



# Embassy of the United States of America

Address: Tabarre 41  
Route de Tabarre  
Port-au-Prince, Haiti

Phone: +509 2229-8000  
Fax:  
Website: <http://haiti.usembassy.gov>

---

---

## United States Department of State Public Notice

### Bureau of International Narcotics and Law Enforcement (INL)

**Funding Themes:** Prison Administration, Vocational Training

**Announcement Type:** Request for Applications

**Funding Opportunity Number:** SINLEC-14-CA-041-WHPHaiti-02032014

**Funding/Project Title:** Vocational Training for Haiti's Prison Inmates

**CFDA Number:** 19.703 – Criminal Justice Systems

**Amount of Award:** INL anticipates making only one award; the award floor is \$40,000 and the award ceiling is \$95,000. The award may be extended up to two years based on INL's program priorities, good performance on the award, and pending funding availability.

**Number of Awards:** One (1)

**Type of Award:** Cooperative Agreement

**Anticipated Award Date:** Within 4 weeks of the closing date of this announcement. Organizations will be notified if the anticipated award date will be later than April 5, 2014.

**Deadline for Applications:** Complete proposals must be received by 11:59 pm EST on **March 5, 2014** via [www.grants.gov](http://www.grants.gov)

### OR

Complete proposals must be received by 11:59pm EST on **March 5, 2014** via email to the following INL/Embassy and/or INL/GO contact:

**Contact name:** James Allman-Gulino

**Address:** US Embassy, Port-au-Prince, Haiti

**Phone:** +509 2229-8271

**Email:** [Allman-GulinoJT@state.gov](mailto:Allman-GulinoJT@state.gov)

## **Grants.gov Registration**

### **BEFORE YOU APPLY: Get Registered**

In order to apply for a grant, your organization must complete the Grants.gov registration process. Registration can take between three-five business days or as long as two weeks if all steps are not completed in a timely manner.

**NOTE: Registration takes approximately 3-5 business days; but allow 4 weeks to complete all steps. Foreign Registrants: Anyone residing and doing business outside of the United States is still required to complete the five steps of the Grants.gov registration process, in addition to fulfilling supplementary requirements for doing business with the United States government.**

### **STEP 1: Obtain DUNS Number**

**Same day.** If requested by phone (1-866-705-5711), DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> to obtain the number. *\*Information for Foreign Registrants: Webform requests take 1-2 business days.*

### **STEP 2: Register with SAM.gov**

**Three to five business days or up to two weeks.** If you already have a TIN (taxpayer identification number), your SAM registration will take 3-5 business days to process. If you are applying for an EIN (employer identification number), please allow up to 2 weeks. Ensure that your organization is registered with the System for Award Management (SAM) at [System for Award Management \(SAM\)](#). If your organization is not, an authorizing official of your organization must register.

### **STEP 3: Username & Password**

**Same day.** Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. [Create a Username and Password](#).

### **STEP 4: AOR Authorization**

**\*Same day.** The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. *\*Time depends on responsiveness of your E-Biz POC.*

### **STEP 5: TRACK AOR STATUS**

At any time, you can track your AOR status by logging in with your username and password. [Login as an Applicant](#) (enter your username & password you obtained in Step 3).

## **SAM.gov Registration**

SAM.gov registration is required of all INL awardees prior to receiving any federal assistance award. ***INL recommends that all applicants begin the SAM.gov registration process at the same time applications are being submitted.*** If your organization was previously registered in CCR, you must still create a new Individual User Account in SAM prior to receiving a future federal grant. Applicant organizations can obtain assistance for SAM.gov registration by using the following link: <https://www.fsd.gov> or by calling **1-866-606-8220** (U.S. calls)/or **1-324-206-7828** (international calls)

NOTE: Organizations must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number prior to completing the SAM.gov registry process.

