders, firefighters, disaster management units, and the public.

### **B. FEDERAL AWARD INFORMATION**

Length of performance period: Up to 9 months Number of awards anticipated: Three awards

Award amounts: awards may range from a minimum of \$3,500 to a maximum of \$4,000

Total available funding: \$12,000

Type of Funding: FY18 Smith Mundt Public Diplomacy Funds

Anticipated program start date: September 25, 2018.

This notice is subject to availability of funding.

Funding Instrument Type: Fixed Amount Award.

**Program Performance Period**: Each grantee should completed the hackathon in 9 months or less.

## C. ELIGILIBITY INFORMATION

## 1. Eligible Applicants

The following organizations with proven experience and expertise in the implementation of multi-day computer application related competitions, especially hackathons are eligible to apply:

- Bolivian or U.S. not-for profit organizations,
- Public and private educational institutions,
- Individuals, and
- Governmental institutions

## 2. Cost Sharing or Matching

No cost share is required.

# 3. Other Eligibility Requirements

In order to be eligible to receive an award, <u>all organizations</u> 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 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

Applicants can request the application forms required below from <a href="mailto:lpzirc@state.gov">lpzirc@state.gov</a>.

# 2. Content and Form of Application Submission

<u>Please follow all instructions below carefully</u>. 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**:

## 1. Mandatory application form

- SF-424 (Application for Federal Assistance-organizations) or SF-424-I (Application for Federal Assistance-individuals)
- SF424A (Budget Information for Non-Construction programs)
- SF424B (Assurances for Non-Construction programs)
- **2. Summary Page:** Cover sheet stating the applicant name and organization, proposal date, program title, hackathon proposed start and end date.

- **3. Technical Proposal** (**3 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:
  - Title
  - Proposed implementation of the hackathon (1 page maximum)
  - Timeline based on the hackathon's objectives (See section A.) (1 page maximum)
  - Budget including these items:
    - Administrative expenses (including overhead)
    - o Staff costs (broken down by each professional and % of time spent)
    - o Materials and equipment
    - o Juror honorariums, if applicable
    - o All meals for the participants during the hackathon
    - Short video and photo DVD production
- **6. 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:

- Copy of applying institution's Creation Act, if applicable
- Copy of the Supreme Resolution approving the corresponding legal personality, if applicable
- Institutional or individual expertise background
- Brief resumes of key personnel who are proposed for the program
- 3. <u>Unique Entity Identifier and System for Award Management (SAM.gov)</u>, if you are an organization

## **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:

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

Step 1: Apply for a DUNS number and an NCAGE number (these 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 <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>

NCAGE application: Application page here:

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

Instructions for the NCAGE application process:

 $\frac{https://eportal.nspa.nato.int/AC135Public/Docs/US\%20Instructions\%20for\%20NSPA\%20NCA}{GE.pdf}$ 

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

# 4. Submission Dates and Times

Applications are due no later than **September 7, 2018** 

# 5. Other Submission Requirements

Applicants must submitted all application materials by email to lpzirc@state.gov.

#### E. APPLICATION REVIEW INFORMATION

## 1. Criteria

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

Quality of the Proposal -25 points: The proposal 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. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

# 3. Anticipated Announcement and Federal Award Dates

Grant awards will be announced by September 12, 2018

# 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:** Each grantee will receive the grant funds negotiated in two payments:

- 80% after the reception of the second report with the acquiescence of the Embassy
  Assistant Cultural Affairs Officer. Note: This report is to be delivered by the end of the
  first month. The disbursement process normally takes 10 working days. The grantee must
  be ready to assume costs incurred for advances on catering, equipment or contracts in the
  meantime.
- 20% after the reception of the final report with the acquiescence of the Embassy Assistant Cultural Affairs Officer.

# 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:

<u>2 CFR 200</u>, <u>2 CFR 600</u>, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:

https://www.statebuy.state.gov/fa/pages/home.aspx

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 the following reports:

- First report—Hackathon plan: It will consist of the final detailed work plan and schedule that includes participant sign-up process criteria; selection processes criteria; Jury identification, etc.;
- Second report—Progress report: This will include the list of participating teams and people, and progress on venue, meals, and other details, 2 weeks before the hackathon;
- Final report: The final report is a more detailed report that must include an overview of the hackathon; best practices and lessons learned; expenditures against the budget; other relevant details as considered by the Partner. It must attach the following documents:
  - The final participant and cosponsor databases, including the following data: full name, company/organization, physical address, email address, company phone number, cell phone number;
  - A DVD with a short video footage and photo records of the program in all its phases.

Applicants should be aware of the post award reporting requirements reflected in <u>2 CFR 200</u> 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: lpzirc@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.
- Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program.
- 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.
- Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.