

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

**Funding Opportunity Title:** FY2023 U.S. Consulate General Naha: Start-up Academy

**Funding Opportunity Number:** NAHA-PAS-FY23-02

**Deadline for Applications:** February 19, 2023 (by 11:59 pm JST)

**Assistance Listing Number:** 19.040 – Public Diplomacy Programs

**Total Amount Available:** \$30,000

**A. PROGRAM DESCRIPTION**

U.S. Consulate General Naha Public Affairs Section announces an open competition for organizations to submit applications to carry out a program to implement a six-week Start-up Academy. Please follow all instructions below.

**1. Priority Region:** Japan

**2. Program Objectives:**

With a significantly lower cost of living relative to mainland Japan and close geographic proximity to regional hubs such as Taipei, Okinawa has the potential to attract entrepreneurs from across Japan as well as to cultivate homegrown start-up businesses, including in but not limited to the tech, tourism, renewable energy, and financial services sectors.

This program helps realizes that potential by targeting entrepreneurs in the beginning stages of launching their business ventures and giving them tools to enhance and expand their businesses. Female entrepreneurs in particular face challenges –magnified by COVID -- in starting businesses and attracting capital, including lack of access to mentors and relevant resources and information that lead to success. This Consulate-sponsored program would boost long-term economic ties between the United States and Japan by encouraging entrepreneurs -- especially but not limited to female -- to choose the United States as their future trading partner of choice, vice near-peer competitors.

The program would address the above obstacles and provide a potential roadmap for success. It would consist of a six week “Start-up Academy,” with weekly 2–3-hour in-person and/or virtual workshops and speaker programs focused on but not limited to: networking and pitching tips, how to attract U.S. venture capitalists to invest in Japan and vice-versa, how to expand online sales and advertising presence, how to give a business presentation, field trips to relevant businesses, and resources for doing business with/in the United States. Speakers could include, for example, Mission Japan personnel from relevant sections such as Economic or Foreign Commercial Sections.

Each participant would be required to pitch a panel of local business leaders and executives as a condition of their graduation from the program.

**3. Participants and Audiences:**

Entrepreneurs in Okinawa and Okinawa Business Executives

**B. FEDERAL AWARD INFORMATION**

- Length of performance period: Up to 24 months
- Number of awards anticipated: 1-2 awards
- Award amounts: Awards may range from a minimum of \$20,000 to a maximum of \$30,000
- Type of funding: FY23 Smith Mundt Public Diplomacy Funds
- Anticipated program start date: No later than September 31, 2023
- Funding instrument type: Grant
- Program Performance Period: Proposed programs should be completed in 2 years or less.
- Location of implementation: Southern or middle part of Okinawa main island
- Number of participants anticipated: Approximately 20 to 30

***NOTE: This notice is subject to the availability of funding.***

**C. ELIGIBILITY INFORMATION**

**1. Eligible Applicants:**

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions
- Public international organizations and governmental institutions
- Individuals

## **2. Cost Sharing or Matching:**

Cost sharing is encouraged, but not required. Cost sharing can demonstrate an applicant's plan to ensure the program's sustainability, as well as commitment to the program's success. Therefore, the inclusion of cost sharing will be taken into consideration when scoring sustainability of the application.

## **3. Other Eligibility Requirements:**

In order to be eligible to receive an award, all organizations must have a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see below for information on how to obtain this registration. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

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.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### **1. Application Forms:**

Application forms required below are available at:  
<https://jp.usembassy.gov/federal-assistance-awards/>

## 2. Content of Application:

**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. Please ensure that the proposal clearly addresses the goals and objectives of this funding opportunity.

In addition, 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 (letter) 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 make up the application form:

- 1) [SF-424](#) (Application for Federal Assistance – Organizations) **or** [SF-424I](#) (Application for Federal Assistance – Individuals)
- 2) [SF424A](#) (Budget Information for Non-Construction Programs)
- 3) [SF424B](#) (Assurances for Non-Construction Programs – Individuals only)
- 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. It is recommended to use the [template](#) provided.
- 5) We recommend you also submit the following, using the templates provided:
  - [Application Summary Coversheet](#)
  - [Organizational Information Sheet](#) (*Not required for Individuals*)
- 6) Proposal (6 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, no more than half-a-page, that outlines the proposed program, including program objectives,

anticipated impact, target audience and its size, and standard 5W1H (who/for whom, what, when where, why, and how). Clear, concise, and well-supported description of why the proposed program is needed and how this program will achieve the objectives listed above in Section A.