## **APPLICANT ELIGIBILITY**

Organizations submitting proposals must meet the following criteria:

### **1.**

- Be a registered U.S. non-profit organization meeting the provisions described in Internal Revenue Code section 26 USC 501(c) (3). Applicants in the process of registration must submit proof that they are seeking non-profit status from the Internal Revenue Service at the time of proposal submission. Should the applicant be selected for a cooperative agreement award, funding will be contingent upon 501(c)(3) status; **or**
- Be a U.S. university or research institution meeting the provisions described in Internal Revenue Code section 26 USC 501(c) (3); **or**
- Be a registered non-profit organization or educational institution based in Haiti. Applicants must be registered in country or submit proof that they are seeking registration in Haiti at the time of proposal submission.

### **AND should meet the following criteria:**

- Have demonstrated experience with textile production or implementing vocational training programs in Haiti, preferably as a beneficiary of an international non-governmental organization or the U.S. government
- Have developed materials used to train vocational students in textile production or similar job skills (sewing, tailoring, clothing assembly)
- Have the ability to produce course materials, deliver training, and conduct evaluations in French and/or Haitian Creole. In addition to English competency, staff should be proficient in French and/or Haitian Creole in order to fulfill training and reporting requirements.
- Have existing, or the capacity to develop, active partnerships with Haiti's Directorate of Prisons (DAP) leadership at prisons in and around Port-au-Prince in order to successfully

complete the proposed program. Applicants should also be familiar with working in a correctional environment and directly with inmates.

Organizations may form a consortium and submit a combined proposal. However, one organization should be designated as the lead applicant.

Applicants are required to submit the documents listed in the **Proposal Summary Instructions** (see attached).

## **SUMMARY**

The mission of the State Department's Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation. This mission, which centers on helping our partner nations establish a capable and accountable criminal justice sector, was expanded during the past decade to include stabilizing post-conflict societies through criminal justice sector development and reform. This mission supports peace and security by stabilizing and strengthening security institutions and by combating narco-trafficking and other transnational crimes such as money laundering and criminal gangs. It promotes just and democratic governments by strengthening justice sector institutions, good governance and respect for human rights.

INL combines forces with other USG and international agencies and takes a regional approach to widespread problems. INL also encourages more developed governments to take responsibility as equal partners in global efforts to combat transnational crime, include drug trafficking. The Bureau's priority programs support three inter-related objectives:

- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize rule of law by developing and expanding criminal justice systems to strengthen partner country law enforcement and judicial effectiveness, foster cooperation in legal affairs, and advance respect for human rights;
- **COUNTER-NARCOTICS:** Disrupt the overseas production and trafficking of illicit drugs through targeted counternarcotics and institution-building assistance and coordination with foreign nations and international organizations, and;
- **TRANSNATIONAL CRIME:** Minimize the impact of transnational crime and criminal networks on the U.S. and its allies through enhanced international cooperation and foreign assistance.

## **Target Theme Overview**

The Bureau of International Narcotics and Law Enforcement Affairs (INL) is seeking applications from qualified organizations to implement a pilot inmate vocational training program in Haiti. The objective of the program is to provide training to inmates that will provide them with valuable skills for employment in textile production and assembly, which they will then use to create standardized uniforms for Haiti's inmate population. The grantee will need to work closely with the Haitian Department of Prison Administration (DAP) to hold trainings

within DAP facilities, involve DAP personnel through a “train the trainer” model, and coordinate details on inmates’ uniform production.

### **Introduction**

The INL section of the U.S. Embassy in Haiti is responsible for the administration of projects and funds provided by the INL Bureau. The INL’s Office of Western Hemisphere Programs provides guidance and oversees foreign assistance programs pertaining to rule of law in Haiti and the region as a whole.

Through a fiscal year 2010 supplemental appropriation, and subsequent base year appropriations, INL has received funding for strengthening the corrections sector in Haiti. The core of this program is the construction of new prisons to alleviate prisoner overcrowding and improve the health, well-being, and protection of the human rights of Haiti’s inmate population. INL/Haiti also plans to support complimentary projects to minimize prisoner recidivism, increase educational and vocational opportunities for inmates, and provide alternatives to incarceration.

### **Purpose**

The prisons sector in Haiti currently suffers from severe overcrowding and hazardous conditions for inmates. At the GOH minimally designed capacity of 2.5 m<sup>2</sup>/inmate, the current prison population exceeds the intended capacity by 5,487 inmates. Women, men, juveniles, and serious/petty offenders are not separated consistently across the system. Many inmates are held in pre-trial detention, but are not separated from convicted felons. It is estimated that there are over 5,500 pre-trial detainees, comprising over 70% of the total incarcerated population.

INL support to build and refurbish prison infrastructure for the Department of Prison Administration (DAP) aims to alleviate this severe overcrowding and improve humane conditions within Haiti’s prisons. However, a comprehensive solution for improving Haiti’s prison sector and decreasing the overall inmate population demands ways to provide inmates with skills that they can use upon reentry to society, in order to discourage recidivism.

With this request for grant proposals, INL seeks a unique approach to prisoner training that will provide prisoners with skills they can use directly after their release, which will facilitate their entry into the job market. INL is specifically targeting the textile industry, which is projected to grow in Haiti as the Caracol industrial park and other textile-export businesses commence operations in the upcoming years. The applicant should demonstrate an ability to conduct job training on clothing production (including skills such as sewing, tailoring, and/or clothing assembly) within individual prisons in Haiti’s Ouest Department. This training should be hands-on and allow prisoners to get real practice working with textile materials.

The recipient should also plan to institutionalize this training in two ways. One, by including DAP personnel in the program through a “train-the-trainer” approach, so that DAP will be able to provide this vocational training independently in the future. Inmates targeted for participation should be convicted prisoners with remaining sentences between 2-5 years, with higher priority on those with less time remaining. This will give the program continuity through prisoners who continue to participate and facilitate training for others, but also in that acquired skills will still

be relevant upon prisoners' release in a medium-term timeframe. Second, the recipient should work with DAP so that trained inmates can use their new skills to produce uniforms for Haiti's prison population. Having standardized uniforms is important for DAP because corrections officers cannot differentiate between inmates and civilians. Differences in inmates' street clothes can prompt discrimination in how they are treated by corrections officers, or can incite theft from other inmates.

The recipient should demonstrate the ability to procure necessary materials and work with newly trained inmates to create uniforms for the DAP. Budgets should include costs for both administration of training and the materials needed to produce the uniforms; however, INL will procure cloth for the uniforms separately and provide this commodity directly to DAP. Recipient will also coordinate with DAP to use sewing machines already in the prison facilities, which DAP will be responsible for. The applicant will be responsible for all other materials necessary and these can be charged to the grant.

The applicant will work with DAP and INL personnel and the Grants Officer (or his/her designate) to establish guidelines on how prisoners will be selected for participation in this program and how their progress will be evaluated. DAP personnel participating in the training will be selected through consultation between DAP, the INL section, and the GO or his/her designate.

INL will consider proposals from Haiti-based NGOs that can enter prisons in the Port-au-Prince area and conduct in-person trainings. Applicants must propose key personnel and trainers who are fluent in French and/or Haitian Creole, and all course materials must be delivered in French and/or Haitian Creole (not through interpretation).

INL will not consider proposals that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization or narcotics trafficker, including elected members of government.

### **Outputs and Expected Outcomes**

The recipient should aim to train at least 100 DAP inmates in textile production skills, and at least one DAP personnel in each participating prison. The recipient should work with DAP to ensure they can sustain the program after the grant's lifetime, using the trained personnel. The inmates receiving training should be identified in conjunction with DAP and include convicted prisoners with 2-5 years (see comment above) remaining on their sentences. The recipient should outline a specific course of training in their application that defines:

- How inmates will be selected for participation
- How long each inmate will participate
- Frequency of training sessions
- How inmates will receive recognition of completion

The applicant should deliver training to at least **four** prison facilities in Haiti's Ouest Department, including the **Youth Offenders' facility in Delmas 33** and the **Petionville Women's facility**. This training should serve as a pilot for training within DAP facilities, with

the eventual goal to provide vocational job training to an expanded number of inmates throughout the country.