- *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. Also list key personnel working on the program, including names, titles, roles and experience/qualifications, and what proportion of their time will be used in support of this program.
- *Overall Proposed Program Schedule:* The overall program schedule, resembling a work plan, indicating what activities or phases of the program will take place in each month of the proposed timeframe. The overall program schedule should include all phases, including planning, preparation, implementation, and follow-on. Tentative information should also be included.
- *Project Activities and Supporting Details:* Describe the project's activities and how they will help achieve the objectives listed above in Section A, including project details. Please also include a timeline for the project's activities showing proposed dates, times, and locations of planned activities and events. Tentative information should also be included.
- *Program Methods and Design:* A description of how the program is expected to work to solve the problem stated in the NOFO and achieve the goal. Include a logic model as appropriate.
- *Program Partners:* List the names and type of involvement of key partner organizations and sub-awardees, if applicable. Please also attach a letter of support from each of the partners you list here.
- *Program Monitoring and Evaluation Plan:* Please use the template provided [here](#), and include the chart in your proposal; do not submit a separate file. This is an important part of successful grants. Throughout the timeframe and schedule of the grant, how will the planning, preparing, and implementing 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 objectives listed above in Section A?

- *Future Funding or Sustainability*: Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

7) Attachments, as appropriate

- If you have program partners, please include their letters of support that describe how they view their involvement in this program.
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, please include the latest NICRA letter from the applicable U.S. government agency.
- If required for program activities, please include official permission letters from your school, parental organization, or others as appropriate.

### 3. Required Registrations:

All organizations applying for grants (except individuals) must obtain the registration below. It is free of charge:

- System for Award Management ([www.SAM.gov](http://www.SAM.gov))  
Please register at: [www.SAM.gov](http://www.SAM.gov). SAM.gov registration must be renewed annually. Instructions on completing this registration process are available here: <https://jp.usembassy.gov/federal-assistance-awards/>.

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 its registration in SAM.gov at [www.SAM.gov](http://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.

[www.sam.gov](http://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.

As of January 2023, a CAGE/NCAGE is no longer required.

#### **4. Application Submission:**

Applications are due no later than 11:59pm JST on February 19, 2023. Complete applications, including all documents specified above, must be submitted in one email to [TokyoPASGrants@state.gov](mailto:TokyoPASGrants@state.gov).

#### **5. Funding Restrictions:**

The following types of projects or activities are not eligible for funding:

- Projects relating to partisan political activities;
- Charitable or development activities;
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or projects;
- Scientific research;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects seeking funds for personal use

## **E. APPLICATION REVIEW INFORMATION**

## 1. Criteria:

Each application will be evaluated and rated using the criteria outlined below.

- **Quality, Creativity, and Feasibility of the Program Idea – 25 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 – 10 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 Impact and Ability to Achieve Objectives – 25 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 – 20 points:** Applicant demonstrates ability 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. Cost sharing will be considered here.

## 2. Review and Selection Process:

A Grants Review Committee will review and evaluate all eligible applications, selecting those with the highest scores based on the criteria above for funding. All applicants will be notified by email of the committee's decision no later than September 30, 2023.

## 3. Federal Awardee Performance & Integrity Information System (FAPIIS)

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:

- 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);
- 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;
- 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 awards 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.

## **2. Payment Method:**

Payments are requested by the recipient individual or organization through the [SF-270—Request for Advance or Reimbursement Payments](#) on an as-needed basis and in conjunction with program milestones.

## **3. Administrative and National Policy Requirements:**

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

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:

- President’s September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;

- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950);
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (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).

#### 4. **Branding Requirements:**

Grantees must adhere to the U.S branding and marking requirements, as described in the Standard Terms and Conditions. The Department of State requires that all programs, projects and assistance activities, partially or fully funded by the Department, be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. All publicity and promotional materials (such as flyers, posters, website, etc.) should underscore the sponsorship by or partnership with the U.S. government or the U.S. Embassy with a standard rectangular U.S. flag in conjunction with the U.S. Embassy logo, which can be found at: [here](#) (flag) and [here](#) (U.S. Embassy seal).

## 5. Reporting Requirements:

Recipients will be required to submit financial and program reports. The award document will specify the reporting format and frequency.

## G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact:

[TokyoPASGrants@state.gov](mailto:TokyoPASGrants@state.gov).

Additional resources and information, as well as dates and times of public question and answer sessions will be posted on the U.S. Embassy's website here: <https://jp.usembassy.gov/federal-assistance-awards/>.

## H. OTHER INFORMATION

### 1. 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 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*: 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.