Recipient should work with the DAP and trained prisoners to produce inmate uniforms which will be turned over to the DAP for distribution. The recipient should outline a schedule which initiates production after inmates are fully trained. The recipient should work with the DAP and INL personnel to determine the number of uniforms to be turned over to DAP, using cloth and other materials procured by INL. Applicants are encouraged to demonstrate previous experience filling large uniform orders. Uniforms will be inspected by DAP officers to ensure standardization.

As a result of training, inmates should acquire baseline competencies in textile production skills, including basic tailoring and use of sewing machines, evidenced by significantly improved ability to create uniforms after training. Inmates' competencies will be judged by INL and DAP personnel. Inmates scheduled for upcoming release should be better prepared to reenter the workforce and find employment. The DAP should also be able to sustain the program in each one of the targeted prisons after the grant's lifetime.

### **Reporting requirements**

Recipients SHALL submit quarterly financial and performance progress reports. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

A performance progress report compares actual to planned performance and indicates the progress made in accomplishing each assistance award task. The report should include relevant details for assessing the status of performance (i.e., a brief, factual summary description of the progress made). The performance progress reports must be accompanied by the Performance Progress Report (SF-PPR) Coversheet, Page 1 to INL on a quarterly basis.

A final narrative progress report is also required within 90 days of the expiration date of the assistance award. The final narrative report must also include page 1 of the SF-PPR form. INL encourages recipients to include an in-depth impact assessment and/or project evaluation in the final project summary report. The project summary report should include quantitative and qualitative data relating to the project's goals and objectives, project outputs and overall project impact.

Financial status reports provide a means of monitoring expenditures and comparing costs incurred with progress. Recipients must utilize the SF-425 Federal Financial Report, to report the status of funds for all non-construction projects or programs to INL on a quarterly basis. Additionally, recipients shall submit a final SF-425 financial report to INL within 90 days of the expiration date of the financial assistance award.

A copy of all quarterly financial and performance progress reports and FINAL reports shall be emailed to the Grants Officer and the Grants Officer Representative as designated in the Grant, once awarded. Quarterly reports with a computer-based English translation will not be accepted.

*Please note: It is the Department of State's policy that English is the official language of all documents. If quarterly reports are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.*

### ***Substantial Involvement***

INL shall be substantially involved during the implementation of this Cooperative Agreement in the following ways:

1. Approval of the Recipient's annual work plans, including: planned activities for the following year, travel plans, planned expenditures, event planning, and changes to any activity to be carried out under the Cooperative Agreement;
2. Approval of sub-award Recipients (if any), and concurrence on the substantive provisions of the sub-awards; and coordination with other cooperating agencies; and
3. Approval of Monitoring and Evaluation Plan.

### **SUBMISSION INSTRUCTIONS**

Please refer to the ***Proposal Submission Instructions (PSI)*** for more information on how to apply to this Request for Applications (RFA). This announcement is designed to accompany INL's PSI, which contain additional administrative information on proposal content and formatting. Please use both the PSI and this announcement to ensure that your proposal submission is in full compliance with INL requirements and that the proposed activities are in line with INL's priorities. Proposal submissions that do not meet all of the requirements outlined in the RFA and the PSI will not be considered.

### **IMPORTANT INFORMATION**

Applicants must abide by all relevant administrative and national policy requirements regarding civil rights; labor standards; intergovernmental review; disbarment and suspension; drug-free workplace; lobbying restrictions; conservation in procurement; crimes and prohibited activities; protection of human subjects; care and use of laboratory animals; recombinant DNA molecules; bio-safety in laboratories; conflicts of interest; patents and copyrights; impact on the physical environment and animal community; historic preservation; impact on the human community; and contract employment conditions, as applicable to the project's activities.

**INL will NOT consider proposals that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization or narcotics trafficker, including elected members of government.**

### **FOR FURTHER INFORMATION**

For technical or programmatic questions regarding this RFA, please contact Grants Officer, James Allman-Gulino at [Allman-GulinoJT@state.gov](mailto:Allman-GulinoJT@state.gov). *Questions must be received, in writing, no later than February 17, 2014.*